

Promotion and Retention Policy



A. Preamble

At Hayat Universal School, we believe that all students can learn in a caring and stimulating environment that recognizes and addresses their individual differences, talents and learning styles.

As a BC Offshore School, we strive to achieve this by developing the individual potential of students to acquire the knowledge, skills and abilities to grow in their learning and contribute to their society in a positive manner.

The BC system is designed to be personalized, flexible and enabling of student success.

Students are promoted to the next grade as a result of acquiring the skills and competencies needed to succeed in their coursework, and demonstrating growth in personal and social responsibility; all while meeting the requirement for attendance for class study at Hayat

To be successful our school must also be effective and accountable to students and parents.

Thus, occasionally, in spite of the best efforts of the student, the teacher and the parent, the student does not achieve success. In such cases, it may be necessary for the student to be retained in the same grade the following year.

In general, all students are/will be moved to the next higher grade except those who are not successful in courses , or in attending regularly as detailed in the following policy guidelines:

B. Pre-KG, KG1 and KG2

- Given the developmental nature of Pre-KG, KG1 and KG2 young students, and their introduction to the English Language as ELL (English Language Learners), they will not be considered for retention regardless of the number of courses failed, unless the parents and the school Administration are in agreement that retention is in the best interests of the student.
- Where parents request that their child be retained, it is the parent's responsibility to determine the student's eligibility for Government or corporate funding in the year of retention.

C. Lower Elementary Program (Grades 1 – 3)

- Students in Grades Grade 1 to Grade 3, who receive a final grade of 'Not Yet Meeting' in two primary courses are subject to retention in the same grade and may be required to re-register to repeat that academic year.
- Students who receive a final grade of 'Not Yet Meeting' in the same primary course two successive years are subject to retention in the same grade and may be required to re-register to repeat that academic year.
- Primary courses are: English Language Arts, Mathematics and Arabic
- Notwithstanding the policy to fail students as noted, students in the Lower Primary program should be judged on a holistic basis. These very young students learn at different rates and in different ways. Therefore, when making recommendations to the Principal regarding Lower Primary students, the Adjudication Committee should give every consideration for promotion based upon such considerations as chronological age, the number of years registered in the BC Program, the past record of success or failure, and the students' overall performance in all the courses.

D. Upper Elementary Program (Grades 4 – 6)

- Students in Grades Grade 4 to Grade 6, who receive a final grade of 'Fail' in two primary courses are subject to retention in the same grade and may be required to re-register to repeat that academic year.
- Students who receive a final grade of 'Fail' in the same primary course two successive years are subject to retention in the same grade and may be required to re-register to repeat that academic year.
- Primary courses are: English Language Arts, Mathematics and Arabic..

E. Middle School Program

(Grades 7 & 8)

- Students in Grades 7 and 8 who receive a final grade of 'Fail' in two primary courses, or one primary course and two or more secondary courses, are subject to retention in the same grade and may be required to re-register to repeat that academic year.
- Students who receive a final grade of 'Fail' in the same primary course two successive years are subject to retention in the same grade and may be required to re-register to repeat that academic year.
- Primary courses are: English Language Arts, Mathematics and Arabic
- Secondary courses are: Science and Social Studies
- Students who have demonstrated chronic absenteeism (i.e. are absent without excuse for more than 10% of course) which is equivalent to 18 classes, are subject to fail the course.

(Grades 9)

- To be promoted to G10, the first grade in the BC Graduation Program, students in G9 must pass Arabic, English, Math, Science and one of either Social Studies or ADST.
- Points Applicable to Grades 8 & 9
- Students who have demonstrated chronic absenteeism (i.e. are absent without excuse for more than 10% of course) which is equivalent to 18 classes, may be subject to fail the course.

F. Graduation Program (Grades 10, 11 and 12)

- Students in Grades 10 to 12 must pass all subjects identified as Graduation Requirements. They need to refer to the BC Secondary Program Head for more detailed information on the Graduation Requirements.
- A student failing any single course that is required for graduation may be promoted to the next higher grade if it is possible to schedule the course while they are attending the higher grade. The more courses failed, the lesser the possibility to have them scheduled. In all cases, whether one or more of the required courses are failed, the student's graduation may be delayed by a year to provide the time necessary to make up the required course or courses.
- A student who has demonstrated chronic absenteeism (i.e. is absent without excuse for more than 10% of the duration of a course), which is equivalent to 18 classes, is subject to fail the course.

G. Credit Recovery

Credit Recovery is the process by which a student will undertake additional work and/or assessments, as required by the Adjudication Committee, to demonstrate an adequate level of achievement in a course to receive a passing grade and 'credit' for that course.

