

GEMS AKIS SCHOOL POLICES

Admissions Policy

1. Preamble

2. GEMS Al Khaleej International School (AKIS) practices inclusion and provides high-quality education in a caring and nurturing environment. The school features an American education program and the International Diploma Program (IBDP) in an international context with an emphasis on the importance of inquisitive learning and enrichment activities. AKIS integrates UAE's local cultural and Islamic values and beliefs as part of the school's overall learning objectives.
3. An excellent team of education professionals and multinational qualified teachers who provide a strong English and Arabic language grounding guide children effectively towards achieving their all-around potential.
4. The school is accredited by the New England Association of Schools and Colleges (NEASC).

5. The Role of GEMS

6. GEMS management oversees the admissions policy of the school and ensures an inclusive admissions ethos to maintain its school's mission and vision.
7. Admissions appeals should be addressed to the Superintendent who may consult with GEMS officials, although the Superintendent's decision in all matters of admissions is final.

8. Eligibility

9. AKIS admits children between the ages of 3 and 17 years old from Pre-K to G12.
10. All applicants are subjected to an admission test to help determine learning needs and placement.
11. Students that achieve lower than the expected grade level, must be registered in support classes across the academic year.
12. AKIS is an inclusive school. The school accepts admission applications for children with SEND, subject to the availability of resources to support a students' needs.
13. SEND students are provided with the needed support, accommodations, and curricular modifications required to enable access to educational opportunities.
14. Students with SEND receive "Sibling's Priority" for admissions to AKIS.

15. Admissions to AKIS can be made at any time. However, as there are cut-off dates during the year, which are designated by the Knowledge and Human Development Authority (KHDA), approval must be taken from KHDA in case the deadline is over.

16. Application Procedures

17. Contact the school in person, by telephone, or by email to schedule an appointment with the Parents' Relations Executive (PRE) and tour the school.
18. Proceed with the online registration
<https://www.gemsakinternationalschool.com/en/Admissions/Enroll-Online>
19. Complete and submit the registration form. For children who have attended a prior school, a copy of the following must be included
20. Child's latest school report – Attested.
21. Full details of any Special Education Needs and Disabilities (SEND) and any related documents, Individual Education Plans (IEPs), and psychoeducational report if completed.
22. Certificate of Good Conduct for admissions from Grade 6 to 12.

An AED 525 Application Fee should be paid (non-refundable and non-deductible from school fees).

23. Students' assessment(s) will be scheduled.
24. If the application is successful and a place is available, a letter of offer will be issued along with joining information.
25. The offer remains valid for a period of three days. To secure the place, a non-refundable registration deposit of 10% of the total tuition fees should be paid. First term fees will be reduced by this amount.
26. Prior to starting school, the following documents, which are a UAE Ministry of Education requirement, must be submitted:
- 3 original photos.
 - Original and 1 copy of Emirates ID card of student & parents.

- Copy of Passport of student & parents.
- Copy of visa of student & parents.
- Copy of student's birth certificate.
- Copy of student's Immunization/vaccination Record.
- Copy of Family Book (Emirati students only).
- Copy of the latest 2 years of school reports.
- MOE equivalency certificate for admissions from Grade 10 to Grade 12.
- Transcript, including a statement of courses taken from G9-12 with the student contact hours for each, for admissions from Grades 10 to 12.

27. Children transferring from non-American curriculum schools within United Arab Emirates (Dubai or any other Emirate) must provide AKIS with a transfer certificate stamped by the school and attested by the KHDA/ Ministry of Education located in that region.

28. Children transferring from a school outside the United Arab Emirates must provide with a transfer certificate stamped by the school and certified by the UAE Ministry of Foreign Affairs.

29. Conditional Offers at AKIS

- 30.** Students may be offered a conditional place at AKIS in cases where the application does not meet one or more of the admissions criteria. In these cases, additional documentation may be required including:
- 31.** Further information about the child's schooling and support needs.
 - 32.** Evidence of application for residency or residency status.
- 33.** In cases of conditional acceptance, a review period may be set at which point the student's progress will be reviewed to establish if AKIS is the most suitable school to meet the child's particular needs.
- 34.** If the conditional criteria are not met, AKIS retains the right to withdraw the place and ask the parents to seek alternative arrangements for their child's education.

35. Withdrawal of an offer

- 36.** AKIS aims to maintain the highest standards in all that it does. AKIS requires all employees, contractors, parents, children, and visitors to maintain a high standard of conduct. Accordingly, there is a minimum standard of behavior and conduct from community members to ensure people at AKIS feel happy, safe, valued, and confident. Hostile or aggressive behavior is not tolerated at AKIS, and such behavior will result in a withdrawal placement, with KHDA approval. Behavior and conduct of children, parents or, their immediate family in or out of school likely to bring AKIS into disrepute will also result in the withdrawal of a child's AKIS offer.
- 37.** In response to a breach of any item mentioned in this policy, a verbal warning will be issued followed by written confirmation. Second, a formal written warning will be issued. Finally, the AKIS place will be withdrawn with immediate effect, and the child should be removed from school.
- 38.** Failure to provide the school with or not disclosing accurate information about the students' previous academic and behavior details or special needs can result in a withdrawal of the offer.

39. Fee payment, Registration, and Withdrawal

40. An AED 525 Application Fee should be paid (non-refundable and non-deductible from school fees) during the admissions process.

