

RULES FOR ADMISSION AND WITHDRAWAL

I. Online Registration Charges: KD 25/- (Non-refundable)

Please Note:- Registration is NOT a confirmation for admission.

- The candidates who fail to appear for the admission test/interview on the scheduled date, their seats will be offered to the next deserving applicants who are on the Waiting List.
- Since there are very few seats available, the admission will be done strictly on merit basis.

II. Admission Test / Interview & Admission:

Age criteria (for 2026 – 2027)

Admission to classes →	LKG	UKG	Class I
Born on or before →	15 th March 2023	15 th March 2022	15 th March 2021

- Students seeking admission will have to attend an Admission Test / Interview on Campus.
- The details of the Admission Test / Interview will be sent after the registration.
- The selection will be done strictly based on child's performance in the Admission Test / Interview and only the **selected candidates** will be intimated to proceed with admission formalities.

Class XI: Admission in class XI is based on the performance of the student in class IX, class X (First term) and in the admission test/interview with the Admission Committee.

III. Documents to be submitted at the time of Admission:

Once the candidate is selected, the following documents have to be submitted in the Registration office for completing the admission process:

- Application Form in **English** signed by both the parents (After completing the registration, the completed form will be sent to the registered email ID and can be downloaded)
- Application Form in **Arabic** duly filled-in and signed by both the parents.
[Appendix-2]
- Four passport size photographs of the student.
- Photocopies of the following documents:

- a. Passport of the student, father & mother
 - b. Nationality Certificate of both the parents (*Only for Kuwaitis*)
 - c. Civil ID of Student, Father & Mother
 - d. Birth Certificate of the student
 - e. Mark Sheet of previous class (for admission to classes I - X)
 - f. Mark Sheets of Classes IX & X (for admission to class XI)
5. Original Transfer Certificate. (Applicable for class I onwards)
 6. Fee Dues Clearance from previous School.
 7. Medical Certificate [**Appendix-3**] [Details to obtain medical certificate are in **Appendix -4**]
 8. Migration Certificate (original for Class XI/XII)
 9. CBSE Registration Card (for Class IX, X & XI)

Please note that the admission of the student remains **PROVISIONAL till all the above-mentioned conditions are fulfilled, despite payment of fee.**

IV. School Fees

Tuition and Transport fee are to be paid together in three instalments as per the following time schedule:

1 st Instalment	On or before 10 th April
2 nd Instalment	On or before 10 th September
3 rd Instalment	On or before 10 th December
IGCSE III, A & AS Level	
1 st Instalment	On or before 10 th September
2 nd Instalment	On or before 10 th December

Please note that in case the above time schedule is not followed, it can lead to denial of admission to the class or to travel in the school bus. If a parent is unable to meet the deadline due to some unavoidable circumstances, he/she should obtain a written approval from the School authorities through the Principal for late payment of fee. Request in this regard has to be submitted to the Principal at least 20 days in advance to the above-mentioned dates.

V. Tuition Fee (For the academic year 2026-27, Refer to clause IX for details)

Subject to change as per the Ministry instructions / approval				
Class	Yearly Fee	First Instalment	Second Instalment	Third Instalment
LKG	446	150	150	146
UKG	446	150	150	146
I – IV	557	186	186	185
V – VIII	668	223	223	222
IX- XII	891	300	300	291
Cambridge (V – VIII)	1400	470	470	460
IGCSE I - II	1600	540	540	520
Class	Yearly Fee	First Instalment	Second Instalment	
IGCSE III	1600	800	800	
AS level	1700	850	850	
A Level	1700	850	850	

VI. Transport Fee applicable for KG to Class 12, Cambridge Class V – VIII and IGCSE 1 & 2

For all classes except IGCSE III, AS & A Level	Yearly Fee	1st Instalment	2nd Instalment	3rd Instalment
*Zone 1	220	66	88	66
*Zone 2	265	80	105	80

VII. Transport Fee for IGCSE III, AS and A - Level

IGCSE III, AS & A Level	Yearly Fee	1st Instalment	2nd Instalment
*Zone 1	220	88	132
*Zone 2	265	110	155

***Zone 1.** Fahaheel, Mangaf, Abu-Halifa, Mahboula and Fintas.

***Zone 2.** Salmiya, Salwa, Hawally, Maidan Hawally, Farwaniya and Riggae.

VIII. School Transport Rules:

School Transport is available only to the areas mentioned above. It is the responsibility of the parent to check the availability of the transport in their area with Mr. Amir, Supervisor of the School Transport (99717038) or Transport in charge Mr. Tawfiq (69009778).

Please note that the School Transport is not available to the following areas at 11:30 am: Hawally, Maidan Hawally and Salwa.

