



Attach
photograph

Application
Form
2022/2023

Please complete in BLOCK CAPITALS. Please use one application form for each child.

Student's first name:

Student's last name:

Student's date of birth: Age: Gender: Male Female

Date of application:

Academic year applying for: 2022/2023 2023/2024

Term 1 Term 2 Term 3

Current year level / grade: Year level applying for (e.g. Year 1):

Have you applied previously to our school? No Yes If yes, in which academic year:

Are there other children (siblings) linked to this application? Yes No

Names

Class

Office Use Only: Applicant accepted Applicant rejected

Personal Information

Please complete the form, in BLOCK CAPITALS, as per your information on your passport. This does not commit us to offering you a place or you to accepting one. When you have completed the form, please return it, along with all the required documents listed on the last page, and the application fee to our Admissions Officer admissions.cisd@nais.qa.

Please complete all parts of this form:

Preferred start date:	Nationality:
How did you hear about Compass International School?:	
Preferred Campus: If we are unable to accommodate your child at our Gharaffa campus, would you like us to contact our sister schools at nearby Rayyan, Madinat Khalifa and Theraid?	

Student Personal information:

First Name:	Preferred Name:		
Last Name:			
Home Address: (Current)			
Home Language:			
Other Languages:			
Level of English:	Excellent	Average	Weak
Religion:	<input type="radio"/> Prefer not to say		
Any additional personal information you think is relevant:			

Curriculum Choices:

Languages - Your child may study one of the following:

Arabic (First language only)	
Dutch (First language only)	
French (International Curriculum)	

Personal Information (Continued)

Education:

Present School:	Curriculum followed (e.g. British - Year 13; US - Year 12):
Address:	
Telephone Number:	Email Address:
Date Started:	Date Left:
Previous School:	Curriculum followed (e.g. British - Year 13; US - Year 12):
Address:	
Telephone Number:	Email Address:
Date Started:	Date Left:
Is your child currently in his/her age appropriate class? If not, please explain:	

Family Information:

Child's Sponsor in Qatar:	<input type="radio"/> Father / First Guardian	<input type="radio"/> Mother / Second Guardian
Father's Full Name:		
Father's Nationality:	Father's Mobile Number:	
Personal Email Address:	Father's Employer (in Qatar):	
Job Title:	Work Telephone Number:	Work Email Address:
Mother's Full Name:		
Mother's Nationality:	Mother's Mobile Number:	
Personal Email Address:	Mother's Employer (in Qatar):	
Job Title:	Work Telephone Number:	Work Email Address:
If one parent is not in Qatar, please supply name and contact details (e.g. if parents are separated/divorced):		
Who will be responsible for school fees (for example you or your employer? If you pay the fees and claim back from your employer, then you are considered responsible for your fees).		Emergency Contact in Doha:

Full Disclosure and Declaration of Needs

By signing this form you comply with the following:

1. My child does not have any learning, behavioural or physical needs that will require specialist or additional support.
2. My child has never been identified as requiring additional learning support.
3. My child does not/has never had an Individual Educational or Behavioural or Learning Plan.

If you are unable to comply with the following because you know that your child has a learning need or requires support, please provide us with the following:

1. A copy of any school, medical or psychological report (translated into English) detailing the learning or behavioural need(s) and the level and type of support that is currently provided.
2. Any medication that is taken in relation to any learning or behavioural difficulties.
3. Details of all support previously provided (both in school and outside of school).
4. A copy (translated into English) of the most recent Individual Educational or Learning Plan.
5. Any Statement of Educational Need.

Please note that failure to fully disclose any of the above may result in the offer of a place being withdrawn, or if already enrolled, your child's place being retracted.

Confirmation of Application

Applicable only for Early Years 1 and Early Years 2

I attach the Application Fee of QR 595. Total payable is QR 595.

Applicable for all other years

I attach the Application Fee of QR 595 and a Placement/Assessment fee of QR 595. Total payable is QR 1,190.

Should you wish to make this payment online please refer to our website under the 'School Fees' section. I understand that the Application fee and Assessment fee are non-refundable and **do not guarantee placement into the school.**

Upon acceptance of my application and following a successful assessment, I understand that, should I accept any offer of a place for my child at Compass International School, I will be required to pay the Seat Reservation Fee of QR 7,960 (which is non-refundable, but is deductible from 1st term fees), School Fees and Tuition Resource Fees as outlined in Appendix 5.

