



L'école Mondiale
Inspiring Excellence • Building Character

Admission Policy

School Mission Statement

The mission of L'école Mondiale is to provide the best possible education as also to mould strong religious and moral character of our younger generations. We aim to produce talented youngsters who would distinguish themselves by their knowledge, competence, religious, humanitarian and moral standards. The pupils are groomed to approach all types of problems in a positive and constructive manner, to respond to the requirements of an ever-changing world, to show tolerance and respect to others and to serve their religion, society, country and humanity in the most befitting manner.

IB Mission Statement

The IB develops inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through education that builds intercultural understanding and respect. We value our hard-earned reputation for quality, for high standards and for pedagogical leadership.

Overview

At L'école Mondiale, the admission procedure consists of the following steps:

- Registration based on age criteria.
- Admission assessment.
- Interview.
- Payment of Admission & Security fees at the bank.

Age Criteria

Children are placed into classes according to their age at the beginning of the school term. The age brackets are as follows:

<u>IBPYP</u>	
<u>Class</u>	<u>Age Bracket</u>
EYP 1	2 years and 6 months to 3 years and 6 months
EYP 2	3 years and 6 months to 4 years and 6 months
EYP 3	4 years and 6 months to 5 years and 6 months
PYP1	5 years and 6 months to 6 years and 6 months
PYP2	6 years and 6 months to 7 years and 6 months
PYP3	7 years and 6 months to 8 years and 6 months
PYP4	8 years and 6 months to 9 years and 6 months
PYP5	9 years and 6 months to 10 years and 6 months

<u>IBMYP</u>	
<u>Class</u>	<u>Age Bracket</u>
MYP 1	10 years and 6 months to 11 years and 6 months
MYP 2	11 years and 6 months to 12 years and 6 months
MYP 3	12 years and 6 months to 13 years and 6 months
MYP4	13 years and 6 months to 14 years and 6 months
MYP5	14 years and 6 months to 15 years and 6 months

<u>HIFZ</u>	
<u>Class</u>	<u>Age Bracket</u>
Year 1	8 years and 6 months to 9 years and 6 months
Year 2	9 years and 6 months to 10 years and 6 months
Year 3	10 years and 6 months to 11 years and 6 months

<u>IGCSE</u>	
<u>Class</u>	<u>Age Bracket</u>
Pre IGCSE	12 years and 6 months to 13 years and 6 months
IGCSE 1	13 years and 6 months to 14 years and 6 months
IGCSE 2	14 years and 6 months to 15 years and 6 months
IGCSE 3	15 years and 6 months to 16 years and 6 months

Registration Process

To register, parents/guardians can obtain the registration form from the Admissions Office or download it from the school website. The completed form should be submitted along with the following documents:

- Copy of the child's birth certificate issued by Nadra
- 4 recent passport-size photographs
- Copy of the last academic year's school report (if applicable)
- Copy of both parents' CNIC (father, mother, or guardian)
- School Leaving Certificate (if applicable)
- Copy of the child's immunization record
- Copy of Passport of both parents or guardians (for Foreign Nationals)

Please note that there is a non-refundable registration fee at the time of registration. Registering does not guarantee admission. All provided information and documents must be accurate. Providing false information will result in the cancellation of registration. Incomplete registration applications will not be accepted.

Additionally, if any class reaches full capacity, the child's name will be placed on a waitlist, and parents will be informed when a seat becomes available."

Admission Procedure

Following registration, each child undergoes an assessment based on specific criteria. This assessment is conducted to gain insights into the child's abilities and interests.

Application Status

Upon the assessment review, applicants will receive a response within 7-10 working days. Following the assessment, the child, accompanied by both parents, will be interviewed by the school principal. Only parents or guardians of the applicant are allowed during the interview; no other individuals will be accommodated.

The school's decision is contingent upon the alignment of facilities with the child's needs (ref: Inclusion Policy), and the school reserves the right to make the final determination regarding admission and placement.

If parents are unable to attend the scheduled interview, they must promptly reschedule. An interview/assessment may be rescheduled twice; failure to attend will result in the cancellation of registration.

Payment of Fee

Once admission is granted, the admissions coordinator will notify the parents, who may then collect the fee bill from the school office and deposit the amount in our designated bank. Upon payment, the school office will issue an admission confirmation letter.

Withdrawal & Security Refund

In case of withdrawal, parents are requested to notify the admissions coordinator in writing one month prior to withdrawal to avoid deductions for the respective month's fees. The admissions coordinator will arrange an exit interview with the principal for the parents. Following the interview, a withdrawal form will be sent to the parents, and the security deposit will be refunded. Within 10-12 working days of receiving the application, any willful damage to school property or equipment will be deducted from the security deposit.

A security refund will only be granted if the following conditions are met:

- All outstanding fees and fines, including any damage to school property, have been paid in full.
- The security refund must be claimed within six months of withdrawal.

Fee Bill Issuance

Fees must be deposited at the school's designated bank or through online banking by the due date indicated on the issued fee bill.

Please note that the full month's fee is charged at the time of admission, regardless of the admission date.

Fee Bill Schedule:

All students, parents, and guardians are required to adhere to the following rules and regulations outlined in this 'Policy Note' regarding fees.

Fees, payable in Pakistani Rupees, for the academic year are as follows:

The fee is payable monthly in advance for all twelve months of the year.

One-time registration and admission fees (non-refundable) must be paid in full by all new students at the time of admission.

The security fee is payable at the time of admission and is refundable upon withdrawal.

Fee Challans (payment forms) are issued by the last day of each month prior to the billing month. They are sent home with students and uploaded on the online fee platform. All payments are made directly to the designated bank. The due date is indicated on the Fee Challan, and a charity charge is collected for late payments.

Please note that registration fees and admission fees are non-refundable under any circumstances. For students leaving mid-way, the balance payment of tuition fees is not refundable. No refunds will be provided for any payments if a student is suspended on disciplinary grounds, and parents or guardians will be responsible for any damages caused to school property as per the student disciplinary procedure and/or as determined by the Management.

Once paid, tuition fees, admission fees, security fees, stationery charges, and all other fees as per the Fee Policy are non-refundable under any circumstances, except for the security deposit as per the school's fee policy.

Tuition fees, admission fees, security fees, stationery charges, and all other charges as per the Fee Policy are subject to periodic review. No fee concessions will be granted for any period during which a child may have been absent from school due to illness, social commitments, overseas visits, or any other reason.

For returning students, all previous dues, including any fines, must be cleared. Non-payment or underpayment of dues may result in the suspension of enrollment, refusal to re-register, and/or withholding of student records.

The school reserves the right to withhold student progress reports, transcripts, school leaving certificates, and other certificates if dues have not been settled.

The security deposit is refunded in full upon the 'withdrawal' of the student after the completion of studies or as otherwise provided, provided that all dues have been paid, and there are no justifiable outstanding claims by the school

Sibling Discount

At L'école Mondiale, we offer a 30% discount on the admission fee for the third child in a family unit enrolled in our school. This discount is applied to the eldest child in the family, provided they share one or both parents. Please note that this discount is not available for family members outside of the sibling relationship, such as cousins. Additionally, we provide a 70% discount on the fees for school staff and orphans for each child.

Policy written date: May, 2021

Team Involved: Principal (Aliya Asim), PYPC (Kinza Kamal), Admission Coordinator (Gaiti Bhatti),
Front Desk Officer (Javeria Fayyaz), EYP1 HRT (Javeria Ashab), EYP2 HRT (Sana Nabeel), EYP3 HRT (Sundus Islam)

Next Scheduled Policy Review by the Admissions Committee: 30-05-2023