

Terms and Conditions of Admission

Terms and Conditions of Admission:

- Parents are advised to read Quest School's terms and conditions prior to submitting an application.
- All applications will be subject to the terms and conditions detailed below.
- A member of the Administration Team is only too happy to answer any questions that you may have.

1. Payment of deposit

- 1.1 To reserve a place in the school, applicants must pay the fee stated in the offer letter.
- 1.2 Parents will pay all bank and/or transfer charges for any application processes.

2. Payment of fees

- 2.1 Parents are required to pay all fees prior to the commencement of each term and no learner will be admitted to the school until the fees are paid in full.
- 2.2 It is the responsibility of parents to ensure fees are paid on time, late payment will incur a BD 100 penalty fee.
- 2.3 Non-payment of fees will result in the learner's immediate termination of class attendance. Re-admittance will not be permitted until such time as all outstanding balances have been paid.
- 2.4 The preferred method of payment is by bank transfer. Cash or cheques should be paid directly to the School's Admissions Department. Cheques should be made payable to "Quest School".
- 2.5 Any learner who is suspended, expelled or withdrawn by the School for breach of the School's terms will not be entitled to any part of their fees returned.
- 2.6 The School will take such action, as it deems necessary to recover all outstanding debt. Any such action will also include the recovery of reasonable costs incurred by the School in relation to the recovery procedures.
- 2.7 Invoices for the annual fees are distributed at enrolment for new learners. For existing learners invoices are distributed ten weeks prior to the end of the term, with payment due four weeks prior to the end of that term.

3. Other charges

3.1 Other fees may apply in individual cases. These may include:

- Before and After-School Care
- Specific School Outings
- International Trips
- After-School Activities

3.2 Fees for these and arrangements for payment will be notified separately.

3.3 If relevant fees or charges have not been paid students will not be able to participate in the activity.

4. Refund policy

- 4.1 All applications for refunds must be made in writing to the Admissions Department.
- 4.2 Fees received up to and including the current term are non-refundable under any circumstances.
- 4.3 Fees received for future terms are refundable providing that one full term's notice is given in writing.

4.4 In the event that all or part of the School is closed temporarily or permanently due to civil unrest, pandemic, or for any other reason, the School will not be liable to refund any fees or other monies it has received

5. Medical

I consent to my child receiving initial treatment from the school clinic, from a qualified school nurse and, if need be, at a local clinic / hospital. I agree to be held liable for all costs incurred by my child.

I am aware that the school faculty will see my child's medical notes.

I consent to the school administering mild medications to my child for numerous "non emergencies".



Terms and Conditions of Admissions Policy

[policy reference] |v1|Effective [date]

These medications include:

- Paracetamol
- Ibuprofen
- Antihistamines

In the event of an emergency, I consent to my child being transferred to a suitable medical facility accompanied by a school representative. I understand I will be contacted as soon as possible to join my child.

6. Attendance

A record of attendance is kept for each learner. In the event of the learner not attending school please inform the school reception by emailing the class teacher or phoning the school reception by 8:05 am.

7. Punctuality

- 7.1 School pick up time is between 14:15 and 14:25. If a learner is not collected by 14:25 the learner will be placed in the After-School Care Programme.
- 7.2 When a learner is placed in the After-School Care Programme due to a late pick-up the parents will receive a verbal reminder of the school pick up times.
- 7.3 After three reminders in one calendar year parents will be invoiced for After-School Care.

8. Personal Conduct

Quest School expects its learners to behave in accordance with its Code of Conduct and Values whether they are on school premises or elsewhere.

Disclaimer

- It is the parent’s responsibility to provide valid and up-to-date contact information for them. This contact information should include a working e-mail address and mobile phone number. The school will assume that any method of communication provided is secure.
- The parents confirm that all the information presented in support of the application is complete and accurate and that there are no issues of an academic, behavioural or medical nature that have not been disclosed.
- The parents accept that the school reserves the right to require a student to leave if information is discovered or disclosed that would have led to the rejection of their application.
- The parents accept that the school shall not be held responsible or liable for the loss of or damage to any item brought into the school.
- Photographs of learners often feature in the press, in Quest School publications, on social media and on the Quest School website. If parents do not wish their child’s photograph to appear, a written request must be submitted to the Registrar before 01 September of every year.

I/We agree to the above terms and conditions of the school and have fully understood the content and give my consent to enrol my child in Quest School, Bahrain under the above terms and conditions.

 Name of Father Signature of Father Date

 Name of Mother Signature of Mother Date

Name of the Child: _____ Year: _____