

# Enrolment Form

We do not only educate but .....  
We also care about your child.



نحن لا نعلم فقط ... بل نعتني بأولادكم  
ونساهم في تربيتهم أيضا

Enrolment Date: / / 20	Start Date: / / 20		
First Name: الأسم الأول:	Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>		
Surname: الكنية:	Date of Birth :		
Address:	Telephone:		
	Mobile:		
	Email:		
Ethnic Group:	Religion:	First Language:	
<b>(Emergency Contact Information-Other than Parents)</b>			
Contact One:	Contact Two:		
Name:	Name:		
Telephone:	Telephone:		
Mobile:	Mobile:		
<b>(Parents/Guardians - Only if they live in different addresses)</b>			
First	Second		
Name:	Name:		
Address:	Address:		
Telephone:	Telephone:		
<b>(Medical &amp; Educational Information)</b>			
Doctor Name:	School Name:		
Address:	School Address:		
Please indicate if the student has any of the following or other medical conditions			
<input type="checkbox"/> Eyesight	<input type="checkbox"/> Hearing	<input type="checkbox"/> Speech	<input type="checkbox"/> Allergies
<b><u>Please Specify Details:</u></b>			
<b><u>How did you hear about the centre?</u></b>			
<input type="checkbox"/> Internet	<input type="checkbox"/> Adverts	<input type="checkbox"/> Friend	<input type="checkbox"/> Other

## Terms and Conditions

Babylon Academy is your local community school with a dedicated staff aims to provide high standard education in comfortable and enjoyable environments. Please read through the following information about our enrolment procedure and teaching program:

1. Our aim is to maintain a safe and purposeful atmosphere for everyone regardless to his race, religious or ethnicity according to the Equality Act 2010.
2. Students who have some knowledge of Arabic language may be required to take a simple diagnosis assessment to assess their knowledge and abilities that are helpful in allocating them to the most appropriate class. It covers all core skills of Arabic language (i.e. reading, writing and speaking).
3. Our tuition fees are **£340** for the first child **£320** for the second child and **£300** for each additional child for the whole year (September to June) including the cost of all curriculum books and stationary in condition that the children are brothers or sisters (proof of IDs may be required) and the full fees payment made paid on the day of enrolment.
4. **ONLY** in extreme circumstances where fees are not paid in full, the School Management Panel will use its own discretion to consider alternative arrangements. However, the total payment will then increase to **£360, £340 and £320** and the first installment must be at least **£200 per child**. This document will be acknowledged as part of your signed terms and conditions declaration. If the final instalment is not paid by the last day of school term in the month of December, the student will be removed immediately from the school register and may be replaced by another candidate from the waiting list or newly registered students.
5. All students are expected to attend all classes regularly for their maximum achievements and success unless there is an emergency, in which case the school should be notified in advance either by email or an SMS sent to the school mobile number, to register the student as absent with permission (this must be before 10 am on the school day).
6. For the syllabus and curriculum requirements, students are required to participate actively in their classes and always carry out any homework tasks they are given.
7. We expect and will highly appreciate all parent's co-operation with us by encouraging their children to fulfil their work continuously as we share the same aims for our students to attain their goals efficiently and successfully.
8. We prepare and plan for our teaching programs in advance, however in some cases that are out of our control, we reserve the right to reschedule or cancel any school days. In such cases, parents shall be informed about in writing.
9. There will be breaks according to some state holidays and occasions, half-terms as well as the main Islamic religious occasions which are shown in our school diary. For any changes, parents shall be informed.
10. All parents are welcomed to visit our school at any time during school Sundays between 10 am and 2 pm. Also information can be given by phone or email (**preferably**) at any time of the week by our administration department or by visiting our school website at **www.babylonacademy.org**
11. All students are required to attend school about 10 minutes before their first lesson starts and they should be collected by the parents at the end of school with no delay unless there is a serious reason in which case they are expected to inform our office.
12. For parents who are willing to permit their children to walk home by themselves, a written and signed permission is required from the parents to assure their security.
13. Bullying, abusive language or aggressive behaviour (including verbal abuse) will not be tolerated and the school reserves the right to expel any student from school in case our discipline scheme did not lead to a resolution. In such a case, no refund will be made for any losses or paid fees. Also due to our school beforehand financial commitments, **no refund of any paid fees can be offered** at any time after enrolment for any reasons.
14. We might picture some of our school events and activities that might be used later to promote our school activities or published on our website or school page on Facebook or twitter. If you have any concerns about this and do not prefer your child to be pictured, please inform us by writing.
15. To avoid any inconvenience, students are advised not to bring any jewellery or valuable things to the school, which shall not take any responsibility for any damage or loss to those items.

I confirm that I have read and accept all above terms and conditions.

Print Name:

Signature:

Date: / / 20