

INTERNATIONAL COLLEGE
Ras Beirut
Preschool Admission
2021 - 2022

Dear Parents,

Thank you for your interest in IC. Please find below important information you need to know when you apply to our school.

I. REQUIREMENTS

A. Age limit:

By September 30th, 2021, applicants to:

- a. Nursery / Petite Section must be three years old
- b. KGI / Moyenne Section must be four years old
- c. KGII / Grande Section must be five years old

B. Readiness: All Nursery/Petite Section students need to be **toilet trained** before starting the 2021-2022 school year.

II. APPLICATION FORM:

Available online www.ic.edu.lb/admissions/apply

Please make sure to upload the following:

1. A passport photo of the applicant
2. A copy of the I.D. card, **passport**, اخراج قيد فردي.
3. A copy of the birth certificate **from the hospital** in which the child was born
4. A copy of the diploma if parent(s) is/are I.C. graduate(s).

After submitting the online application, print the **Application Fee** and pay it at the Business Office in Thomson Hall on IC Ras Beirut campus. Cashier will be open from Mondays to Fridays between 7:30 am – 2:45 pm, except for Wednesdays between 7:30 am – 1:45 pm.

Once you have paid the Application Fee, pass by the Preschool Office to set a time for your child's interview.

Application forms must be completed and submitted no later than Friday, January 8th, 2021.

III. INTERVIEWS

In view of the COVID-19 situation, the interviews will take place online. After paying the Application Fee, the Preschool Office will give you details of the interview.

IV. RESULTS

A. The school's Admission Committee will evaluate each applicant according to the existing policy.

B. The committee's decision will be issued in writing from the Preschool office on **Friday, January 29, 2021.**

If, for any reason, after your child has been accepted you do not wish to enroll him or her at IC, please inform the Preschool office in writing so that the vacancy can be allocated to other applicants.

V. ENROLLMENT PROCEDURES

The deadline for the down payment of the first trimester tuition fee and the development fee is **Friday, February 19, 2021.**

Kindly note that:

- The first trimester fee is non-refundable.
- The development fee for new students is refundable only if a written request is submitted to the Business Office prior to **September 1st, 2021**, after which, no refund shall be made for any reason whatsoever.

N.B.: All admission fees are paid at the Business office.

N.B.: THE COLLEGE RECEIVES MORE APPLICATIONS THAN IT CAN ACCOMMODATE AND SOMETIMES FINDS ITSELF HAVING TO TURN DOWN APPLICATIONS OF HIGHLY QUALIFIED STUDENTS. WE STRONGLY RECOMMEND THAT YOU APPLY TO OTHER SCHOOLS.

For the latest updated information, please check the IC web site at www.ic.edu.lb or call the Preschool office 01-360837/8 from Mondays to Fridays between 7:30 am – 3:30 pm.

The Administration
December 2020