I confirm that all of the information I have disclosed in this Application Form is true and accurate. I confirm that I have legal custody of the child for whom I am registering interest or that I have the legal custodian's consent. I have attached a copy of my child's latest school report and documents as outlined in the application criteria document attached.

Signature: _____

Name in full: _____

Date: _____

إقرار و إفصاح كامل عن الإحتياجات الخاصة

من خلال توقيع هذا النموذج ، فإنك تلتزم بما يلي:

- ١- ليس لدى ابني/ابنتي اي إحتياجات تعليمية ، سلوكية أو جسدية مما يتطلب تقديم دعم إضافي.
- ٢- لم يتم تشخيص ابني/ابنتي باحتياجه الى دعم تعليمي إضافي.
- ٣- لم يكن لابني/ابنتي اي خطة تعليم أو سلوك فردية أو دعم إضافي.

إذا لم يتم الإمتثال بالآتي لمعرفتك بأن ابنك/ابنتك يحتاج دعم ، يرجى تزويدنا بالمستندات التالية:
١- نسخة من تقرير مدرسي ، طبي أو نفسي (مترجم باللغة الإنجليزية) يبين الإحتياجات التعليمية و السلوكية و مستوى و نوع الدعم المتوفر حالياً.
٢- أي أدوية يتم تناوله له علاقة بصعوبات التعلم أو الصعوبات السلوكية.
٣- تقرير مفصل للدعم الذي تلقى سابقاً (داخل و خارج المدرسة).
٤- نسخة (مترجمة للغة الإنجليزية) من أحدث خطط دعم التعلم أو خطة تعلم فردية.
٥- أي تقرير لاحتياجات تعليمية.
يرجى العلم أن عدم الإفصاح بشكل كامل عن أي مما سبق سيؤدي الى سحب عرض المدرسة بوجود شاغر للطالب و إذا كان الطالب التحق بالمدرسة بالفعل سيتم شطبه من المدرسة.

تأكيد طلب تقديم

للمرحلة التمهيديّة ١ و المرحلة التمهيديّة ٢ فقط
أرفق دفع مبلغ ٥٩٥ ريال قطري فقط رسوم تقديم. إجمالي ٥٩٥ ريال قطري.

للمراحل الأخرى
أرفق دفع مبلغ ٥٩٥ ريال قطري رسم تقديم و ٥٩٥ ريال قطري رسم اختبار. إجمالي المبلغ ١١٩٠ ريال قطري.

إذا كنت ترغب في دفع الرسوم اونلاين يرجى زيارة الموقع الإلكتروني للمدرسة ، رسوم المدرسة. اعرّف أن رسوم التقديم و الإختبار لا تسترد و لا تضمن القبول في المدرسة.

عند قبول التقديم و إجتياز الإختبار سوف يتم عرض مكان لابني/ابنتي في مدرسة كومباس العالمية و عليه يجب دفع رسوم حجز مقعد ٧٩٦٠ ريال قطري (لا تسترد و تخصم من مصاريف الترم الأول). رسوم المدرسة و الموارد كما هو موضح في المرفق ٥.

أقر بأن جميع المعلومات في هذا الطلب صحيحة و أنني املك الحضانة القانونية للطفل. ارفق نسخة من أحدث شهادة دراسية و جميع المستندات المطلوبة.

توقيع

الاسم بالكامل

التاريخ

Appendix 1: Personal Information Collection Statement

All personal data collected from students and/or their parents/guardians in connection with their education at Compass International School (a trading name of Education Oversea Qatar LLC) ("School") will be handled by our staff, kept confidential and used by Nord Anglia Education Limited and/or our affiliates ("we" or "us") for lawful and relevant purposes including but not limited to:

- assessing the suitability of applications to the School;
- verification of a student's academic and other information;
- school administration and operation;
- the organisation, administration and operation of extra-curricular expeditions and activities, including but not limited to making arrangements with third parties for relevant insurance cover, medical assistance, supervision and execution of activities;
- sending communications to parents and students including newsletters and information about events and extra-curricular activities provided by the School or third party providers;
- statistical and research purposes;
- other school related purposes; and
- alumni activities.

If any of our communications constitute direct marketing, we will separately seek your consent where required by law.

