



مدرسة السعد العالمية  
A'soud Global School  
DUQM

# STUDENT REGISTRATION FORM

Recent  
passport  
photograph  
of your child

Full Name : \_\_\_\_\_

## Student Details

First Name : \_\_\_\_\_ Family Name : \_\_\_\_\_

Resident Card No. : \_\_\_\_\_ Gender : Male ☐ Female ☐

Nationality : \_\_\_\_\_ Religion : \_\_\_\_\_

Age at the beginning of the school year : \_\_\_\_\_ Date of Birth : DD / MM / YYYY

Passport No. : \_\_\_\_\_ Expiry Date : DD / MM / YYYY Place of issue : \_\_\_\_\_

Does the applicant have any siblings attending this school? : Yes ☐ No ☐

## Student Details

Entry/ Enrolment Status : ☐ New Student ☐ Transferred

Class to be attended : \_\_\_\_\_

Previous school name (For new students) : \_\_\_\_\_

### Siblings

Name & Age : \_\_\_\_\_

Name & Age : \_\_\_\_\_

Name & Age : \_\_\_\_\_

Name & Age : \_\_\_\_\_

## Health Details

Does your child have any medical condition or special educational needs we should know about? ☐ Yes ☐ No

☐ Sensitivity ☐ Seizure ☐ Attentive Surgery

☐ Chronic diseases (hypertension, diabetes, asthma, anemia).

☐ Others (\*Medical reports must be attached). \_\_\_\_\_

Does your child have an Educational Psychologist's report? ☐ Yes ☐ No

## Student's Parent / Guardian Details

Student's Guardian's Details : ☐ Father ☐ Mother ☐ Other (guardian, trustee or etc)

\*Father's Name : \_\_\_\_\_ Tribe/ Title : \_\_\_\_\_

Workplace / Organisation : \_\_\_\_\_

Designation : \_\_\_\_\_

Landline No. : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Email : \_\_\_\_\_ Resident Card No. : \_\_\_\_\_

\*Mother's Name : \_\_\_\_\_ Tribe/ Title : \_\_\_\_\_

Workplace / Organisation : \_\_\_\_\_

Landline No. : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Email : \_\_\_\_\_ Resident Card No. : \_\_\_\_\_

## Emergency Contact Details

**A person who will be contacted with, if the Parent / Guardian is not available:**

Name : \_\_\_\_\_ Tribe/ Title : \_\_\_\_\_

Workplace : \_\_\_\_\_ Landline No. : \_\_\_\_\_

Relationship : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

## Residence Details

Address : \_\_\_\_\_

City : \_\_\_\_\_ Governate : \_\_\_\_\_ Pin- Code : \_\_\_\_\_

Landmark : \_\_\_\_\_ Street Name / No. : \_\_\_\_\_ Road Name/ No. : \_\_\_\_\_

Building Number (house/apartment) : \_\_\_\_\_ Type of house : ☐ Villa ☐ Apartment

## Transportation Information

Own Transport : Yes ☐ No ☐

Would you like to enrol the student on the school bus : Yes ☐ No ☐

Trip: ☐ One Way School ☐ One Way Home ☐ To and Fro

\* Transport : Please refer to the, 'School Transport Provider Information' provided to you via email.

## Tuition & Other Fees (in OMR)

Stage/Grade	Education	Registration	Acceptance	Total Fees
Kindergarten 1	2000	50	200	2250
Kindergarten 2	2200	50	200	2450
Grade 1	2400	50	200	2650
Grade 2	2400	50	200	2650
Grade 3	2600	50	200	2850
Grade 4	2600	50	200	2850
Grade 5	2800	50	200	3050
Grade 6	2800	50	200	3050
Grade 7	3200	50	200	3450
Grade 8	3200	50	200	3450
Grade 9	4500	50	200	4750
Grade 10	4700	50	200	4950
Grade 11	4900	50	200	5150
Grade 12	4900	50	200	5150

\* Uniforms - Please refer to the, 'Uniform Catalogue' for information.

