



## 6. Details of Parents/Guardian

### Father`s Details

First name (as on passport)

Family name (as on passport)

ID Number

Passport Number

Employer

Work Phone Number

Mobile Phone Number

Email Address

Fax Number

### Mother`s Details

First name (as on passport)

Family name (as on passport)

ID Number

Passport Number

Employer

Work Phone Number

Mobile Phone Number

Email Address

Fax Number

## 7. Details of Family Home

Area of Residence

P.O.Box No.

City

Home Phone No.

## 8. Payment of School fees

Fees are normally invoiced in the name of the father and delivered via your oldest child in the school. If this is not suitable, indicate your preferences below:

Invoice the following company direct  
(A Letter of Confirmation from the company  
is requested)

Company  
Address  
Contact Person

	Phone

## 9. Requirements

Please enclose the following:

1. Passport Copy for Father/Mother/Child
2. Valid Residents Visa for Father/Mother/Child
3. ID Photo`s at least 3
4. Vaccination Card
5. Copy of Birth Certificate
6. All Non-Qatari parents to provide a letter confirming employment from employer
7. Last 2 Report Cards from previous school
8. Recommendation letters from previous school
9. All students registered for Grade 1, must supply a Health Certificate

**10. Conformance to School Policy**

I furthermore agree to provide the school with all documentation as required upon registration of my child/children. I also agree to pay the fees on due date and accept the possibility of paying a 10% penalty for any late payments and fees paid are non-refundable.

I understand that failure to provide the above and conform to above will result in no certificate being issued by the school.

Name (print name of person completing this form)

Signature

Date

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For office Use:

Test Date

For Year

Results

English

Math

Start Date

Notes

Yes/No

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### School Fee Policy

1. The rates for all fees are mentioned in the school fee schedule, available from the school office. All fees are subject to annual review.
2. Each new applicant registration fee is payable only once per year. The registration fee is not refundable under any circumstances.
3. The fee structure is informed at the beginning of each semester.
4. Fees should be paid within 5 days of the start of semester. If fees are not paid within 7 days, the seat offered to your child goes to the next one on the waiting list. Fees for the full semester have to be paid regardless if the child has attended the full semester or not.
5. If a student joins the school after the start of the semester, they will pay fees for the full year.
6. There will be no refund in case a student leaves after the semester has started.
7. All Existing students will be informed to pay QR 1000 as retainer fees for the next academic year. This sum will be deducted from the first semester fees. New students who will be accepted for the following year have to pay QR1000 as registration fees as soon as they are accepted. This amount is non-refundable.

### Undertaking

In the event of my child taking admission in the American Academy School, I hereby undertake and agree that:

1. My child shall adhere and respect the applicable rules, regulations and designated representatives.
2. I have read, understood and agreed to be bound by the school fee policy as detailed above.
3. I absolve the American Academy School, its employees and its Agents from any,
  - Loss of valuables
  - Accidents or mishaps in normal School hours including but not confirmed to organized sports, gymnastics, informed play, practical and craft work.
  - The welfare and safety of my child outside the normal time tabled day and/or in activities supervised by members of staff of American Academy School will not be responsible for the safety delivery collection of the children to and/or from school.
  - Any accident or mishap should my child leave the school premises without permission.
4. I will give the school at least a terms notice of my intention to withdraw my child. A written letter stating the same will be provided to the Principal of the school. There will be no monetary refund.

Name	Signature	Date