We may disclose some of the data to third parties such as agencies (including governmental bodies), service providers (including insurance providers, security/medical service providers and third party activity/expedition organisers) and contractors appointed by us (whether within or outside the jurisdiction in which the personal data was collected) to undertake some of our academic, pastoral, extra-curricular and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless:

- such disclosure is expressly provided for under this Statement;
- permitted to do so by the student or his/her parent/guardian; and/or
- permitted or required by law.

Personal data may be stored in our or our affiliates' database systems (which may be located within or outside the jurisdiction in which the personal data was collected) and online portals and will form part of the applicant's official student records. It may also be stored in online student resources such as the global classroom.

Where such personal data is not required to be retained by law, such personal data may be destroyed within 24 months following rejection of the application or otherwise as required or permitted by law.

We may provide personal data to the Friends of Compass (FCS) for inclusion in the FCS directory and other FCS activities. If a student or his/her parents/guardians do not wish for such data to be included in the FCS directory, please inform us.

In the event that a student already has a sibling at the School, the records of such sibling will be updated according to the data provided on the new student's enrolment form where relevant.

Failure to provide the requested data may affect the Students' ability to participate in certain events, activities and expeditions arranged by the School.

All practicable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable and reasonable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

Students or their parents/guardians may have the right to access or correct personal data held by the School under applicable law. Requests for access and correction should be addressed in writing to the Principal (addressed to the School) or by email to admission.cisd@nais.qa. We may levy a charge for accessing the information.

The School is part of Nord Anglia Education and the terms of NAE's privacy policy can be found at www.nordangliaeducation.com.

Appendix 2: Photography Consent Form

As the parents/guardians of a child enrolled at Compass International School:

1. We give our permission for our child to be photographed or their image recorded, using school equipment, for **internal educational purposes** in support of learning goals. (i.e. Class Dojo).

Please check the applicable box:

Yes

No

2. We give our permission for our child to be photographed or their image recorded, using school equipment, for **external promotional purposes**, including for use on (but not limited to) the School's website and social media platforms as well as for print, publicity and digital advertising purposes.

Please check the applicable box:

Yes

No

3. We Acknowledge that it is **our responsibility to revoke these permissions** in writing if we no longer wish to authorize the above.

The signatory has read, understood and consents to the provisions contained within the application form.

CHILD'S NAME: _____

FATHER'S/GUARDIAN'S SIGNATURE

Signature

Date

MOTHER'S/GUARDIAN'S SIGNATURE

Signature

Date

If you have any queries about our policy and practices, please write to admissions.cisd@nais.qa

Appendix 3: Compass International School Privacy Policy

Compass International School and Education Overseas Qatar LLC (“we” or “us”) collect and hold personal information of individuals for various purposes.

There are three general categories of personal data held by us.

1. Student information, which includes but is not limited to information supplied by students / parents and collected in connection with student applications, student records, former students, contacts and communications activities undertaken by us or on our behalf. Student records are kept for purposes that include corresponding with, responding to and taking follow-up actions in respect of students, contacts and communications activities.

2. Personnel information, which includes but is not limited to personal particulars, job descriptions, details of compensation and benefits, performance appraisals, references and disciplinary matters relating to our job applicants, employees and former employees. Personnel records of employees are kept for human resource management purposes, relating to such matters as employees’ terms of employment, performance appraisals, monitoring compliance with applicable law and internal rules and conducting investigations in respect thereof, providing references, intra-group communications, professional development, discipline and termination.

3. Other records, which include administration and other files, containing personal data provided to us by individuals for purposes other than those connected with students, contacts, communications or employment. Other records are kept to enable us to carry out various functions and activities which vary according to the nature of the purpose for which such records are to be used, including but not limited to the administration of our school’s functions and activities, seeking advice on operational matters, undertaking communications and training activities organised by us, or on our behalf, including the acquisition of services and handling of enquiries from members of the public.

We are committed to meeting internationally recognised standards of personal data privacy protection, in compliance with the requirements of applicable law. We will never disclose any personal data to any third parties without prior consent unless permitted or required by law.

Should you wish to access or correct your personal information held by us, please send your request by email to admissions.cisd@nais.qa

The signatory has read, understood and consents to the provisions contained within the application form.

If you have any queries about our policy and practices, please write to admissions.cisd@nais.qa

Appendix 4: Early Years Toileting Policy

Most early years children can manage the basics of independent toileting.