41. The registration fee, 10% of the total tuition fees, must be paid prior to July 1st to secure the student's place at the school. This fee is non-refundable and non-transferable. Re-enrollment after July 1st is subject to availability.

42. AKIS Fee Structure for Academic Year 2025-2026 (Joined AKIS after 6th Feb 2022).

All tuition fees are payable in advance of attendance and are in accordance with the fee structure established by GEMS under the guidance of KHDA's established School Fee Framework.

Grades	Tuition Fees for AY 2024-2025	Term 1 (Sep-Dec) Due date - 1st Sep 2024	Term 2 (Jan-Mar) Due date - 1st Jan 2025	Term 3 (Apr-Jun) Due date - 1st Apr 2025
Pre-KG	33,932.00 AED	12, 271.00 AED	9,202.00 AED	9,202.00 AED
KG1, KG2	36,096.00 AED	12, 851.00 AED	9, 637.00 AED	9,637.00 AED
G1, G2, G3	39, 712.00 AED	14, 250.00 AED	10, 686.00 AED	10, 686.00 AED
G4	42,004.00 AED	15, 526.00 AED	11, 643.00 AED	11, 643.00 AED
G5, G6	42, 487.00 AED	15, 669.00 AED	11, 752.00 AED	11, 752.00 AED
G7, G8	44, 219.00 AED	17, 689.00 AED	13, 265.00 AED	13, 265.00 AED
G9	44, 709.00 AED	17, 885.00 AED	13, 412.00 AED	13, 412.00 AED
G10, G11, G 12	52, 129.00 AED	20,853.00 AED	15, 638.00 AED	15,638.00 AED
IBDP (G11, G12)	63, 457.00 AED	25, 383.00 AED	19,037.00 AED	19,037.00 AED
Payment Op				
Cash	Credit cards	3 Cheques (1current +2pdc), paid to "GEMS Al Khaleej International School" (dates latest DOJ, 1st January & 1st April). - Please note that returned checks will be charged at AED 25. As Admin charges. - Cheques returned will not be re-deposited. Future payments will only be accepted in Cash or Credit Card.		

43. If new students enroll at a school during the course of the academic year, the school can charge tuition fees starting from the beginning of the month of enrolment.
44. Schools can collect annual tuition fees in three instalments, due at the beginning of each term. The first term's payment will be 40%, the second 30% and the third term 30% of annual tuition fees.
45. Payment options:
46. Cash
47. Credit Card
48. Three Cheques
49. 1 current and 2 post-dates, paid to "GEMS Al Khaleej International School" with dates at the date of joining, 1st of January, and 1st of April
50. Please note that returned checks will be charged AED 25 to cover admin charges.
51. Cheques returned will not be re-deposited. Future payments will only be accepted in cash or credit card.
52. In order to provide compelling value for all stakeholders, we will apply a dual fee structure. Students who joined before 6th Feb. 2022 are charged the existing fee structure plus future fee increase as per the existing school fee and exceptional fee framework. For students on this fee structure, fees are not inclusive of books and resources.
53. Parents may be required to pay additional fees, including but not limited to fees for the student's learning support needs (if such individual needs are identified by the school in prior consultation with the parents/guardians) and examination fees ("Additional Fees"). Please contact the school for a current list of the additional fees that may be applicable.
54. Failure to pay any school fees may result in the exclusion of the student from the school as per policy.
55. School fees, including but not limited to tuition, registration, re-registration fees (if applicable), and additional Fees may increase at any time in accordance with applicable law.
56. Parents must give written notice to the Registrar thirty (30) days prior to the last day of attendance if the student is withdrawing from the school. In the event of withdrawal, school fees will be refunded in accordance with the school's fee refund policy, available on our school website.

- 57.** The school may coordinate with a third-party transport services provider to provide transport services to students at the school. However, such services are not included in the school fees, and the terms and conditions of such services are to be agreed directly between the parents/guardians and the Transport Service Provider.

58. Refunds

- 59.** The application fee, registration fee, and re-registration fee remain non-refundable unless there are extenuating circumstances, while tuition fee refunds follow the Ministry of Education bylaws for Private Education.

- 60.** If a student withdraws or leaves school for any reason, the refunds will be processed as follows and returned to the original payee:

- 61.** If a student withdraws prior to the start of the academic year, the balance of the first term/semester fee paid will be refunded, except the AED 525 of the application Fee.

- 62.** If a student withdraws during the school term/semester, the application fee, registration fee, and re-registration Fee, are non-refundable. Other fees will be charged for one full month if a student attends school for two weeks or less, or fees will be charged for two full months if a student attends school for more than two weeks and less than one month. Fees will be charged for three full months if a student attends school for more than one month.

63. Notice of Leaving

- 64.** The UAE federal authorities issue regulations about the collection of fees depending on the period that a child has been at school, and AKIS adheres to these regulations in full.

- 65.** When fees remain, unpaid children are not entitled to receive a transfer certificate or their final reports until fees have been paid.

- 66.** The principal's decision is final in all matters of admission.

Checked by: SLT

Approved by:

2026-2027



PO Box 26780, Dubai - United Arab Emirates
Tel: +971 4 2173900 Fax: + 971 4 2824491
E mail: info_akn@gemsedu.com
Website: www.gemsaikinternationalschool.com