



# APPLICATION FORM

INCLUDING MEDICAL INFORMATION

PLEASE PRINT IN BLOCK LETTERS

## STUDENT DETAILS

FAMILY NAME	FIRST NAME	MIDDLE NAME
DATE OF BIRTH (DD/MM/YY)	AGE _____YEARS _____MONTHS	MALE/FEMALE
COUNTRY OF BIRTH	NATIONALITY	CPR NUMBER
PASSPORT NUMBER	DATE ISSUED	EXPIRY DATE
RELIGION	LANGUAGES SPOKEN AT HOME	OTHER LANGUAGES SPOKEN
HAVE YOU APPLIED TO ANY OTHER SCHOOL IN BAHRAIN? If so please state	DESIRED ADMISSION DATE	
HOW DID YOU HEAR ABOUT US?		

## SCHOOLS ATTENDED IN THE LAST TWO YEARS

NAME AND ADDRESS OF SCHOOL	DATES ATTENDED
TELEPHONE	From.....to.....
EMAIL	Grade/Year:
NAME AND ADDRESS OF SCHOOL	DATES ATTENDED
TELEPHONE	From.....to.....
EMAIL	Grade/Year:

## LEARNING SUPPORT INFORMATION

Please list any relevant information such as, Learning Support Provision including Gifted and Talented, Advanced Classes taken, Disciplinary Problems or Special Accomplishments and Achievements, etc. It is essential that all relevant information be given at the time of application.

## DETAILS OF PARENTS (GUARDIANS)

### FATHER (GUARDIAN)

FATHER (GUARDIAN) FAMILY NAME	FIRST/MIDDLE NAME		
NATIONALITY	OCCUPATION		
HOME NUMBER	EMPLOYED BY		
MOBILE NUMBER	OFFICE NUMBER		
EMAIL 1	EMAIL 2		
LOCAL HOME ADDRESS			AREA
PO BOX ADDRESS			

### MOTHER (GUARDIAN)

MOTHER (GUARDIAN) FAMILY NAME	FIRST/MIDDLE NAME		
NATIONALITY	OCCUPATION		
HOME NUMBER	EMPLOYED BY		
MOBILE NUMBER	OFFICE NUMBER		
EMAIL 1	EMAIL 2		
LOCAL HOME ADDRESS			AREA
PO BOX ADDRESS			

### SIBLINGS

SIBLINGS ALSO APPLYING		Year	SIBLINGS ALREADY ATTENDING		Year
1			1		
2			2		
3			3		
4			4		

## STUDENT HEALTH INFORMATION

STUDENTS NAME:

DATE OF BIRTH (DD/MM/YY):

Is your child allergic to any medication, food or product? (For example, penicillin, peanuts)

Is your child taking any regular medication or is he/she receiving regular treatment?  
(For example, Insulin, Ritalin, anti-epileptic medication, inhalers etc)

Does your child have any specific health, behavioural, emotional or psychological problems?

Does your child have any hearing or hearing related problems? (For example, grommets)

Does your child have any problems with eyesight or does he/she wear glasses?

Please give details of any illness, operations or injuries since birth:

Has your child had or required treatment for any of the following? (If yes, please give brief details below)

CONDITION	YES/NO	CONDITION	YES/NO
Asthma	YES/NO	Bone/Joint Disease	YES/NO
Hay Fever	YES/NO	Haemophilia/Thalacaemia	YES/NO
Diabetes	YES/NO	Sickle Cell Anaemia	YES/NO
Epilepsy	YES/NO	Congenital Heart Disease	YES/NO
Chicken Pox	YES/NO	Hepatitis	YES/NO
Fits/Convulsions	YES/NO	Measles	YES/NO
Persistent Headaches	YES/NO	Mumps	YES/NO
Serious Operations/Hospitalisation	YES/NO	German Measles/Rubella	YES/NO
Other	YES/NO		

Details

Signature of Parent (Guardian):

Date:

PHOTO

Please provide  
2 passport size  
photos

### APPLICATION CHECKLIST

In addition to this completed application and medical form, the following documentation is essential and must be included as part of the application process.