Our expectation is that **Early Years children must be toilet trained** before starting school. **This includes them:**

- Knowing when they have to go to the toilet and use words to describe what they need to do and to get help.
- Having a routine of pulling down their pants, using the toilet, wiping, flushing and washing their hands. We realise however that accidents will happen. Please help by providing clothes which are easy to pull on and off and a spare set of clothes.
- After two (2) accidents per day or more than three (3) accidents per week, the child will be sent home and can only return if trained.

Our Teaching

Toileting for Early Years children is more about learning hygiene and socially appropriate behaviour. Our Teachers and Learning Assistants are aware of the children's needs and their "hanging on" signals like leg crossing, fiddling and restlessness. Often a reminder about the toilet is often all that is needed.

If they do have an occasional accident we will not make a fuss but will be discreet (i.e. not make a public display of them but do it privately) and help them clean up and put on dry/clean clothes.

We encourage them to wash their hands after using the toilet and do incorporate this in the social, personal and health education.

We give regular opportunities throughout the day to visit the toilets.

The school will:

- Keep all, toilets open and available to children throughout the school day.
- We will accompany children to the toilet, but will not provide assistance to wash children after they have used the toilet.
- Ensure that all toilet areas have properly maintained supplies at all times of water, soap, hand drying facilities and toilet tissue, provided at a convenient height.
- Ensure toilet facilities provide visual privacy for the user.
- Implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness, throughout the school day.

The signatory has read, understood and consents to the provisions contained within the application form.

If you have any queries about our policy and practices, please write to admissions.cisd@nais.qa

Parent Application Check List

List	Check
Completed application form.	
Attested school report. For Year 2 applicants and above, the latest school report must be attested by the Ministry of Foreign Affairs in the State of Qatar.	
Applicable only to Early Years 1 and Early Years 2 Application fee of QR 595.	
Applicable for all other years Application fee of QR 595 and a placement/assessment fee of QR 595, the total of which is QR 1,190	
Copy of photograph page from child's and both parent's passports.	
Copy of child's and both parent's Qatar Residence Permit (we accept applications without the RP but your child must have their RP in place before being allowed to start school).	
Copy of Qatar ID card from Qatari nationals (front and back).	
Child's Birth Certificate.	
Vaccination card.	
For Year 1 and Year 2 applicants an Early Years Foundation report or last school report. For applicants in Year 3 to 12 the last two full-year school reports.	
2 recent passport photographs.	
The application and placement/assessment fees are not applicable to parents applying for places through their company's Guaranteed Places Agreement. For details please contact your HR office or the Admissions Officer.	
Student's independent medical reports, where relevant.	
Personal Information Collection Statement (Appendix 1).	
Photography Consent Form (Appendix 2).	
Compass International School Privacy Policy (Appendix 3).	
Early Years Toileting Policy (Appendix 4).	
Confidential Student Recommendation Form from Current School (<i>if requested</i>).	

Compass International School

Al Waab Al Abareeq St, Gharaffa Area No.31

Doha, Qatar

General Enquiries: +974 4034 9666 | **Admissions:** +974 4034 9601

Email: admissions.cisd@nais.qa

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Compass International School

www.cisdoha.com



@CompassDoha

Appendix 5: International Education System Equivalency Table (Examples)

