

Dear Parent,

This enrollment packet for new students includes everything you need to enroll your child(ren) in the WellSpring School-Ras al Khaimah for the 2016-17 school year. We are expecting most classes to be full at the beginning of the school year, so please submit your materials without delay in order to reserve a seat for your children.

The WellSpring School adheres to the following enrollment priority policy:

- 1) Children of the WellSpring School staff and associates
- 2) Siblings of students already attending the WellSpring School
- 3) Children who speak English fluently
- 4) Children who do not speak English fluently

If a student has passed the necessary requirements, but there is no space available, he/she may be placed on a waiting list. Students will be added to this list according to the enrollment criteria. This waiting list is dissolved at the end of the school year and parents need to re-apply if they wish to be considered for enrollment for the following school year.

The entire WellSpring School staff looks forward to working alongside you in providing your child with the best learning experience in the coming year. Please contact our offices if you have any questions and concerns regarding the enrollment process.

Cordially,



Dan Curry, Head Principal
The WellSpring School at Ras al Khaimah

Applying to the WellSpring School is an easy process.

- ① Complete and submit enrollment packet forms
- ② Submit your academic records and Emirates ID card
- ③ Take assessment tests in English and mathematics
- ④ Receive notification of Acceptance / Denial and Invoice
- ⑤ Submit fees to Finance Office within two weeks of acceptance notification, unless other arrangements are approved

Required Documents :

- | | |
|--|--|
| <input type="checkbox"/> 3 Photographs | <input type="checkbox"/> Copy of Family Book (for UAE nationals) |
| <input type="checkbox"/> Passport Copy (applicant's/Sponsor) | <input type="checkbox"/> Last School Report |
| <input type="checkbox"/> Visa Copy (applicant's/Sponsor) | <input type="checkbox"/> School Enrolment Letter (Original) |
| <input type="checkbox"/> Copy of UAE ID (applicant's/Sponsor) | <input type="checkbox"/> Immunization record copy |
| <input type="checkbox"/> Birth Certificate Copy (Arabic or English only) | <input type="checkbox"/> Transfer Certificate
(original - once a place has been confirmed & prior to school start) |

Student age requirements :

- Students entering KG1 must turn 4 by the beginning of September of the year they enroll.
- Students entering KG2 must turn 5 by the beginning of September of the year they enroll.
- Students entering Grade 1 must turn 6 by the beginning of September of the year they enroll.

For questions about enrollment, please contact the admissions office at marketing@tws-rak.org

Male Female STUDENT (Full passport name) _____
Last First Middle Preferred Name

Passport Birth date _____ Current Grade _____ Requested Grade _____ Desired Start Date _____

Age on next Dec. 31st _____

Passport Number _____ Date of Expiration _____ Country _____

Emirates ID Number _____ Date of Expiration _____

United Arab Emirates Address:**Foreign Address:**

Father's Full Name: _____

Nationality _____

Employer _____

Cell Phone _____

Work Phone _____

Home Phone _____

Living in the UAE: Yes No

Email Address _____

Mother's Full Name: _____

Nationality _____

Employer _____

Cell Phone _____

Work Phone _____

Home Phone _____

Living in the UAE: Yes No

Email Address _____

If the student **does not live with their parents**, please give the details of their legal guardian.

Guardian's Full Name _____ Relationship _____ Nationality _____

Employer _____ Mobile Phone _____ Work Phone _____

E-mail _____

United Arab Emirates Address:

PREVIOUS SCHOOLS ATTENDED (Minimum last 2 years)

Name _____ Grade Attended _____ Years attended _____ Instruction Language _____

Type of school (British, IB, MOE) _____ Country _____ Phone # _____ Fax # _____

Name _____ Grade Attended _____ Years attended _____ Instruction Language _____

Type of school (British, IB, MOE) _____ Country _____ Phone # _____ Fax # _____

ADDITIONAL INFORMATION*Please note that withholding any medical information or special report that may impact the education of your child may result in cancellation.*

Does your child have any special physical, emotional, psychological or language needs ?

NO YES

If "Yes" please give details below :

Has your child ever been assessed for learning or behavioral problems in or out of school ?

NO YES

If "Yes" please give details below :

Has your child ever been suspended or expelled by any school in the past ?

NO YES

If "Yes" state the reason below :

Has your child ever repeated a year ?

NO YES

If "Yes" state which year and the reason Why below :

Details of the above questions (if applicable) :

Please comment on any medical requirements (such as allergies, illnesses, etc) :

Has this student applied to The WellSpring School before? No Yes Date _____ Grade _____**Names of other siblings applying for or already in the WellSpring School**

Name _____ Grade _____ applying to TWS /in TWS. Name _____ Grade _____ applying to TWS /in TWS.

Name _____ Grade _____ applying to TWS /in TWS. Name _____ Grade _____ applying to TWS /in TWS.

Student Mobile _____ Student Email _____

Demographics

Main Language spoken in the home _____

Other Languages spoken _____

Religion _____

Type of employment _____

Father _____ Mother _____

Where did you hear about TWS?

Emergency Contact Information

Name and contact numbers of someone who is **not a parent or guardian**. This will be used in an emergency if we **cannot** reach the parents/guardian.

Last Name _____ First Name _____

Relationship _____

Cell Phone _____

Work Phone _____

Home Phone _____

By applying for the enrollment of my child in the WellSpring School, I agree to support the stated philosophy, goals, and objectives of the school program and abide by its rules of operation. I will pay my tuition and fees according to the schedule stated in the tuition and fees policy.

_____ Father's Signature _____ Date

_____ Mother's Signature _____ Date

_____ We will provide our own transportation.

Office Use Only

Date of Entrance _____

Student ID from Renweb _____

Account	Amount	Rcvd. by
2100		
2101		
2102		
2103		
1116		

Receipt # _____ Date Rcd. _____

Invoice # _____

Copy to Finance Office _____

Date _____

The WellSpring School Ras Al Khaimah does not discriminate on the basis of race/ethnic origin or gender in its admissions or in any school programs.