Child's most recent school report	<input type="checkbox"/>	2 passport sized photographs	<input type="checkbox"/>
Copy of child's passport	<input type="checkbox"/>	Copy of both parent's passports	<input type="checkbox"/>
Copy of child's CPR Card	<input type="checkbox"/>	Copy of both parent's CPR	<input type="checkbox"/>
Previous School Transfer Certificate (if applicable)	<input type="checkbox"/>	Non-refundable Application Fee BD 50/-	<input type="checkbox"/>
BSB Vaccination Record Form Completed	<input type="checkbox"/>		

### BILLING INFORMATION

SCHOOL FEES ARE PAID BY:    EMPLOYER     PARENTS     EMPLOYER & PARENTS

EMPLOYER NAME	EMPLOYER ADDRESS
EMPLOYER EMAIL	

### PARENT'S (GUARDIAN) SIGNATURES

I (we) the undersigned confirm that I (we) have provided all relevant information in this application form and it is accurate and true and correct to the best of my (our) knowledge at the time of completion. I am (we are) aware that the British School of Bahrain is a selective school and my child must meet the entry requirements.

Signature of Parent (Guardian) ..... Date .....

**PLEASE SEND THE COMPLETED APPLICATION FORM AND REQUESTED DOCUMENTATION AND APPLICATION FEE TO:**

Admissions Office, PO Box 30733, Kingdom of Bahrain.  
Telephone: Infant School: 17613330, Fax 17613230  
Telephone Senior & Junior School: 17610920 / 1, Fax: 17610371  
E-mail: [admissions@thebsbh.com](mailto:admissions@thebsbh.com) Website [www.britishschoolbahrain.com](http://www.britishschoolbahrain.com)

### OFFICE USE ONLY

RECEIPT NUMBER	INVOICE NUMBER	ASSESSMENT DATE
APPLICATION ID NUMBER	STUDENT ENTRY ID NUMBER	ACTUAL ENTRY DATE

## IMMUNISATION RECORD

You **must** take this form and have it certified by a doctor or medical practitioner **before** your child is admitted to school. This is a requirement by the Ministry of Health & Education. Please also attach a clear copy of your child's immunisation records.

NAME OF CHILD \_\_\_\_\_ DATE OF BIRTH \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SMART CARD / CPR \_\_\_\_\_

CHILDREN			
AGE	VACCINE	DOSE	DATE RECEIVED
At birth	BCG for newborns born to parents originally from endemic countries	Single Dose	
	Hepatitis B for newborns of HBsAg positive mothers or of unknown HBsAg status	Birth Dose	
2 months	(DaPT + HB +Hib+IPV(Hexavalent	1st Dose	
	Conjugated Pneumococcal	1st Dose	
	(Rota vaccine (oral	1st Dose	
4 months	(DPT + HB + Hib (Pentavalent	2nd Dose	
	OPV	2nd Dose	
	Conjugated Pneumococcal	2nd Dose	
	(Rota vaccine (oral	2nd Dose	
6 months	(DPT + HB + Hib (Pentavalent	3rd Dose	
	OPV	3rd Dose	
	Conjugated Pneumococcal	3rd Dose	
12 months	MMR	1st Dose	
	Conjugated Pneumococcal	Booster	
18 months	OPV	1st Booster	
	DPT + Hepatitis B + Hib	Booster	
	Hepatitis A	1st Dose	
2 years	(Meningococcal (ACYW	Single Dose	
	Hepatitis A	2nd Dose	
5-6 years	DTaP	2nd Booster	
	OPV	2nd Booster	
	MMR	2nd Dose	
ADOLESCENTS			
12 years	(Hepatitis A (HA	1st Dose	
13 years	Tdap	Booster	
	(Hepatitis A (HA	2nd Dose	

DOCTOR / MEDICAL PRACTITIONER'S SIGNATURE: \_\_\_\_\_

CLINIC STAMP

DATE: \_\_\_\_\_

## CONSENT FORM

If you wish the school nurse to give your child medication that has been prescribed by your doctor during school hours, you must send the child with a written note giving the name of the medication, the reason for administration, dosage and times to be given, also a contact number where you can be reached on that day/week. Without this note, any medication brought to the school by your child cannot be administered.

It is extremely important to keep the school updated to any changes in your contact details. Especially if both parents are leaving the country whilst your child is still in school, please ensure that the school has the nominated emergency contact details.

Please notify the school nurse immediately if your child has contracted any communicable diseases and/or if you notice any change in your child's overall health. This will help us ensure that the health of your child and others in the school community is paramount.

