

## Universal Civilization Academy

Dear Parents,

(It is our pleasure as UCA administration to have your son/daughter as an enrolled student for the new academic year.

Please fill the registration applications and attach the requested Official Documents in order to finish the procedures of registration as soon as possible.

First. The policy of acceptance and newly registered: -

Priority of acceptance is for student's siblings.

Student age should match the following conditions regarding to the beginning of the new year of school:

Class	Age
Premier K.G	3.5 years and 15 days
Second K.G	4.5 years and 15 days
Grade one	5.5 years and 15 days

- Submit the request of registration; which includes filling the registration card and attach the official documents.
- Setting the acceptance test date according to the head of department recommendation, and to the seats vacancy availability. (K.D 10 test fee nonrefundable)
- Student should pass (Arabic, English and math) tests, in order to know their academic level and ability reach that will help them go through the graduation requirements for bilingual schools.
- Personal interview between the student and all of heads of departments (from grade 7 and above except grade (9-12) will have a personal meeting with the school principal after they meet the heads of each department.

Second: The official papers required for registration:

1. Copy of Birth certificate.
2. Copy of Civil I.D.
3. Student parents/guardian Civil I.D.
4. Copy of parents Nationality (for Kuwaitis).
5. Copy of the guardian passport, showing residence details.
6. Passport copy.
7. 4 copies of personal photo.
8. Last educational certificate.
9. Health card.
10. Indemnity clearance.

All official paper should be complete before student registration in order to list his/her name officially in the school classes.

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- a) Student should attend daily; if any student is absent for 4 days without a letter note given to the school administration; student name will be dropped out of the class list and his seat will be given to another student.
- b) Tuition fee should be fully paid before educational year is ended, or the school will drop his/her name to get registered for the next year; and will not be able to register again.

School uniform is an essential part of the school for all classes; not allowed (hair dying, eyebrows plugging, wearing makeup, clothes with colors or short skirts, late attendance from the first class or using mobiles).

### Thirdly: withdrawal procedures

The following procedures should be fulfilled for student withdrawal:

- Filling the withdrawal request with mentioning the reasons.
- Paying the payment due and receiving a clearance note
- A note from the Transferred to-school saying that they don't mind accepting the student.

### Fourth: school timing schedule as following:-

- Kindergartens grades from 7:30 am to 1:00 pm.
- Primary stage (grade 1 –grade 6) from 7:30 am to 1:40 pm.
- Middle & High school (7-12) until 1:45 pm (not including student with after school classes).

The timing is fixed (winter, summer), except Ramadan month)

#### A. **Granted discount:**

- 5% discount given after the first student registration, if one of his/her siblings, the siblings withdraw his/her registration the discount will be cancelled and the policy will be applied for the other siblings as well.
- Students whose tuition fee are covered by their parent's work/company will not get the 5% discount regarding the sibling's registration.

(In case the work/company didn't cover the required amount, the school will apply (first point above),

#### B. **withdrawal finance policy:**

In case of withdrawal, the following procedures will be applied:

- Registration fee (K.D 200) non-refundable based on ministry of education- and the public administration of privet education.



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- If the withdrawing is between 1/9 -31/10, 30% from the total amount will be deducted not including the registration fee as a part of it.
- If the withdrawing is between 1/11-31/12, 50% from the total amount will be deducted not including the registration fees as a part of it.
- If the withdrawing from 2/01 and afterward; there will be no refunds.

Accountant timing: from 7:00 am until 1:00 pm, following that a follow up with the student's affaires department in order to list student name in the registration lists.

For more information, contact us at: 22639682/22639681

Students' affairs department extensions: 102- 115-121 (reception: 101)

Fax: 22639682 direct: 22630394.