When a student is successful in achieving Credit Recovery in the course or courses previously failed to the extent necessary to allow promotion, he/she will be promoted to the next highest grade. If the student is not successful with Credit Recovery, he/she will be considered for Retention.

Credit recovery in the BC program usually requires the completion of additional work and/or assignments prior to sitting a new final exam in the course or courses failed.

Students who fail in any of the Primary or Secondary subjects at the end of the year after passing the subject in Term 1 and Term 2 will receive an I in that particular subject on their final Report Card. They will have to appear for the August test for that subject. The mark on the Report Card will be changed based on their performance in the August test. This procedure is based on the BC Education law, which mandates students receive an I (Incomplete) before getting an F.

H. Adjudication Committee

The Adjudication Committee is comprised of i) one Arabic Vice-Principal or representative, ii) one or more BC Educational Administrators (BC Heads), and, iii) may include one or more classroom teachers. The Principal chairs the meetings.

The Adjudication Committee makes recommendations to the principal regarding the status of students who are failed and who are therefore candidates for retention. The decision of the Principal in matters of promotion or retention, subject to the requirements of the Qatar Ministry of Education and the BC Ministry of Education, is final. The decisions take into consideration student behavior and attendance.

Note Regarding Re-registration

Settling the re-registration fee does not constitute a guarantee on the part of the school that the student will be promoted to the higher grade. The purpose of the fee is to book a seat in the following year. Promotion to the higher grade, as is the norm in schools, requires meeting specific academic requirements including regular attendance. This is detailed in the policy above and has been sent with Term 1 report cards. The school will continue to communicate with parents to follow up on students who need support to improve their academic achievement, behavior or attendance. If a student does not succeed in meeting the promotion requirements and parents do not want to have their child retained, booking will be cancelled and the re-registration fee will be refunded in full.

Student Name: **Grade:**

Parent Name: **Parent Signature:**

Date:

**PARENT OR GUARDIAN CONSENT FOR
STORAGE AND ACCESS OF PERSONAL INFORMATION
BRITISH COLUMBIA OFFSHORE SCHOOL PROGRAM**

In this consent:

“**Owner/Operator**” means the school authority outside British Columbia that is a party to a British Columbia Offshore School Pre-Certification Agreement or British Columbia Offshore School Certification Agreement;

“**Personal Information**” means recorded information about an identifiable individual and includes the name and student record of the student;

“**Province**” means Her Majesty the Queen in right of the Province of British Columbia, Canada as represented by the Minister of Education;

“**School**” means Hayat Universal School (HUBS-Qatar) in Doha, State of Qatar, operated by EduGlobe Corporation.

I, _____, the parent or guardian of _____, the student, enrolled in the School consent to:

1. the Owner/Operator disclosing mine and/or the student’s Personal Information to the Province;
2. the Province disclosing mine and/or the student’s Personal Information to the Owner/Operator;
3. the Owner/Operator and the Province storing mine and/or the student’s Personal Information in, or accessing mine and/or the student’s Personal Information from Doha, the State of Qatar,

For the purposes of the:

- operation and administration of the British Columbia Offshore School Program; and
- operation and administration of the School.

If the student transfers to another school, I provide my consent to the Owner/Operator and the Province to disclose to another Offshore School Owner/Operator, a British Columbia Board of Education operating a public school under the *School Act*, R.S.B.C. 1996, c. 412, or a British Columbia Independent School Authority operating an independent school under the *Independent School Act*, R.S.B.C. 1996, c. 216, the student’s name and any Personal Information that is necessary to effect the student’s transfer to the new school.

(الترجمة Translation)

**موافقة ولي الأمر على حفظ المعلومات الشخصية واستخدامها والإفصاح عنها
برنامج بريتش كولومبيا للمدارس الخارجية**

اسم الطالب : (يسجل الاسم في المكان المخصص بالنص الإنجليزي). الصف : (يسجل الصف في المكان المخصص بالنص الإنجليزي)

في نص نموذج الموافقة هذا:

“**المالك/المدير**” يُقصد بها الهيئة المسؤولة عن المدرسة التي تعمل خارج مقاطعة بريتش كولومبيا، والتي هي طرف في عقد مدرسة خارجية في مرحلة ما قبل الاعتماد من قبل مقاطعة بريتش كولومبيا أو عقد مدرسة خارجية معتمدة من قبل بريتش كولومبيا.

“**المعلومات الشخصية**” يُقصد بها المعلومات المسجلة والتي تخص شخصاً بعينه، وتتضمن اسم الطالب وسجله الدراسي.