If your child becomes ill during his/her day at school, the school nurse would like your permission to administer the following medication at her discretion.

In all instances, a note will be sent home with the child stating the dosage, amount given and the time it was given.

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I **DO** consent to my child, if taken ill to be given the following medication by the school nurse if necessary.

Please **indicate** the medication you authorise that can be administered.

Paracetamol based Elixir/tablets	YES	NO
Calpol Syrup – For children under 6 years of age	YES	NO
Calpol 6 Plus Syrup – For children 6 years and over	YES	NO
Ibuprofen (Brufen) Syrup	YES	NO
Claritin (antihistamine) Syrup/Tablets	YES	NO

PARENT/GUARDIAN NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## TERMS AND CONDITIONS OF ADMISSION

Parents are advised to read in full the School's terms and conditions before submitting an application. Parents who submit an application to the school will be subject to the terms and conditions detailed below. If you are unsure about any information contained within this page, please speak to a member of the Admissions Team who will be able to advise you further.

### 1. Deposits Payments

1.1 To reserve a place in the school, applicants must pay the full prescribed fee as indicated in the conditional offer letter.

1.2 Parents must allow at least 3 working days for Bahrain bank cheques or direct bank transfers to clear and up to 30 working days for a foreign country bank draft to clear.

1.3 Parents will be liable to pay all necessary bank and/or transfer charges for any application processes.

### 2. Payment of fees

2.1 Parents are required to settle the Registration, Book/Resources deposit fee and the Term Tuition fees in advance, before enrolment.

2.2 Parents are encouraged to pay their Tuition fee in advance as per the due dates to avoid late penalty fee of 10% and forfeiting of siblings discounts, as and where applicable.

2.3 Parents have the option to pay their fee in instalments; this will attract a service charge of 25% per child and instalments must be paid by direct debit, standing order or Post-dated cheques. An instalment plan will be issued prior to enrolment. This will be in liaison with the Head of Accounts & Finance and subject to management committee's approval.

2.4 Dates on which payments are due are clearly indicated on the Invoice and it is the responsibility of individual parents to ensure fees are paid on time.

2.5 The School reserves the right to suspend or expel any student who has overdue fees.

2.6 Students who have overdue fees may be refused entry to the School premises and suspended from attending classes and/ or using School facilities. This includes the right for the School to refuse letter requests and cancel student name from the enrolment register.

2.7 The preferred method of payment is by cash or cheque directly at the School's Accounts Department. Cheques should be made payable to "The British School of Bahrain". Visa and MasterCard credit/debit cards are also accepted at the School's Accounts Department, but will incur a transaction fee of 2.6%.

2.8 It is requested that no direct deposits are made to the School's bank account. Parents who pay by electronic transfer are requested to quote the invoice number and student name as transaction reference and submit a receipt of this transaction to the accounts department either by hand or via email.



2.9 Any student who is suspended, expelled or withdrawn by the School for breach of the School's terms and conditions is not entitled to any refund; he/she will also be liable to pay the remainder of the fee, in its entirety, at the discretion of the School.

2.10 The School will take such action, including recourse to the legal process, 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.

2.11 The School also reserves the right to charge a 10% late fee surcharge where a payment is made after the applicable instalment due dates. Parents/Students will incur a penalty charge for each missed instalment.

2.12 The whole remaining fee becomes immediately payable for students who are in breach of their agreement without prior written consent from the School; this is at the discretion of the School.

2.13 Invoices for the Annual fees are generally handed out at the time of enrolment for new students and for existing students, posted ten weeks prior to the end of the Summer term, with payment due six weeks prior to the end of that term. In the event of the invoice still not having been received eight weeks prior to the end of term, the Accounts Office should be contacted and a duplicate invoice obtained. **Misplacement or non-receipt of the original invoice will not be considered a valid reason for failure to pay the fees by the due date.**

2.14 Tuition fees for the term are payable in full regardless of sickness or absence for other reasons (including study leave). Where payment has been made by cheque and the issued cheque is not honoured by the bank for whatever reason, a further administration charge of BD25 will be levied.

2.15 In the event of the non-payment of school fees by the due date, the School reserves the right to remove the student from the school roll and offer the place to a student on the waiting list.

