Application Procedure
Primary (FS1 to Year 5)

APPLICATION TIMELINES

- Applications for Primary are accepted 12 months prior to your required date of joining.
- Applications are accepted and students are admitted throughout the year providing a place is available.

COMPLETING THE ONLINE APPLICATION FORM

• The online application form can be accessed via the admissions page of our website.

• Please ensure that ALL sections of the online application form are completed.

• Supporting documents must be uploaded at the time of application via the online checklist. This includes:

- ☐ Copy of applicant's passport
- ☐ Copy of Residence visa and Emirates ID (overseas students have 45 days from joining to submit)
- ☐ Copy of both parents' Emirates ID (overseas parents have 45 days from child joining to submit)
- ☐ The most recent school report including the last end of year report. NB. This is only compulsory for Year 1 and above applications.
- ☐ If applicable, any learning support reports, such as Individual Education Plans (IEPs) or external assessments
- ☐ Photo

• Payment of the AED 500 application fee must be submitted at the time of application. Incomplete applications will not be processed.

Failure to disclose any relevant information may compromise your child's application.

ENTRY ASSESSMENT

• Once all application documents have been received, an entrance assessment will be scheduled.

• FS1 to Year 2 applicants will be invited to join the class for 60-90 minutes to take part in the day's activities while the class teacher does an informal observation/assessment.

• Year 3 to Year 5 applicants will be required to sit a computer based cognitive ability assessment (CAT4) and will be guided by a member of staff.

OFFER LETTER

• Applicants will be placed on a waiting list if there are no places available at the time of application.

• Successful applicants will receive an offer letter and terms of acceptance by email. To accept the place, you must return the terms of acceptance, accompanied by a non-refundable tuition fee deposit of 10% of the annual fees. This will be deducted from the first term's tuition payment.

PAYMENT METHODS

Payment can be made by cash, cheque or credit/debit card at our Accounts office during working hours. Payment can also be made via bank transfer. Please email a copy of the transfer receipt to chiefaccountant@englishcollege.ac.ae so that your payment can be tracked. The English College bank details are as follows:

Bank	Emirates NBD, Dubai, UAE
Account Name	The English College Dubai
Account No.	1015369717201
Swift Code	EBILAEAD
IBAN	AE580260001015369717201

Please take into account any bank charges when you are making your payment.

LEAVING CERTIFICATES

Once you have been offered and have accepted a place for your child, please note that students joining The English College from within Dubai will be required to provide a KHDA Leaving Certificate from their current school.

Students joining The English College from outside of Dubai will be required to provide an official Leaving Certificate from their current school. This document may need to be attested depending on the country of origin. Please ask the Registrar for a sample document if required.

CONTACT US

If you have any questions, please contact the Registrar on admissions@englishcollege.ac.ae or by telephone on +971 4 394 3465.