

TERMS AND CONDITIONS OF ADMISSION - QUEST SCHOOL BAHRAIN

Parents are advised to carefully read the following Terms and Conditions prior to submitting an application to Quest School, Bahrain. All applications are subject to the terms outlined below. Should you have any questions, a member of our Admissions Team will be happy to assist.

1. Reservation of Place

- A place at the school will only be reserved upon payment of the non-refundable deposit specified in the offer letter.
- Parents are responsible for all bank or transfer charges related to the application process.

2. Payment of Fees

- All tuition fees must be paid in full prior to the start of each term. A learner will not be admitted until payment is received.
- Late payment of fees will incur a penalty charge of BD 100.
- Failure to pay fees may result in immediate suspension from class. Re-admission will only be granted once all outstanding payments are settled.
- Preferred payment method is bank transfer. Alternatively, fees may be paid in cash or cheque directly to the Admissions Department. Cheques should be made payable to "Quest School".
- Invoices for new learners will be issued upon enrolment. For continuing learners, invoices are issued ten weeks before term end, with payment due four weeks prior to the start of the next term.

3. Termination & Debt Recovery

- Learners who are suspended, expelled, or withdrawn due to breaches of school policies will not be eligible for a refund of any fees.
- The school reserves the right to initiate recovery procedures for outstanding fees, including the recovery of all associated legal or administrative costs.

4. Additional Charges

- The following additional charges may apply where relevant:
 - Before and After-School Care
 - School Excursions
 - International Trips
 - Extracurricular Activities
- Fees for these activities will be communicated separately.
- Participation will not be permitted unless full payment has been received.



5. Refund Policy

- Refund requests must be submitted in writing to the Admissions Department.
- Fees for the current or previous terms are strictly non-refundable.
- Fees for future terms may be refunded if written notice of withdrawal is submitted at least one full term in advance.
- In the event of school closure (temporary or permanent) due to civil unrest, a pandemic, or any force majeure, the school is not obligated to refund fees already paid.

6. Medical Consent

By signing this agreement, parents' consent to the following:

- Initial medical treatment may be provided by the school nurse or, if necessary, at a local clinic or hospital. All associated costs will be the responsibility of the parent.
- The sharing of the learner's medical records with relevant school staff.
- Administration of mild, non-emergency medications, including:
 - Paracetamol
 - Ibuprofen
 - Antihistamines

In the event of an emergency, the school may transfer the learner to a medical facility accompanied by a school representative. Parents will be contacted immediately.

7. Attendance

A daily attendance record is maintained for all learners. In case of absence, the school must be informed by 8:05 AM either by phone or email to the class teacher or school reception.

8. Punctuality & Collection Policy

- School pick-up time is between 14:15 and 14:30. Learners not collected by 14:30 will be placed in the After-School Care Program.
- After three late pick-ups in a calendar year, parents will be invoiced for After-School Care.
- Verbal reminders will be issued after each late collection.

9. Learner Conduct

All learners are expected to adhere to the school's Code of Conduct and Core Values, both on and off campus.

10. Disclaimer

- Parents must ensure all contact information is current, including valid email and mobile number.
- All information submitted with the application must be complete and accurate, including any academic, behavioral, or medical concerns.
- The school reserves the right to withdraw a place if any undisclosed information is later discovered that would have resulted in a declined application.
- The school does not accept liability for loss or damage to personal items brought onto school premises.
- Unless a written request is submitted annually by 1st September, the school reserves the right to use photographs of learners in publications, marketing, and on digital platforms.
- Repeated violations of school policy may result in the student's enrolment being cancelled at the nearest half-term. A warning letter will be issued outlining behavior that must be corrected.

11. Notice of Withdrawal

Parents are required to give the school one full term written notice if they intend to withdraw their child from Quest School. If no such notice is received, the student will automatically be enrolled for the following term and assigned to a class. As a result, parents will be liable to pay the First Term fees in full, regardless of whether the student attends or not. This policy is in line with standard practices followed by most schools.

I/ We agree to the above terms and conditions of the school and have fully understood the content and give my consent to enroll 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: -----.