2.16 Parents/Students must remember at all times that the school's agreement is with the Individual parents/students and they are liable to pay the school all the prescribed fees, as and when necessary. The employer of the parents will have nothing to do with the school.

2.17 No students are allowed to enter the class if school fees have not been paid, also s/he will not be allowed to sit any examinations if the appropriate fees have not been paid.

### **3. Other charges**

3.1 Other fees are payable in individual cases. These include:

- GCSE and 'A' Level examination entry fees
- ESL, Additional Mathematics
- Specific School outings
- International trips
- Extracurricular activities

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





3.2 Please note that total GCSE and A-level fees can amount to several hundred Bahrain Dinars and will increase if the Examining Board increases their fees. Entry into examinations and activities for which fees are due will be denied where relevant charges or tuition fees have not been paid.

#### **4. Refund policy**

4.1 Refunds will only be processed in accordance with the terms and conditions outlined in clauses 4.2 to 4.11, and provided students requesting a refund have complied fully with the School's terms and conditions.

4.2 It is the policy of the School not to refund tuition fees. If unforeseen and pressing circumstances result in a student having to leave before the start of the new term, a 50% refund of tuition fees may be considered, provided that the School has received written notice prior to the due date for advance payment of fees for that term. Such refunds will be granted solely at the discretion of the School and only in exceptional circumstances.

4.3 All applications for refunds must be made in writing by submitting a completed 'Refund Request Form' to the Admissions Department at least 60 days prior to the term start date (as detailed in the offer letter).

4.4 Where the school is unable to provide the programme of study for which the student originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative programme offered, the applicant will be considered for a refund.

4.5 Refunds will only be made via the original payment method; except where the original payment was made by cash.

4.6 Parents are liable to pay any bank/ transfer charges associated with the processing of a refund application.

4.7 The School will aim to process all refunds within 6 weeks from the date the complete 'Refund Request Form' and any supporting documents are received.

4.8 If the student is eligible for a refund of their fees by bank draft or cheque, the School will not be in any way responsible for the draft after its dispatch from the School premises and will not issue a replacement draft or cheque if it is lost or misplaced.

4.9 Refunds will not be made to a third party unless the School has received (written) explicit authorisation from the applicant. This should be in the form of a signed hard-copy letter from the parent, specifically authorising the School to refund their fees to a named third party. This condition applies regardless of the source of the original fee payment.

4.10 Refunds requested which are not in accordance with the terms and conditions outlined in this policy will be made at the sole discretion of the School.



## **5. Term Deferral**

5.1 Term deferrals will be approved in accordance with the School's Admissions Policy.

5.2 Term deferrals are subject to application, payment of a deferral fee, and the School's written approval.

5.3 Students are reminded that as per the School's Admissions Policy all term deferral requests must be made in writing at least 60 days before the Term start date.

5.4 If a deferral is approved, a fee will be charged:

(i) Full term fee for the term deferred.

5.5 Upon deferring the term, students waive their right to a refund. Where a student has deferred their term, and subsequently fails or attempts to withdraw from the school, no refund will be provided except at the sole discretion of the School.

### **Attendance:**

A record of attendance is kept for each student. The school reserves the right to withdraw a student's candidature from examinations and withdraw them from the school, if the student's attendance record shows that they have attended fewer than 80% of their scheduled periods. The school reserves the right to suspend or expel such students, without any liability whatsoever to the school. In the event of unforeseen circumstances that prevent the student from attending their periods, the school must be informed immediately. (Please refer to the school attendance policy provided separately.)

### **Personal Conduct:**

The School imposes a strict code of conduct on its students. The school expects its students to behave as responsible and to act within the moral and legal norms of society, whether they are on school premises or otherwise.

### **Changes and Amendments:**

The school reserves the right to amend the time table and advertised curriculum content, tuition fees and start dates for its terms at its discretion and without any prior notice. The school reserves the right to change the advertised examining body for any or all of the courses offered. The school reserves the right to conduct classes in any of the school (or partner schools) premises, including temporarily hired or rented rooms. The school reserves the right to amend or alter its prospectus at its discretion and without any prior notice. The school reserves the right to amend or alter any or all of these Terms and Conditions at its discretion and without any prior notice.

Parents are reminded to visit the school website regularly for the details of up-to-date Terms and Conditions.