AGE	Compass School (English Syst)	Qatar Curriculum (Govt)	Qatar National Curriculum	USA	September to June					April to Mar				
					International Baccalaureate (IB)	Dutch	French	German	Filipino	Pakistan	Indian CBSE			
3 - 4	Early Years 1		KG 1	Pre-School	Pre-school 3	PS	PS	KG	KG 1			KG 1		
4 - 5	Early Years 2	Rawda KG 1	KG 2	Pre-KG	Pre-school 4	Grade 1	MS	KG	KG 2	KG-I		KG 2		
5 - 6	Year 1	Tamhidi KG 2	Year 1	KG	Pre-school 5	Grade 2	GS	KG	Grade 1	KG-II		Year 1		
6 - 7	Year 2	Grade 1	Year 2	1 st Grade	Grade 1	Grade 3	CP1	Grade 1	Grade 2	Grade 1		Year 2		
7 - 8	Year 3	Grade 2	Year 3	2 nd Grade	Grade 2	Grade 4	CE1	Grade 2	Grade 3	Grade 2		Year 3		
8 - 9	Year 4	Grade 3	Year 4	3 rd Grade	Grade 3	Grade 5	CE2	Grade 3	Grade 4	Grade 3		Year 4		
9 - 10	Year 5	Grade 4	Year 5	4 th Grade	Grade 4	Grade 6	CM1	Grade 4	Grade 5	Grade 4		Year 5		
10 - 11	Year 6	Grade 5	Year 6	5 th Grade	Grade 5	Grade 7	CM2	Grade 5	Grade 6	Grade 5		Year 6		
11 - 12	Year 7	Grade 6	Year 7	6 th Grade	Grade 6	Grade 8	6 e	Grade 6	Grade 7	Grade 6		Year 7		
12 - 13	Year 8	Grade 7	Year 8	7 th Grade	Grade 7	VO 1	5 e	Grade 7	Grade 8	Grade 7		Year 8		
13 - 14	Year 9	Grade 8	Year 9	8 th Grade	Grade 8	VO 2	4 e	Grade 8	Grade 9	Grade 8		Year 9		
14 - 15	Year 10	Grade 9	Year 10	9 th Grade	Grade 9	VO 3	3 e	Grade 9	Grade 10	Grade 9		Year 10		
15 - 16	Year 11	Grade 10	Year 11	10 th Grade	Grade 10	VO 4	2 de	Grade 10	Grade 11	Grade 10		Year 11		
16 - 17	Year 12	Grade 11	Year 12	11 th Grade	Grade 11	VO 5	1 ere	Grade 11	Grade 12	Grade 11		Year 12		
17 - 18	Year 13	Grade 12	-	12 th Grade	Grade 12	VO 6	Terminale	Grade 12	Grade 12	Grade 12		Year 12		

Appendix 6: Fee Structure and Bank Details

School Fees for 2021/2022 - Gharaffa*

Starting	Primary School Fees Due (QR)	Tuition Resource Fee Due (QR)
Full Academic Year Tuition	QR 63,943.00	QR 3,980.00
Starting from 1 st Half Term	QR 53,300.00	QR 3,980.00
Starting from 2 nd Term	QR 42,600.00	QR 3,980.00
Starting from 2 nd Half Term	QR 32,000.00	QR 3,980.00
Starting from the 3 rd Term	QR 21,300.00	QR 3,980.00

* School Fees are subject to change as per the Ministry of Education and Higher Education.

Vouchers are only available at Madinat Khalifa, Rayyan and Gharafa campus.

All the necessary paper work must be provided by parents within the timeframe informed by the School.

Bank Details

Account name	Education Overseas Qatar LLC
Address	P O Box 22463, Doha State of Qatar
Account number	4060685580001
IBAN	QA02CBQA000000004060685580001
Bank	Commercial Bank of Qatar
Address	P O Box 3232, Doha State of Qatar
Swift Code	CBQAQAQA

If you require any further assistance please contact the Admissions Officer at Gharaffa: admissions.cisd@nais.qa

School Fees are applicable to students in Early Years classes and Year 1 to Year 6.

Once an offer has been made you will be required to complete an Enrollment Agreement and submit with the following:

- A Seat Reservation Fee (deductible from 1st tuition fee payment) of 7,960 QR (subject to change).
- Annual School Fees dependent on joining date as per above chart and annual Book Fee (subject to change).
- If a Value Added Tax ("VAT") or any similar tax is introduced in Qatar, the current prices shall be deemed to be exclusive of any VAT and Compass International School therefore reserve the right to increase the charges of its goods and services in line with the introduction of VAT.

Fees are due upon invoice due date.

Admissions Checklist

FOR OFFICE USE ONLY

APPLICATION DETAILS

Student name:

Date of birth:

Year group:

Campus:

Start date / Academic year:

Sibling/s in school:

Sibling applied:

Received by:

Guaranteed place / Company name:

Application fee paid / Receipt number:

COPY DOCUMENTS RECEIVED	YES	NO
Parent's Passport		
Parent's RP		
Child's Passport		
Child's RP		
Birth Certificate		
Vaccination Certificate		
Attested School Reports / School Reports School reports must be attested by the Ministry of Foreign Affairs in the State of Qatar		
Two Passport photographs		

COMMENTS / NOTES

Assessment results:

Principal's Comments:

Signature: _____ Date: _____