- Admission to the school does not ensure the school Transport Facility.
- The School reserves the right to decide the bus routes and the allotment of bus and seat for each student.
- The school does not hold any responsibility to provide the transport if a student changes his/her place of residence to an area where the school buses are not plying.
- Change in the area of residence, if any, should be informed to the Principal and Transport Incharge by filling up the eform by email (faipsdps@gmail.com) at least 2 weeks in advance and a confirmation from the transport department should be obtained as we do not have buses plying to all the areas in Kuwait.
- Any sort of indiscipline in the bus will lead to withdrawal of the School Transport facility for the student.
- Any problems related to the School Transport can be informed to the School Transport Supervisor Mr. Amir (99717038) or the Transport in-charge Mr. Tawfiq (69009778) or the Teacher on duty in the bus.
- Kindly arrange to board/pick up your ward 5 minutes before the time given. **The bus will not wait as it has other students to be picked up or to be dropped.** After school if no one is there to pick up students of KG and primary school, the bus will bring back the student to the school and it will be the parent's responsibility to pick up the student from the school.

IX. School Fee Rules:

- Kindly note that the school fee (tuition and transport) **is annual and not monthly or termly. For convenience of the parents it is allowed** to be paid in three instalments as per the schedule shared.
- At the time of admission before the commencement of a particular academic year, first instalment of School fee has to be paid (**non-refundable**). This is applicable even if the admission is taken between the due dates of the first and

second instalments of fee.

- Students taking admission between the due dates of second and third instalments of fees, are to pay the second instalment of fee (**non-refundable**).
- However, a parent wishing to discontinue after completing all formalities of admission and submitting the application for withdrawal of the student within one week of commencement of classes will be entitled for a refund of the paid tuition fee **less by KD 50/-**.
- Refund of any instalment of fee paid in advance can be done only if a parent submits application for Transfer Certificate **in the prescribed form to the Registration Office at least 10 days prior** to the due date of payment of respective instalment of the fee. (applicable to both School and transport fee). After that the student is neither entitled to attend the school nor to use the school transport. **Verbal or electronic messaging communication will not be accepted in this regard.**
- If the application for Transfer Certificate is submitted after the due date of a particular instalment of fee, the same will be issued only after the payment of that instalment.

Example:

If the application of transfer certificate is submitted after 10th September and before 10th December, 1st and 2nd installments have to be paid.

If the application of transfer certificate is submitted after 10th December, 1st, 2nd and 3rd installments have to be paid.

- **There will be no refund for books or uniforms once purchased.**
- **No certificate will be issued to a student with outstanding dues.**
- In case a student wishes to discontinue availing the school transport facility, he/she has to give a month's **prior notice to the accounts department**, failing which the next instalment of fee will be due and has to be paid. **Verbal or electronic messaging communication to the teachers, drivers or transport in charges will not be accepted in this regard.** The parent can request the cancellation form from the accounts department or download it from the school website which is to be filled up and submitted in person to the accounts department or to be emailed to (accountant@faipskuwait.com)

School Timings

Classes	Timings
KG, IGCSE 3 & AS Levels	7:30 am - 11:30 am
I-XII, BC, IGCSE 1 and 2	7:30 am - 1:30 pm

- Parents should ensure that the **name and date of birth written in the admission form is exactly the same as given in the student’s original Birth Certificate, Transfer Certificate and the Passport.**
- Students seeking admission in class IX should have studied three languages in class VIII in his/her previous school. He/she should have studied some art & craft work in classes VI to VIII.
- **To maintain proper uniformity in the school, all the parents should buy Uniform and the prescribed text books from the school stores.**
- **It is mandatory for all students to participate in all major school programs and activities i.e. Annual Day, Sports Day, Graduation Ceremony, Annual Class Picnics / excursions etc.**
- **Attendance of students in school is very important. Therefore, it is mandatory to have 75% attendance for promotion to the next grade.
(from Grade LKG to Grade XII)**

**The School Management reserves the right to add, amend or cancel any of the rules given above at any time and the same will be binding on parents/ guardians.
The fee is subjected to change as to the guidelines from Ministry of Education.**

X. Rules for Withdrawal:

Procedure for Transfer Certificate

1. The parent can fill the requisition on the prescribed form available in registration office / school website.
2. The prescribed form can be submitted in person to the Registration Office or can be mailed to :
Anuradha.Gunaseelan@faipskuwait.com or faipsdps@gmail.com.
3. The mail shall be acknowledged by the registration office in three working days. If no reply is received within three days, please contact registration office immediately. PLEASE NOTE THAT WITHOUT ACKNOWLEDGEMENT, IT WILL **NOT** BE TREATED AS A VALID REQUEST.

In case of any query, please call 22213145 / 51.

Applying for Transfer Certificate

In case the parent wishes to withdraw his child, he must submit the application in the prescribed **Transfer Certificate Form available on the ERP.**

Verbal information to the Class Teacher or to the Registration Office will not be treated as request for transfer.

Timeline for submitting the application shall be as below:

a) Withdrawal in the First Term of the New Session

If the parent wishes to withdraw the child from the new academic session, he should submit the application in the prescribed Transfer Certificate form latest **by 15th January of the academic year in progress.** In case, the transfer application in the prescribed form is not submitted by 15th January, then the parent has to pay full fee for the 1st Term of new academic session to obtain the Transfer Certificate.

b) Withdrawal in the Second Term

1. In case the parent wishes to withdraw his child w.e.f. Second Term, the Transfer Certificate application has to be submitted **by 15th May** of the academic session in progress.

2. In case the Transfer Certificate application is submitted **after 15th May** or when the school reopens after summer break, the parent will be liable to pay the full fee for the Second Term.