



Preschool Admission Ras Beirut Campus 2023 - 2024

Dear Parents,

We are delighted that you have chosen International College (IC) as a potential school for your child for the academic year 2023-2024. Please find below important information regarding admission.

I. REQUIREMENTS

A. Age limit:

Applicants to the Nursery / Petite Section grade must be three years old by **October 15, 2023**.

B. Readiness:

All Nursery / Petite Section students must be **toilet trained** before starting the 2023-2024 school year. Children need to be able to communicate their basic needs, including the need to use 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, and Individual Civil Registry Record (اخراج قيد فردي)
3. A copy of the birth certificate from the hospital where the child was born
4. A copy of the diploma if parent(s) is/are IC graduate(s)

Application forms need to be completed and submitted no later than **January 13, 2023**. Applications submitted after this date will be added to the waiting list until a vacancy opens up. Parents can contact the preschool administration if in need of assistance.

B. 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 both parents and the preschool director and/or the assistant director will get to know each other.

C. Application Fee

Once the application is submitted, parents are expected to pay the application fee in cash 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. Once the payment is made, parents need to visit the Preschool Office in Sawwaf Building to submit the receipt and reserve a spot for their child(ren)'s interview on **January 21, 2023**.



D. Teacher-Child Interview

Upon payment of the admission fee, the preschool administration will schedule a time for the teacher-child interview to be held on **January 21, 2023, on campus.**

E. Results

1. The school's Admission Committee will review the applicant's file according to the school policy.
2. The committee's decision will be issued by the Admission Office on **February 3, 2023.** The admission results will be sent via email.

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

III. VIRTUAL OPEN HOUSE

The school will have a virtual open house on **December 7, 2022, at 5:00 p.m.** It is an opportunity for you to create connections with your child's prospective school. During this time, you will learn more about IC's vision and mission. Click [here](#) for quick access.

IV. ONSITE TOURS

After the Virtual Open House, the Preschool Administration will organize onsite tours over three days: **December 13 and 20, 2022, and January 10, 2023.** These tours allow parents to get to know the school in all its aspects; school life, environment, culture, and learning.

There will be three tours per day, each for forty-five minutes. Two members from each family can sign up for one of those tours. Click [here](#) for easy access.

V. ENROLLMENT PAYMENT:

The deadline for the down payment of the first-trimester tuition fee and the development fee is **March 3, 2023.**

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 before **September 1, 2023,** after which no refund shall be made.

N.B.: All admission fees are paid at the Business Office in Thomson Hall - IC Ras Beirut campus.

N.B.: THE COLLEGE RECEIVES MORE APPLICATIONS THAN IT CAN ACCOMMODATE AND SOMETIMES FINDS ITSELF HAVING TO TURN DOWN APPLICATIONS FROM 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.

IC Admission Office
Ras Beirut - December 2022