“**المقاطعة**” يُقصد بها مقاطعة بريتش كولومبيا بكندا، ممثلة في وزير التعليم.

“**المدرسة**” يُقصد بها مدرسة الحياة العالمية في دولة قطر، والمُدارة من قبل شركة تعليم العالمية.

أوافق أنا (يسجل الاسم في المكان المخصص بالنص الإنجليزي) ، ولي أمر (يسجل الاسم في المكان المخصص بالنص الإنجليزي) ، الطالب المسجل بالمدرسة على ما يلي:

- 1- قيام المالك/المدير بالإفصاح عن المعلومات الشخصية الخاصة بي أو/و بالطالب للمقاطعة؛
- 2- قيام المقاطعة بالإفصاح عن المعلومات الشخصية الخاصة بي أو/و بالطالب للهيئة؛
- 3- قيام كل من المقاطعة والمالك/المدير بحفظ المعلومات الشخصية الخاصة بي أو/و بالطالب، أو باستخدام المعلومات الشخصية الخاصة بي أو/و بالطالب في دولة قطر،

وذلك للأغراض التالية:

- تشغيل وإدارة برنامج بريتش كولومبيا للمدارس الخارجية
- تشغيل وإدارة المدرسة.

في حالة تحويل الطالب إلى مدرسة أخرى، فإنني أمتنع موافقتي لكل من المالك/المدير والمقاطعة للإفصاح عن اسم الطالب وأية معلومات شخصية ضرورية لتفعيل انتقاله إلى المدرسة الجديدة، وذلك لمالك/مدير آخر تابع لبرنامج بريتش كولومبيا للمدارس الخارجية، أو لمجلس تعليم تابع لبريانش كولومبيا يدير مدرسة حكومية بموجب قانون المدارس رقم R.S.B.C. 1996, c. 412، أو لأي من هيئات المدارس الخاصة في بريتش كولومبيا التي تدير مدرسة خاصة بموجب قانون المدارس الخاصة رقم R.S.B.C. 1996, c. 216.

Parent/Guardian’s Signature (توقيع ولي الأمر) _____ Date (التاريخ) _____ Grade (الصف) _____

Financial Policy For Academic Year 2021-2022



It is our pleasure that you have enrolled your child at Hayat Universal Bilingual School. Following is the financial policy for the academic year 2021-2022, which explains the collection of tuition fees and their due dates and other policies which are necessary to clarify, in order to facilitate your dealing way with the school and help organize and smoothen the flow of our operations. Note that these policies are under review by SEC and you will be notified in case of change.

1-

1- Tuition Fees for the Academic year 2021 - 2022:

Below is a table of the tuition fees for 2021 – 2022 for students. Kindly note the tuition fee could be changed, subject to the approvals of Ministry of Education.

Level	Tuition Fee for the year 2021 – 2022	1 st Installment Due September 1 st , 2021	2 nd Installment Due January 1 st , 2022	Book Fees	Registration fee for new students	Re-registration fee for returning students
KGs in Qatari Riyal (QR)	29,000	14,500	14,500	1,000	2,770 Non-Refundable	2,170 Non-Refundable
Elementary Stage From Grade 1 - 6 (QR)	41,000	20,500	20,500	1,500		
Middle Stage From Grade 7 – 9 (QR)	52,000	26,000	26,000	2,000		
Upper Stage From Grade 10-12 (QR)	57,780	28,890	28,890	2,500		

Methods & Dates Payments settlement:

(a) For New Students:

1. A non-refundable registration fee of QR 2770 is mandatory for all new students, due upon registration and completion of all necessary enrollment documents. This fee is non-refundable, even in the cases of cancellation of enrollment before the start of the academic year, or withdrawal after the start of the academic year, regardless of the reasons.
2. First Installment is due on 1st September 2021; parents hereby commit to settle this payment before starting-time students.
3. The second installment is due in the first week of January 2022. Parents hereby commit to settle this payment on time.

(b) For Returning Students:

1. A non-refundable re-registration fee of QR 2170 is mandatory for all returning students who wish to continue to stay enrolled with the school for the coming academic year in order to confirm seat reservation. This fee is non-refundable, even in the cases of cancellation of enrollment before the start of the academic year, or withdrawal after the start of the academic year, regardless of the reasons. The re-registration fee is counted for as part of the first installment.
2. First Installment is due on 1st September 2021; parents hereby commit settling this payment before starting-time students.
3. The second installment is due in the first week of January 2022. Parents hereby commit to settling this payment on time.

