



# Philippine School Doha

PO. Box 19664 Doha, State of Qatar  
☎ 4181587/96 📠 4217718

## REGISTRATION FORM

RF-001A

|                         |                |       |                     |
|-------------------------|----------------|-------|---------------------|
| School Year ____ / ____ | OLD<br>STUDENT | Level | Stud. No. (YY-NNNN) |
|                         |                |       | ____ / ____         |

Before filing this registration form, the applicant and/or the parents or qualified guardian of the pupil or student who will be enrolled shall fully understand, observe and adhere to the school's admission policies as stipulated in the PSD Manual of Norms and Policies (MNP) that are reprinted in PSD Brochure. He/She shall complete and sign the Statement of Undertaking.

| GENERAL PUPIL/STUDENT INFORMATION |             |              |
|-----------------------------------|-------------|--------------|
| Family Name:                      | First Name: | Middle Name: |

|                             |                |
|-----------------------------|----------------|
| Address in the Philippines: | Telephone no.: |
|-----------------------------|----------------|

|                   |                |
|-------------------|----------------|
| Address in Qatar: | Telephone no.: |
|-------------------|----------------|

| PARENT/GUARDIAN INFORMATION            |                 |                 |
|--|-----------------|-----------------|
|  | Father/Guardian | Mother/Guardian |
| Name                                   |                 |                 |
| Occupation/Profession                  |                 |                 |
| Name of Company                        |                 |                 |
| Telephone No.                          |                 |                 |
| Fax No.                                |                 |                 |
| Mobile No.                             |                 |                 |
| E-mail Address                         |                 |                 |
| Contact Person in case of<br>Emergency |                 |                 |
| Telephone/Mobile No.                   |                 |                 |

|                                     |  |   |         |
|-------------------------------------|--|---|---------|
| <input checked="" type="checkbox"/> | CREDENTIALS SUBMITTED WITH THIS APPLICATION  |   | Remarks |
| <input type="checkbox"/>            | Form 138, with the certificate of eligibility duly accomplished and signed by the principal or registrar |   |         |
| <input type="checkbox"/>            | Passport Copy (Student & Parents)  | <input type="checkbox"/> Two (2) passport size pictures |         |
| <input type="checkbox"/>            | Res. Permit copy (Student & Parents)   | <input type="checkbox"/> Others (Pls. Specify)          |         |

| STATEMENT OF UNDERTAKING |
|--------------------------|
|--------------------------|

I/We have read, fully understood the relevant school's admission policies and therefore, hereby accept to undertake the following:

- To abide by the rules and policies of the school as prescribed in the published PSD Manual of Norms and Polices pursuant to the amended By-laws of the Philippine School Doha, Inc. and its ensuing requirements.
- To abide by the result of the classification of my/our child as a result of the relevant credentials submitted.
- To abide by the result of the required Placement/Entrance Test and ensuing classification, deemed applicable to my/our child by the school.
- To pay for the school charges as required in PSD Brochure, in case of my/our child's transfer or withdrawal from any educational program of which he/she is enrolled.
  - ❖ 10% of the total amount due for the term (school year) if he withdraws within the first week of classes.
  - ❖ 20% of the total amount due for the term (school year) if he withdraws within the second week of classes.

- ❖ 30% of the total amount due for the term (school year) if he withdraws within the third week of classes.
- ❖ 50% of the total amount due for the term (school year) if he withdraws within a month after opening of classes.
- ❖ Thereafter, he shall be charged the full tuition fee for the entire school year and other school fees.

B.

- ❖ Parent terminated from employment whose children's tuition fees have been fully paid, PSD management will refund the unutilized remaining month/s tuition fee only upon submission of proof of termination document(s) issued by their employer or parents' sponsor;
- ❖ In the case of terminated parent whose children's tuition fee was not paid in full, the student's remaining month/s tuition fee shall be waived on the condition that the relevant support document(s) relating to his/her termination is received by the school management to ascertain its authenticity;
- ❖ In the event that the parent voluntarily resigns from employment, 50% of the student's remaining month/s tuition fee shall be deemed due and should be paid without appealing to the school Board of Trustees

With my/our affirmation of the above undertakings, I/we hereby apply for the admission of my/our child, whose full name and relevant information are filed in this registration form and for whom we herewith submit the required credentials and pay for the required corresponding school fees, which are subject to the acceptance of the school. It is fully understood that the school reserves the right to either make pending, disapprove or accept this application.

|                    | Father/Guardian | Mother/Guardian |
|--------------------|-----------------|-----------------|
| Full Name          |                 |                 |
| Signature and Date |                 |                 |

**PAYMENT SCHEME**

Tuition Fees will be paid by :  Parents  Company  
 The statement of account should be sent to :  Parent's Home Address  Company's Address\*  
 c/o student

\* Please give exact details of company address

| ADMISSION ASSESSMENT FORM (FOR OFFICIAL USE ONLY)   |            |       |  |            |       |
|---|------------|-------|--|------------|-------|
| Note: This application shall not be processed without the completed and duly signed undertaking   |            |       |  |            |       |
| CLASS PLACEMENT   |            |       | ASSESSMENT OF ENROLLMENT FEES  |            |       |
| Credentials accepted <input type="checkbox"/> Yes <input type="checkbox"/> No<br>On the basis of the above credentials, the Enrollee<br><input type="checkbox"/> is classified as:<br><input type="checkbox"/> PRE-SCHOOL<br><input type="checkbox"/> Nursery <input type="checkbox"/> Kinder <input type="checkbox"/> Preparatory<br><input type="checkbox"/> ELEMENTARY<br><input type="checkbox"/> Gr1 <input type="checkbox"/> Gr2 <input type="checkbox"/> Gr3 <input type="checkbox"/> Gr4 <input type="checkbox"/> Gr5 <input type="checkbox"/> Gr6<br><input type="checkbox"/> SECONDARY<br><input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup><br><input type="checkbox"/> is required to take Placement test on _____ |            |       | Registration fee (per family) : _____<br>Tuition Fee for the month of<br>June QR _____<br>_____<br>_____<br>_____<br>_____<br>Total Tuition Fee : _____<br>Miscellaneous fees : _____<br>Books : _____<br>Others : _____<br>TOTAL AMOUNT DUE : _____ |            |       |
| Reviewed by:  | Signature: | Date: | Assessed by:   | Signature: | Date: |
| Result of Placement Test:   |            |       | Payment Received by  | O.R.No.:   | Date: |
| Remarks:  |            |       |  |            |       |
| <input type="checkbox"/> Registration Recommended <input type="checkbox"/> Not Recommended  |            |       | <input type="checkbox"/> Registration Approved <input type="checkbox"/> Disapproved  |            |       |
| The School Registrar  |            | Date  | The School Principal   |            | Date  |