## Method Of Fees Payment

Select payment terms :    Annually ☐    Termly ☐    Monthly ☐

\* Please note: Monthly payments are only available upon selecting, either direct debit or issuing post-dated cheques.

## For School Finance Department Use

No.	Description	Amount/Discount Ratio

## The school's responsibility to the student/guardian

- Commitment to what is stated in the School Education Law issued by Royal Decree (31/2023). it's executive regulations and ministerial decisions.
- Educational services that are provided to the student in accordance with the Ministry's requirements.
- Providing a safe educational environment (safety and health / protecting the student ...etc.)
- Allowing the guardian to have a look at anything related to the student performance, the student behaviour...etc.
- The guardian must be given access to the school's policy, laws, regulations, and its updates.

## Guardian's responsibility to the school

- Commitment to what is stated in the School Education Law issued by Royal Decree (31/2023). it's executive regulations and ministerial decisions.
- Obligation to pay tuition and other fees as scheduled in the contract.
- Respecting the laws and regulations governing school work.

## Required Documents

### Pupil :

- Birth Certificate Copy
- Passport Copy
- Resident ID Copy
- Copy of the 2 most recent school reports
- 4 Passport size photos (Colour – Size 4x6)

### Parent / Guardian :

- Passport Copy
- Resident ID Copy
- 2 Passport size photos (Colour – Size 4x6)

## Pledge

We, the applicants recognize and accept full compliance with the terms of the contract, and have the right to take legal action in the event of the other party's failure to comply with this contract. I agree to sign the conditions.

### First Party

Name : Principal : \_\_\_\_\_

Signature :

Date :

Stamp :

### Second Party

Name : Parent / Guardian : \_\_\_\_\_

Signature :

Date :

# Terms and conditions

- **Accuracy of information provided.** All information provided to A'soud Global School (AGS) (the "School") must be true, complete and not misleading. The parents/guardians of the student ("Parents") must promptly update the School should any of the submitted details change.
- **Supporting documentation.** In line with Oman Ministry of Education all supporting documents requested during the admissions process must be provided to the School at least 28 days prior to commencement of the relevant academic term. The School reserves the right to withdraw the offer of place, if all supporting documents are not provided within this timeframe.
- **School policies.** The Parents and student must abide by all School policies, as may be amended from time to time. The School's policies are available on the school website or a hardcopy is available upon request from the Registrar.
- **Fee payments, and withdrawal.**
  - a.) The Application fee is non-refundable and non-transferable (Registration and Acceptance secure the student's place at the School. Furthermore, the Parents may be required to pay secure the student's place at the School. Furthermore, the Parents may be required to pay additional fees, including but not limited to fees for the student's learning support needs (if such individual needs are identified by the School in prior consultation with the parents/guardians) and examination fees ("Additional Fees"). Please contact the School for a current list of the additional fees that may be applicable.
  - b.) Failure to pay any School fees may result in exclusion of the Student from the School.
  - c.) A re-enrolment deposit will be requested in Term 2 and must be paid by the start of Term 3 to secure your child's place for the following academic year. The re-enrolment fee is fully adjustable against the next academic year Term 1 fees. This amount is non-refundable if the offered place is not taken up.
  - d.) School fees, including but not limited to tuition, application, enrolment and re-enrolment fees and additional Fees (if applicable) may increase at any time in accordance with applicable law.
  - e.) Exclusion for unpaid fees – The student may be excluded from the School at any time when fees are unpaid. Money received from parents for one pupil may be applied to any other account owed by the same parent. The School may withhold information and property whenever fees are overdue. The School may disclose the fact and amount of any unpaid fees to another school which the pupil attends or proposes to attend.

