

Preschool Admission Ras Beirut 2022 - 2023

Dear Parents,

We are delighted that you have chosen International College (IC) as a potential school for your child for the academic year 2022-2023. Please find below important information regarding admissions.

I. REQUIREMENTS

A. Age limit:

By **November 15, 2022**, applicants to:

1. Nursery/Petite Section must be three years old (DOB between October 2018- November 2019)
2. KGI/Moyenne Section must be four years old (DOB between October 2017- November 2018)
3. KGII/Grande Section must be five years old (DOB between October 2016 – November 2017)

B. Readiness: All Nursery/Petite Section students need to be **toilet trained** before starting the 2022-2023 school year. This means that the child should be self- sufficient when using the toilet. The child must be able to communicate the need to go to the bathroom.

II. ADMISSION PROCESS

A. Application Form

The application form is available online <https://ic.eduka.school/login>

Please make sure to upload the following:

1. A passport photo of the applicant
2. A copy of the ID 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 of parent(s) is/are IC graduate(s)

Application forms must be completed and submitted no later than **January 24, 2022**. You may always contact the preschool administration if in need for assistance.

B. Scheduling a Meeting with the Preschool Director and/or the Assistant Director

After submitting the online application, the preschool administration will schedule an online meeting during which the parents and the preschool director and/or the assistant director will get to meet each other.

C. Application Fee Form:

Upon scheduling the Parent-Director meeting, parents are expected to print the Application Fee Form and pay the identified sum at the Business Office in Thomson Hall - IC Ras Beirut campus. Cashier working hours are Mondays to Fridays between 7:30 am – 2:45 pm, except for Wednesdays between 7:30 am – 1:45 pm.

D. Parent Meeting with the Preschool Director and/or the Assistant Director

The preschool director and/or the assistant director will have an online meeting with both parents where both parties will become acquainted.

E. Teacher-Child Interview

Upon payment of the admission fee, the preschool administration will schedule an online interview during which a member of the faculty will interact with your child to learn more about their capabilities.

F. Results

1. The school's Admission Committee will review the applicant's file according to the existing policy.
2. The committee's decision will be issued from the Preschool office on **February 11, 2022**. The admission results will be sent via email.

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

III. OPEN HOUSE

On January 20, 2022, the school will have a virtual open house. It is an opportunity for you to create connections with your child's prospective school. During this time, you will get to know more about IC's vision and mission.

IV. ENROLLMENT PROCEDURES

The deadline for the down payment of the first trimester tuition fee and the development fee is **February 25, 2022**.

Kindly note that:

1. The first trimester fee is non-refundable.
2. The development fee for new students is refundable only if a written request is submitted to the Business Office prior to **September 1st, 2022**, after which, no refund shall be made in any case and 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 website at www.ic.edu.lb or call the Preschool Ras-Beirut office 01-360837/8 from Mondays to Fridays between 7:30 am – 3:30 pm.

The Administration
December 2021