



MY LITTLE WORLD  
KINDERGARTEN

**Admissions and  
Registration  
Policy Handbook**

## REGISTRATION AND ADMISSIONS

### FEE REGULATIONS

- Upon acceptance of the offer of a place – The Student Registration and Reservation Fee is payable once only per student. It is payable immediately after an offer of a place is accepted. This offer of a place expires after seven (7) days.
- School Seat Reservation and Registration fee of 3,000 QAR is payable, upon acceptance of the offer letter. The Reservation and Registration fee is nonrefundable. The fee guarantees a place is held for the student over the summer holiday and is deductible from the tuition Fee for Term 1.
- The Tuition Fee is applicable for the school academic year from August to June, which is divided into three terms.
- There are two options available for payment of Tuition Fee:
  - Advance Yearly
  - Three installments term-wise – *due to be paid 14 days before the start of each term.*
- All fee payments should be made by the due dates as indicated in the Fee Payment Schedule.
- Students who are offered a seat, are expected to pay the yearly fee, in three installments.
- Tuition fees are invoiced as three payments to be paid before the beginning of the term.
- If a student is admitted in the first half of a term, a full term's tuition fees will be charged.
- Failure to pay the fees as per the fee schedule will result in your child being blocked on the Ministry of Education and Higher Education's NSIS (National Student Information System), which means that the student will not be able to transfer to another school or continue at My Little World until the payment is settled.
- All existing students who wish to continue for the next academic year will be invoiced for the Reservation Fee in Term 3.
- There will be no reduction in the fee where a student is absent for part of the term.

### REFUNDS AND WITHDRAWALS

- No withdrawals or transfers can be made after the 31<sup>st</sup> of January of each academic year.
- Students wishing to withdraw should give at least one month's notice in writing.
- Withdrawals after January 31<sup>st</sup>, will be considered in the following situations:
  - Student is permanently leaving the country. Parents must submit supporting documents, such as cancellation of residency permit.
  - Medical report for the student indicating that he/she cannot attend school for a long period of time, due to health-related reasons.
  - Sponsor unemployment, with supporting documents, such as a termination letter from the company.
- In case of withdrawal, fee pertaining to the term falling in the notice period shall be payable by the student, if Proper documents are duly submitted and approved by the MLW-Kindergarten management.



- Where a student leaves the school
  - One full month will be charged if a student attends school for less than one month.
  - Full term will be charged if a student attends school for more than one month.
- The Registration and Reservation Fee is Non- Refundable and Non-Transferable under any circumstances.

**SCHOOL TIMING**

DROP OFF TIME	PICK UP TIME
7:30 AM – 8:00 AM	12:30 PM – 1:00 PM

**PICK – UP TIME:**

The pick-up time of our students is between 12:30 PM to 1:00 PM.

Unless, they attend PLAY THE DAY After School, all children are expected to be PICKED NO LATER THAN 1:00 PM.

**If parents are late picking up their child, the child will automatically be enrolled in our After School PLAY THE DAY Program for the day. Parents are expected to pay a fee of 150 QAR per DAY.**

This is to acknowledge that I have read, reviewed, and understood the POLICIES & REGULATIONS of My Little World Kindergarten.

And my signature below is to acknowledge and adhere to My Little World Kindergarten POLICIES, RULES and REGULATIONS.

CHILD NAME: \_\_\_\_\_

GRADE LEVEL: \_\_\_\_\_

\_\_\_\_\_  
PARENT’S NAME AND SIGNATURE

\_\_\_\_\_  
DATE