

**1. Admission Policy:** Pamir Private School welcomes students from Kindergarten to Grade 12 and aims to ensure a smooth and transparent admission process. Admissions are open year-round, subject to seat availability and approval by the Sharjah Private Education Authority (SPEA). Below are the details regarding the process, criteria, and other essential information.

**2. Admission Process:** Parents may apply online through the school's official portal or in person at the school's admission office.

Students are required to appear for an admission test, which evaluates their competency in areas/topics shared with parents beforehand. Following the written test, students will attend an interview. Both parents, or at least one parent, must accompany the student during the interview.

Admission is finalized once all necessary documents are submitted, SPEA approval is received, and the fee payment is completed as per the school's fee policy.

**3. Criteria for Admission:** Admission is based on the availability of seats, successful performance in the admission test and interview, and fulfillment of all documentation requirements.

#### 4. Documents Required for Admission

Parents must ensure the submission of the following mandatory documents:

- Two recent passport-size photographs.
- Birth Certificate in English/Arabic.
- Photocopies of Valid Passports of student, father/guardian and Mother including Valid Visa Page
- Original and Copy of Valid Emirates ID of student, father/guardian and Mother.
- Attested original Transfer Certificate or school leaving certificate for student coming from outside UAE
  - ❖ UAE Embassy in Pakistan.
  - ❖ Foreign Affairs in Pakistan.
  - ❖ Foreign Affairs in UAE.
- Attested original Transfer Certificate for student from any Emirate other than Sharjah.
- Original Transfer Certificate for student from any school situated in Sharjah.
- Latest Report Card of previous class (Grade 9-12 attested).
- Student Medical File, if student has already been registered in UAE School.
- Equivalency if completed G9/G10/G11 from curriculum other than FBISE.
- IBCC Equivalency for students studied curriculum other than Pakistani curriculum for Gr.11
- Change of Board certificate for the students from Pakistani Board for admission in Grade 10,11,12.
- Birth Vaccination Card
- Parent School Contract
- Medical Forms
- Transport Request Form
- Admission Test Form
- Undertaking for Admission (if required)

Parents should upload these documents directly to the SPEA's Portal(Daleel) However, the school management is available to assist with document submission if needed.

#### 5. Fee Structure and Fee Rules

Parents must pay the fees as per the following policy;

The following fees have been approved by the competent government authorities for one academic session, irrespective of the number of months the session is composed of:

### Gross Annual Tuition fee

- KG 1-2 10,000
- GR 1-5 12,000
- GR 6 14,000
- GR 7 16,000
- GR 8 17,000
- GR 9 18,000
- GR 10 19,000
- GR 11-12 20,000

### 6. Transportation Monthly Fee

Sharjah to Sharjah / Sharjah to Ajman 400

Sharjah to Dubai/ Sharjah to Um Al Quwain / Sharjah to Al Dhaid 500

Parents and guardians are required to pay the entire fees for the academic session in advance. This ensures the smooth functioning of the school's financial operations and facilitates effective planning for educational activities throughout the year.

In cases paying the entire fee upfront is not possible, parents and guardians are required to pay the full year's fee in three instalments per the following timeline. The first instalment should be paid upfront, while for the remaining instalments, they are required to submit post-dated checks (PDCs).

- Grade KG-IX; 1<sup>st</sup> Instalment; April, 2<sup>nd</sup> Instalment; Sep, 3<sup>rd</sup> Instalment; Jan
- Grade X; 1<sup>st</sup> Instalment; May/June, 2<sup>nd</sup> Instalment; Sep/Oct, 3<sup>rd</sup> Instalment; Jan
- Grade XI/XII; 1<sup>st</sup> Instalment; Sep, 2<sup>nd</sup> Instalment; Nov, 3<sup>rd</sup> Instalment; Jan

Fee for external, national, other international mandatory exams/tests, trips and other co/extra curriculum activities will be charged as and when required accordingly.

Scholarships are granted to students for the current academic year for their performance inline with UAE National Agenda Framework for their academic performance and personal/social development and demonstrating good behaviour and active participation in co-curricular and extracurricular activities. These scholarships can be withdrawn if the student fails to maintain his/her performance in academics as well as in personal/social development and demonstrating good behaviour.

### 7. Refund Policy

Registration/Uniform/Books/Notebooks/External Exams Fee and Transport fees are not refundable. As these fees are paid to the vendors outsourced.

The refund policy for Tuition & Transport fees( If paid in advance) is as follows:

- Attendance for 2 weeks or less: One monthly fee to be paid
- Attendance of 2 weeks-One month: Two months fee to be paid
- Attendance of more than one month: Three months' fees to be paid

Payment must be made before the student joins the school. Non-payment of fees by the due date may result in the cancellation of admission.

### 8. Transport Facility;

**Students need school transport service for pick and drop will be provided with this service as per the following terms and conditions.**

**Terms and conditions of availing the school transport facility so that both parents and the school may not face any inconvenience.**

- The pick-up and drop-off facility will be provided only from the designated pick-up and drop-off points.
- Parents shall ensure that the child remains available at the pickup point well before the arrival time of the designated school bus. Due to traffic concerns, buses cannot wait beyond the designated pick-up time.

- In the event of Parent(s) or the designated guardian not being available at the drop-off point at the said time to collect the child/ children, he/she/ they will be brought back to school and it will be the responsibility of the parents to collect their ward from the school.
- Changes in address and telephone numbers should be communicated to the school immediately. However, the school is not obliged to re-route the bus to the new address if, in the opinion of the school, such a change will affect the timing of other children.
- Damage caused to the interior of the school bus will be charged to the students responsible.
- Parents should not communicate directly with the bus drivers or caretakers of their child's/ children's bus, with regards to any temporary or permanent change in the mode of transportation from school. Such requests are to be routed ONLY through our Transport In-charge.
- For quick and satisfactory resolution, all matters of emergency should be brought to the attention of the Transport In-charge only.
- In case of discontinuation of the school transport facility a letter of discontinuation has to be addressed to the transport in charge.
- Under no circumstances are Parents allowed to ride in the school bus.
- In case of availing of the school transport facility for 02 school weeks full fee for the said month will be charged.
- Parents must pay transportation fees term-wise in advance.
- Students availing transport facility for PICK or DROP (One side) only will have to pay full charges.
- Parents are not allowed to cancel transport facility on a temporary basis (especially during the months when working days are less) as it will not be possible to resume it.
- During all external examinations i.e. FBISE, transport facility will not be provided if the timings are different OR the exams are being conducted in a centre other than PAMIR. In case the Exams Centre is Pamir, senior students have to follow the timings of the rest of the students.
- If the school remains closed for any unforeseen reasons such as rain, flooding, or any other natural disaster/crisis, parents are still required to pay

the transport charges as the school must compensate the transport vendor for the continued availability of this service.

### 9. Orientation and Cooperation

To ensure a smooth transition into the school community, parents are requested to cooperate with the school management. The school will provide an orientation session to help parents and students familiarize themselves with the school's environment, policies, and academic expectations.

Students will be allowed to join the school once all documentation is completed, admission is approved by SPEA, and fee payment is confirmed.

Pamir Private School is committed to providing quality education and fostering a supportive learning environment for all its students. For any assistance or further inquiries, parents are encouraged to contact the school's admission office.