- f.) Late fee charge – Please refer to the “School fee, Charging and Remissions Policy”, available at : <https://www.agsduqm.edu.om/en/fees>
- g.) The Parents must give one full terms written notice to the Registrar, if the student is withdrawing from the School. In the event of withdrawal, School fees will be refunded in accordance with the School’s refund policy. Please refer to the “School fee, Charging and Remissions Policy”, available at : <https://www.agsduqm.edu.om/en/fees>, which follows applicable law.
- h.) The School may coordinate with a third-party transport services provider to provide transport services to students at the School. However, such services are not included in the School fees, and the terms and conditions of such services are to be agreed directly between the parents/guardians and the Transport Service Provider.
- i.) The School may coordinate with a third-party extracurricular services provider to provide Extracurricular activities to students at the School. However, such services are not included in the School fees, and the terms and conditions of such services are to be agreed directly between the parents/guardians and the Extracurricular Service Provider.

◦ **Parent instructions to School.** The School may rely solely on instructions from either Parent. In the event the School becomes aware of a dispute between the Parents or if the School receives conflicting instructions from the Parents, the School is entitled to rely upon the instructions of the person selected as the Primary Contact in the admissions application. The School will only deviate from this policy if the School is provided with a valid court order, which, if issued by a foreign court, is attested by the Oman courts (a “Court Order”).

◦ **Provision of information to parents.** The School will provide information about the student, including report cards, attendance records, and other items in the student’s file, either to the student or to a Parent. In the event the School becomes aware of a dispute between the Parents, and to protect privacy of communications, the School will not share communications between the School and either Parent with the other Parent, unless required to do so by Court Order.

◦ **Insurance.** Parents must ensure that their own insurance will cover the student’s personal property whilst at the school or on the way to or from the School or on any School sponsored activity away from the School.

◦ **Medical liability.** Neither the School nor any of its affiliates, shareholders, directors, employees, consultants or agents will be liable for injury to the student resulting from improper treatment of its medical conditions if the Parents fail to inform the School of such medical conditions in writing or comply with the School’s medical policy or other instructions provided by the School or the Health Office Staff

- **Intellectual Property Rights.** The School has the intellectual property rights to any outcomes produced by your child as part of the school's provision.
- **Waiver and indemnity.** Neither the School nor any of its affiliates, shareholders, directors, employees, consultants, agents or voluntary helpers of the School (the "Indemnitees"), shall have any responsibility of whatsoever nature in respect of bodily injury to the student: (a) prior to actual delivery of the student into the custody of the teachers or officials inside the School grounds, or after the student has been collected from the School grounds by a person authorized by the Parents to do so, on a normal School day; (b) whilst on School grounds outside the official opening times or (c) whilst outside of School grounds (unless the student is in the direct custody or control of one of the teachers on a recognized outing or function arranged by the School), unless the injury is caused by or resulting from: (i) the negligence of an Indemnatee authorized to act for or on behalf of the School or (ii) any defect on the premises of the School. The Parents shall indemnify the Indemnities against all losses, costs, expenses, liabilities, obligations, claims, penalties, fees, actions, claims, damages and demands (including legal costs and expenses arising there from or incidental thereto) which may be suffered or sustained by or made against the Indemnatee, as a result of or arising in any way from incurred by the Indemnatee as a result of the Parent or the student's breach of applicable law or these Terms and Conditions. The Parents shall also reimburse the Indemnitees for any medical or other expenses arising from accidental bodily injury to the student and any loss or damage to property belonging to or in the custody or control of the School caused by the student.

## School fee, Charging and Remissions Policy

**I, understand and accept that the Student's admission and continued enrollment at the school is conditional upon parents agreeing and complying to the terms and conditions mentioned in the "School fee, Charging and Remissions Policy".**

I \_\_\_\_\_ [Parent/Legal guardian] of \_\_\_\_\_ [Student Name] confirm that I have read and accept these Terms and Conditions in full.

**Parent/Guardian**

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Date : \_\_\_\_\_

**Parent/Guardian**

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Date : \_\_\_\_\_

- ☐ **Use of image/recordings.** : The School may wish to use the images/footage of the student for advertising and promotional materials. The School will not compensate the parents of the student for the use of such images/footage. If consent is provided, it is irrevocable. Please tick the box if you wish to provide consent.