(c) For Students whose tuition fees are paid by parents' employers or through State educational coupons:

The parents must hand the proof of payment of tuition fees by their employers or through State educational coupons to the school at the installment payment due date.

Parents must also abide by the following:

- (a) At the time of either registration or re-registration, parents must pay the registration/ re-registration fee and provide the school the State educational coupon or a letter from his/ her employer confirming its consent to pay the tuition fee during September 2021. Parents, who do not provide the required documents, should pay the due amount during September 2021.

2- Withdrawals:

In case of withdrawing the student the parent should inform the registration and financial dept. two weeks before 2nd term due, and fill cancellation form.

- 1- Registration fees and re-registration fees are not refundable.
- 2- Student who leaves at the beginning of the official school time and before 31/12 has to pay 1st term and registration fees not consider part of it.
- 3- Student who leaves at 1/1 or later has to pay full tuition fees.
- 4- There is no refundable tuition if the parent doesn't fill cancellation form two weeks before due payment.

3- Late joining:

- 1- Student joins before 1/1 have to pay full tuition fees.
- 2- Student joins from 1/1 till 15/3 have a discount 35% from tuition.
- 3- Student joins after 15/3 a discount of 65% from tuition.
- 4- Parents should pay full registration fees in all cases and there is no discount for registration fees and it is unrefundable.

4- General Policies:

1. All parents are kindly requested to adhere by the school financial policy and settle payments on the assigned due dates without delay.
2. The school reserves the right to reconsider/ reschedule payment timings in the case of payment delays or emergencies.
3. The school reserves the right to take all necessary legal actions in the case of non-conforming with this policy.

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4. The school reserves the right in case of not paying dues to cancel registration of students during the academic year and / or to renew the registration for the following year in the event that the fees are not paid. This applies even if the guardian paid the seat booking fees for the following year. This includes parents who pay the fees themselves and those who receive support directly from the agencies / companies employed by them, or through the educational voucher system.
5. The school reserves the right to change tuition fees for any stage according to the approvals obtained from the Ministry of Education.
6. Registered students must adhere to school attendance from the first day of school till last day.
7. If the student is absent for five days or more at the beginning or after the beginning of the academic year or during without informing the school in writing of the delay and obtaining the approval of the school administration to absentee, the school has the right to cancel registration and registration of another student. The parent is not entitled to recover or claim registration fees or re-registration fees in this case.
8. The parent is not entitled to oblige the school to re-enroll his children in the following school year unless he re-enrolls them during the period specified by the school administration and pays the fees for re-registration after paying the installments due for the full year.
9. The school reserves the right to refuse the re-registration of a particular student for the next academic year for reasons such as, examples limited to: student's academic performance and behaviour during the current year, the school's ability to address his/ her needs without Compromising the needs and/or safety of other students. In such cases, parents will be notified during the re-registration period, before the end of March.
10. It is not permissible to transfer registration fees paid from one student to another even if the other student is from the same family.
11. School transportation is not available.
12. Book fees are charged with the fees of the first semester on the first of September for the students.
13. Students must wear school uniforms since the beginning of the school year.
14. The school has the right to refrain from providing the parents with any certificates or reports about students or official papers for the student unless all the required school fees are paid.
15. For parents whose children school fees is settled by external parties: the school is not responsible about following up directly with companies or official entities that are responsible for payment of students' tuition. It is every parent's responsibility to follow up with his/ her employer or the official authority to provide the school with the necessary documents when payments are due, and without delay. Any delay will be the responsibility of the parent and he/ she will have to pay the due tuition fees in full in the case of inability to provide the required documents in due time.
16. In case the external party does not pay the tuition fees or reject payment, the parents are responsible to settle dues to the school and payments should be on dates specified in this policy.
17. Posted dated cheques will not be accepted more than two weeks after the check was issued.
18. Rejected cheques: Parents whose cheques have been unaccepted/ rejected from the bank must revert to the school and make their due payments in full within 2 days of being notified by the school with cheque rejection. In the case of failure to do so, the school has the right to re-present the cheque once more within a week's time. If the cheque is rejected for a second time, the school reserves the right to take appropriate legal action.
19. The number of students per class 25 may exceed this number in some classes if the school had to accommodate its students moving to the higher stages, brothers and children of employees.

Student Name:	Class:
Student Name:	Class:
Student Name:	Class:
Student Name:	Class:

Telephone (Father):	Name:	Work:
Telephone (Mother):		Work:

- Method of payment:
- 1- Parent
 - 2- Work through parent
 - 3- Coupons
 - 4- Direct transfer from work
 - 5- Others

Note:

Parent Name:

Signature: