

MODERN ENGLISH SCHOOL CAIRO

2012/2013



For Office Use Only:

Applying for academic year : _____

Class Level : _____

Date application form was brought in: _____

Waiting List : ☐ Date : _____

Cancelled : ☐ Date : _____

Accepted: Yes ☐ No ☐ Date: _____

☐ **Primary**

☐ **Secondary**

☐ **British Section**

☐ **American Section**

☐ KS 3

☐ IGCSE/GCSE

☐ American

☐ American High School Diploma

☐ A/S & A2

☐ **IB Diploma**

Attach
Photographs
Here

Student Computer No. _____

1. Name of Student: _____
(FIRST) (FATHER'S) (FAMILY)

2. Sex: M ☐ F ☐

3. Date of Birth: ____/____/____
(DAY) (MONTH) (YEAR)

4. Religion: _____

5. Nationality: _____ **6. Present Passport or I.D. No.:** _____

Parental Passport or I.D. No.: _____

	<u>Father</u>	<u>Mother</u>	<u>Guardian</u> <small>(Relationship to student if other than parents):</small>
7. Name : (First, Family)			
Nationality :			
Religion :			
Occupation & Place of Work :			
Home Address :			
Home Telephone :			
Business Telephone :			
Mobile Telephone :			
Fax Number :			
E-Mail :			

8. Parental marital status: ☐ Married ☐ Separated ☐ Divorced (if so, custody is with: _____)
(official documentation may be required)

New Cairo, South of Police Academy

Tel: 26189600 Fax: 26170020

E-mail: mescairo@mescairo.com Website: www.mescairo.com

Mailing address: P.O.Box 5, New Cairo, Tagamoa Khamis 11835, Cairo, Egypt

MODERN ENGLISH SCHOOL CAIRO
2012/2013



9. Language most commonly spoken at home: _____

10. Student's position in the family (i.e. only child: 1/1, eldest of two: 1/2, second from four: 2/4): _____

11. Previous nursery / school attended: _____ Language of instruction: _____

Present class level _____ Attendance from: _____ to: _____
(PLEASE STATE IN ACADEMIC YEARS)

School Address: _____ Telephone Number: _____
_____ Fax Number: _____

12. Has the student ever skipped a year: Yes: ☐ No: ☐

If yes, which one and when (please give details): _____

13. Has the student ever been asked to repeat a year: Yes: ☐ No: ☐

If yes, which one and when (please give details): _____

14. Other children in the family:

Previously applied to MES
if not already MES student :

Name: _____ Class : _____ Age : _____ Current School : _____ Yes : ☐ No : ☐

Name: _____ Class : _____ Age : _____ Current School : _____ Yes : ☐ No : ☐

Name: _____ Class : _____ Age : _____ Current School : _____ Yes : ☐ No : ☐

Name: _____ Class : _____ Age : _____ Current School : _____ Yes : ☐ No : ☐

15. Will the student require bus transportation? :

(Please note: One Way transportation is charged as Round Trip Transportation Fees)

No: ☐ Yes: ☐ One Way: ☐ Round Trip: ☐

16. In case of an emergency and if the school is unable to contact the parents, please notify:

Name: _____ Relationship to student: _____

Address: _____ Home Telephone: _____

_____ Business Telephone: _____

_____ Mobile Number: _____

MODERN ENGLISH SCHOOL CAIRO
2012/2013



17. *I hereby apply for the admission of the fore mentioned student to the Modern English School Cairo. All the information I have provided is true and accurate. I agree:*

- a) that my child and I will abide by and support all the rules, code of conduct and regulations of the school;*
- b) to pay all the school fees and deposits promptly as requested;*
- c) to ensure that my child wears official school uniform;*
- d) to accept all decisions of the school Directors.*

Signature of Parent / Guardian: _____ Date: _____

FOR OFFICE USE ONLY :

ACCEPTANCE: Yes : ☐ No : ☐ Class Level : _____ Group _____ Academic Year : _____

Assessment Staff Member: _____ Admissions: _____ Date: _____

Conditions (if any): _____

Signature of Parent / Guardian: _____ Date : _____

Assessment Fees: ☐ Receipt No. _____ Signature of Accounts: _____ Date : _____

Date of Admission: _____ Receipt No. _____ Signature of Accounts: _____



SCHOOL EXCURSIONS

Throughout the year our students are taken on school journeys within Cairo and its suburbs to bring meaning and relevance to their study topics.

To save time and to be generally more convenient for all of us, please sign this permission letter **to cover all school excursions**.

We will always notify you of the school excursions. Most of these are free. Some however do require payment for admission. In such cases a letter of permission will still be sent.

I give permission for my child _____ while she / he is a registered

student in the Modern English School Cairo to be included in **all school excursions** linked with study topics.

I understand that I will be informed of such excursions.

Name: _____

(Parent/Guardian)

Signature: _____

Date: _____

اقرار

أنا ولي أمر الطالب _____ ارجب في التقديم له بالمدرسة الانجليزية الحديثة القاهرة و اقر بصحة البيانات المدونة بها وقد استلمت صورة منها، كما إنني أوافق علي جميع البنود التالية :

- إنني وابني / ابنتي سنلتزم بكل قواعد وقوانين المدرسة.
- إن اضمن بأن ابني / ابنتي يلتزم بالزي المدرسي.
- إن اقبل جميع قرارات مدير ي المدرسة.
- التزم بسداد اقساط الرسوم المدرسية بالمواعيد المحددة لها.
- اقر بأن اخطر المدرسة عند تغيير بيانات تخص عنوان المنزل أو أرقام الهاتف أو في حالة تغيير الحالة الاجتماعية وما غير ذلك، وان جميع المراسلات والخطابات المرسلة على هذا العنوان صحيحة ومنتجة لأثارها القانونية.
- وعند تسجيل ابني / ابنتي فأنا مسئول عن إبلاغ المدرسة كتابيا عن سبب غياب ابني / ابنتي.
- إن مسؤوليتي الكاملة إبلاغ المدرسة بأي تغيير يطرأ على حالة ابني / ابنتي الصحية.
- أعطي ابني / ابنتي الإذن بالاشتراك بجميع الرحلات المتعلقة بالمناهج الدراسية على أن تقوم المدرسة بإخطار أولياء الأمور بهذه الرحلات.
- أعطي المدرسة الصلاحية باتخاذ الإجراءات اللازمة من إسعافات أولية وإعطاء الأدوية اللازمة ونقله إلى المستشفى في الحالات الطارئة على أن يتم إبلاغ أولياء الأمور بذلك في حينه، مع الاعتراف بحق المدرسة في إجراء كافة الاختبارات (التحاليل) الطبية في أي وقت ودون أي إخطار مسبق.
- لقد قرأت "اتفاقية استخدام الانترنت" و اقر بأنني اسمح لابني / ابنتي باستخدام الانترنت ضمن شبكة المدرسة، واضعا في الاعتبار ان المدرسة ستتخذ كافة الإجراءات اللازمة لضمان عدم استخدام الطلبة لاي موقع غير مناسب. مع العلم بأنها ليست من مسؤولية المدرسة استقبال الطلبة لأي من هذه المواقع الغير مسموح بها ضمن شبكة المدرسة كالبريد الالكتروني الشخصي.
- تحتفظ المدرسة بالحق في الكشف عما تستخدمه الطلبة على الانترنت ومسح أي موضوعات غير مناسبة او غير قانونية.
- للمدرسة الحق في استخدام صور الطلبة وأعمالهم الفنية عالية الجودة ونشرها على موقع المدرسة.

_____ توقيع ولي الأمر :

_____ اسم ولي الأمر :

_____ التاريخ :



REQUIRED DOCUMENTS

Please submit the following documents to the Admissions & Students Affairs Office as soon as possible as they are necessary to complete the application process for all new students seeking enrolment to the Modern English School Cairo

Part I: The required documents for the admission process:

- Original Birth Certificate – computer generated (Egyptian students)
- Photocopy of passport (Non-Egyptian Students)
- A photocopy of the father's ID
- A photocopy of the mother's ID
- 6 recent personal size photographs
- Original academic records / reports from previous schools
- Stamped attendance statement from previous schools starting from Year/Grade One.

Part II: Additional documents required for those transferring within Egypt:

In case your child is transferring from a school **within** Egypt. You are required to present all the above mentioned documents in addition to the following:

- A certificate testifying to the promotion of your child from one year to another, issued by the Ministry of Education , Educational Department (New Cairo District)
- School Transfer Paper stamped from your child's previous school and the Ministry of Education, Educational Department (New Cairo District).

Part III: Additional documents required for those transferring from abroad:

In case your child is transferring from a school **outside** of Egypt. You are required to present all the documents mentioned in **Part I** in addition to the following:

- Attendance Statement from the previous school.
- Previous years' school reports
- Both must be stamped by the Ministry of Education in the country you are transferring from and then from the Egyptian Ministry of Foreign Affairs.

I, Parents of ----- hereby agree that I will present all the above mentioned documents before the beginning of the academic year; otherwise my son/daughter cannot be considered registered in the Modern English School Cairo.

Name: _____

Signature: _____

Date: _____

المستندات المطلوبة

أولا : الأوراق المطلوبة لاستكمال استمارة الالتحاق:

- أصل شهادة ميلاد بالكمبيوتر للمصريين او صورة من جواز السفر للأجانب عليه إقامة.
- صورة من بطاقة الأب.
- صورة من بطاقة الأم.
- 6 صور شخصية للطالب.
- أصل الشهادات الدراسية آخر عامين دراسيين.
- تسلسل دراسي مختوم من المدرسة المنقول منها الطالب.

ثانيا : مستندات إضافية في حالة التحويل من داخل جمهورية مصر العربية :

- في حالة التحويل من مدرسة داخل جمهورية مصر العربية تقدم جميع الأوراق المذكورة في البند الأول بالإضافة إلى :
- بيان قيد او بيان نجاح مختوم من الإدارة التعليمية لسنة أو سنتين (حسب السنة الدراسية المقيد بها الطالب)
- طالب تحويل مختوم من المدرسة المنقول منها الطالب والإدارة التعليمية التابع لها المدرسة.

ثالثا : مستندات إضافية في حالة التحويل من الخارج:

- في حالة التحويل من مدرسة خارج جمهورية مصر العربية تقدم جميع الأوراق المذكورة في البند الأول بالإضافة إلى :
- تسلسل دراسي مختوم من المدرسة المنقول منها الطالب ومصدق عليه من وزارة التربية والتعليم البلد القادم منها بالإضافة إلى تصديق وزارة الخارجية المصرية عليها.
- ختم آخر شهادة دراسية من وزارة التربية والتعليم البلد القادم منها بالإضافة إلى تصديق وزارة الخارجية المصرية عليها.

أقر أنا ولي أمر الطالب _____ بأنني علي علم بجميع المستندات المطلوبة أعلاه ويعتبر ابني / ابنتي غير مقيد بالمدرسة وسوف يمنع من التسجيل بالمدرسة في حالة عدم استيفاء الأوراق المطلوبة قبل بداية العام الدراسي.

توقيع ولي الأمر: _____

اسم ولي الأمر: _____

التاريخ: _____

MODERN ENGLISH SCHOOL CAIRO
2012/2013



TRANSPORTATION RECORD (PART I)

1. Name of Student: _____
(FIRST) (FATHER'S) (FAMILY)

2. Class upon admission: _____ Academic Year: _____

3. Brother (s) / Sister (s) in school:

Name : _____ Class : _____ Academic Year : _____

Name : _____ Class : _____ Academic Year : _____

Name : _____ Class : _____ Academic Year : _____

Name : _____ Class : _____ Academic Year : _____

4. Address: Father's: ☐ Mother's: ☐ Both: ☐ Guardian: ☐ Other: ☐ _____

(In English) :

Please include
name of area,
street, floor
& apartment
numbers.

Home Telephone : _____ Business Telephone : _____

Mobile Number : _____

_____ : (باللغة العربية)
_____ الرجاء ذكر المنطقة ،
_____ اسم و رقم الشارع / الطابق
_____ ورقم الشقة أو الدور .
_____ تليفون المنزل : تليفون العمل :
_____ التليفون المحمول :

5. Who will wait with the student in the morning? : _____

6. Who will wait in the afternoon? : _____



TRANSPORTATION RECORD (PART II)

7. In the event that the above-mentioned are unavailable or delayed, who else at the same address can receive the student?

Name: _____ Relationship to student: _____

Comments: _____

In the event that all the above are not available in the afternoon, the student will be returned to school. On that day, it then becomes the Parent's / Guardian's responsibility to collect the student from the school as quickly as possible.

8. Please draw an exact map below showing the address:

A large, empty rectangular box intended for the parent or guardian to draw a map of the address.

Signature of Parent / Guardian: _____ Date: _____



MEDICAL FORM (PART II)

9. Is your child taking any specific medication on a regular basis? If so, please give details:

10. Is there any reason why the student could not participate in the full Physical Education programme? If yes, please give details:

11. Name of Paediatrician / Family Doctor: _____ Telephone: _____

Please contact the school clinic if you have any other concerns. Please do not forget to attach to this application form any / all relevant medical records or forms.

I hereby give permission to the school clinic to administer all necessary check ups, first aid, non-prescriptive medications and to act in casualties and emergencies including admittance to hospital in case of emergency.

I also acknowledge that MES Cairo reserves the right, at anytime and without notice, to perform necessary medical testing.

Signature of Parent / Guardian : _____ Date : _____

MODERN ENGLISH SCHOOL CAIRO
2012/2013



TUITION FEES

<u>CLASS LEVEL</u>	TUITION FEES FOR FULL YEAR (New Students To Pay in Three Instalments)	
Foundation Stage One	£ 3050 PDS STG	
Foundation Stage Two	£ 4200 PDS STG	
Year 1 & Year 2	£ 5650 PDS STG	
Year 3 to Year 6	£ 6175 PDS STG	
Year/Grade 7- 12	British Section £ 6800 PDS STG	American Section \$ 11000 US DOLLARS
IBDP 11 & 12	\$ 12700 US DOLLARS	

Registration Fees (non – refundable) paid only at new enrolment: £ 750 PDS STG / \$ 1200 US Dollars

Examination costs set and collected by the British Council (FOR IGCSE / GCSE / AS & A2 LEVEL EXAMS), AMIDEAST (FOR SAT & TOEFL EXAMS), IBO AND THE EGYPTIAN MINISTRY OF EDUCATION are NOT INCLUDED

TRANSPORTATION COSTS:

FULL YEAR CHARGES FOR ALL AREAS = LE 4750 (FOUR THOUSAND, SEVEN HUNDRED AND FIFTY EGYPTIAN POUNDS)
(AFTER SCHOOL EXTRA CURRICULAR ACTIVITY BUSSING TO COMMUNITY MEETING POINTS INCLUDED)

A REDUCTION FOR BROTHERS AND SISTERS IS AVAILABLE:

Second Child	Third Child	Fourth Child
50% Registration Fee	Registration Fee is waived, but must pay 10% of tuition fees at time of registration	Registration Fee is waived, but must pay 10% of tuition fees at time of registration
5% reduction in school fees	10% reduction in school fees	15% reduction in school fees

THE ABOVE ARE THE BASIS OF OUR TUITION FEES WHICH ARE ALL PAYABLE IN EGYPTIAN POUNDS

Thereby agree to be held responsible for and will pay, promptly as requested, any balance of tuition fees in accordance with this application form, terms and conditions and school policy.

Signature of Parent / Guardian :

Date :

MODERN ENGLISH SCHOOL CAIRO
2012/2013



TERMS AND CONDITIONS

Tuition fees are to be paid in four instalments as full year fees, not as fees per term.

10% of the total of the year fees to be paid from the first through the end of April 2012. If there are any changes to your plans and you find that you need to leave MES Cairo please notify the school in writing before July 1st, 2012. By doing so you are eligible to a refund of the full re-enrolment fees paid minus 20% administrative charges. There will unfortunately be no refund of re-enrolment fees after July 1st, 2012.

The remainder of the tuition payment schedule for the academic year 2012/2013:

30% from August 14th, 2012 → Registration Week (before the first day of school)

30% from November 17th, 2012 → December 15th, 2012

30% from March 3rd, 2013 → March 31st, 2013

Please Note:

The payment of 10% of tuition fees (Re-enrolment fees) during the month of April 2012 is vitally important to secure a place at MES Cairo for the next academic year. Delay in payment may mean that the student's placement cannot be guaranteed.

The registration fee is charged to new students only at the time of enrolment. This fee is non refundable.

Tuition fees are subject to change in the years to follow.

Tuition Fees are to be paid in **Egyptian Pounds** at the HSBC bank or the Arab African International Bank opening rate on the day of payment.

No student will be admitted to classes on the first day of school without settlement of all due fees.

Payment to school may be made by cash or cheque payable to the "Modern English School Cairo"

If payment is by bank transfer:

HSBC, HELIOPOLIS
1 Roxy Square
Swift Code: EBBK EG CX
Account number: 002 – 003341

ARAB AFRICAN INTERNATIONAL BANK
MAADI BRANCH
Swift Code: ARAIE GCXMAA
Account number: 501 - 502

Visa and MasterCard are accepted.

If you choose to deposit the school tuition in the school bank account by hand or pay the tuition directly by bank transfer, please make sure to include the student's name, class and computer number on the documentation.

Our fax numbers are as follows: (202) 26170020 or (202) 26170002

If you do not follow the above procedure, then there is no confirmed way that the school Accounts Department can keep their statements up to date. It is therefore, very much the parent's responsibility to send in this information. This is particularly important if the transaction is made from an account belonging to a company or an alternative account with a different name.

Transportation charges are paid in one full payment from August 14th, 2012 → Registration Week (before the first day of school).

Thereby agree to be held responsible for and will pay, promptly as requested, any balance of tuition fees in accordance with this application form, terms and conditions and school policy.

Signature of Parent / Guardian :

Date :



Responsible Internet/ICT Network Use

As part of your child's curriculum and the development of ICT skills, in conjunction with access to the school's ICT Network (computer system), MES Cairo is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is extremely worthwhile and is an essential skill for children as they grow up in the modern world.

Please therefore read the attached "*Rules for Responsible Internet Use*" and sign and return the parental/guardian consent form so that your child may use the Internet at school.

Although there have been concerns about students having access to undesirable materials we are taking positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and MES Cairo can provide references to information on safe internet access if you wish. We also have leaflets from national bodies that explain the issues further.

We would ask you to kindly note that, whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will also not be liable for any damages arising from your child's use of Internet/ICT facilities.

Thank you as always, for your continued support and co-operation.

Responsible Internet Use Parental/Guardian Consent

- for Student Internet Access in conjunction with ICT Network Access
- for publishing of Student's Work/Photographs on MES Cairo Website and other publications

Student's Name: _____ **Class/Form:** _____

Use of Internet:

I have read and understood the school's "*Rules for Responsible Internet Use*" and give permission for the above student to access the Internet in conjunction with access to the school's ICT Network (computer system).

I understand that, while the school will make every endeavour to take all reasonable precautions to ensure students cannot access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet. I also agree that the school is not liable for any damages arising from the above student's use of the Internet facilities.

I further understand that, as Internet access is being provided in conjunction with access to the school's ICT Network, any irresponsible use may result in the loss of right of access to both the Internet and the school's ICT Network in general.

Web and other Publication of Work and Photographs:

I understand that if the above student's school work is considered by the school to be of good enough quality, it might be published on the MES Cairo website. I also understand that any photograph of or including the above student that is published on the MES Cairo website, or other publications, will be done so subject to MES Cairo rules, which require that photographs do not clearly identify individuals and that full names are not used.

Parent/Guardian's signature: _____ **Date:** _____

Please Print Name: _____

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

MODERN ENGLISH SCHOOL CAIRO
2012/2013



Student's Agreement

Student's Name: _____ **Class/Form:** _____

I have read and understood the school's "*Responsible Internet Use*" rules and will use the Internet and the school's ICT Network in a responsible way and obey these rules at all times.

I also understand that, as Internet access is being provided in connection to my right of access to the school's ICT Network, any irresponsible use may result in the loss of my right of access to both the Internet and the school's ICT Network in general.

Student's signature: _____ Date: _____



Primary Section Responsible Internet Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- I will not look at or delete other people's files.
- I will not bring memory sticks/cards or CDs into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

Secondary Section Responsible Internet Use (Rules for Staff and Students)

The School's Computer System/ICT Network provides Internet access for students and staff. This *Responsible Internet Use* statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the User's own authorised account and password, which must not be given to any other person.
- Use of the school's computers and Internet must be appropriate to the students' education or to staff professional activities.
- The school's Computer system may not be used for private purposes unless the Headteacher has given permission for that use.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of any ICT system must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the complete loss of access to both the Internet and the School's Computer System/ICT Network in general.
- Playing on-line or off-line games on school computers is forbidden.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

MODERN ENGLISH SCHOOL CAIRO
2012/2013



ADMISSION AGE AND APPROXIMATE CURRICULUM EQUIVALENT

DATE	M.E.S. CLASS LEVELS	EGYPTIAN		AMERICAN	
1.4.08 to 31.3.09	Foundation Stage 1	KG 1		KG	
1.4.07 to 31.3.08	Foundation Stage 2	KG 2		KG	
1.4.06 to 31.3.07	Year 1	1 st	Primary	1 st	Grade
	Year 2	2 nd	Primary	2 nd	Grade
	Year 3	3 rd	Primary	3 rd	Grade
	Year 4	4 th	Primary	4 th	Grade
	Year 5	5 th	Primary	5 th	Grade
	Year 6	6 th	Primary	6 th	Grade
	Year/Grade 7	1 st	Eidady	7 th	Grade
	Year/Grade 8	2 nd	Eidady	8 th	Grade
	Year/Grade 9	3 rd	Eidady	9 th	Grade
	Year/Grade 10	1 st	Secondary	10 th	Grade
	Year/Grade/IBDP 11	2 nd	Secondary	11 th	Grade
	Year/Grade/IBDP 12	3 rd	Secondary	12 th	Grade

M.E.S. Secondary Options

Year 12	AS + A2	IB Diploma Program	American High School
Year 11	AS		
Year 10	8x2 IGCSE		American High School
Year 9			
Year 8	Key Stage 3 Curriculum		American Curriculum
Year 7			
	BRITISH SECTION		AMERICAN SECTION

MODERN ENGLISH SCHOOL CAIRO
2012/2013



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Examination costs set and collected by the British Council (FOR IGCSE / GCSE / AS & A2 LEVEL EXAMS), AMIDEAST (FOR SAT & TOEFL EXAMS), IBO AND THE EGYPTIAN MINISTRY OF EDUCATION (FOR ATABIC, RELIGION AND SOCIAL STUDIES) are NOT INCLUDED

TRANSPORTATION COSTS:

**FULL YEAR CHARGES FOR ALL AREAS = LE 4750 (FOUR THOUSAND, SEVEN HUNDRED AND FIFTY EGYPTIAN POUNDS)
(AFTER SCHOOL EXTRA CURRICULAR ACTIVITY BUSSING TO COMMUNITY MEETING POINTS INCLUDED)**

A REDUCTION FOR BROTHERS AND SISTERS IS AVAILABLE:

Second Child	Third Child	Fourth Child
50% Registration Fee	Registration Fee is waived, but must pay 10% of tuition fees at time of registration	Registration Fee is waived, but must pay 10% of tuition fees at time of registration
5% reduction in school fees	10% reduction in school fees	15% reduction in school fees

THE ABOVE ARE THE BASIS OF OUR TUITION FEES WHICH ARE ALL PAYABLE IN EGYPTIAN POUNDS



TERMS AND CONDITIONS

Tuition fees are to be paid in four instalments as full year fees, not as fees per term.

10% of the total of the year fees to be paid from the first through the end of April 2012. If there are any changes to your plans and you find that you need to leave MES Cairo please notify the school in writing before July 1st, 2012. By doing so you are eligible to a refund of the full re-enrolment fees paid minus 20% administrative charges. There will unfortunately be no refund of re-enrolment fees after July 1st, 2012.

The remainder of the tuition payment schedule for the academic year 2012/2012:

30% from August 14th, 2012 → Registration Week (before the first day of school)

30% from November 17th, 2012 → December 15th, 2012

30% from March 3rd, 2013 → March 31st, 2013

Please Note:

The payment of 10% of tuition fees (Re-enrolment fees) during the month of April 2012 is vitally important to secure a place at MES Cairo for the next academic year. Delay in payment may mean that the student's placement cannot be guaranteed.

The registration fee is charged to new students only at the time of enrolment. This fee is non refundable.

Tuition fees are subject to change in the years to follow.

Tuition Fees are to be paid in **Egyptian Pounds** at the HSBC bank or the Arab African International Bank opening rate on the day of payment.

No student will be admitted to classes on the first day of school without settlement of all due fees.

Payment to school may be made by cash or cheque payable to the "Modern English School Cairo"

If payment is by bank transfer:

HSBC, HELIOPOLIS
1 Roxy Square
Swift Code: EBBK EGCX
Account number: 002 – 003341

ARAB AFRICAN INTERNATIONAL BANK
MAADI BRANCH
Swift Code: ARAIE GCXMAA
Account number: 501 - 502

Visa and MasterCard are accepted.

If you choose to deposit the school tuition in the school bank account by hand or pay the tuition directly by bank transfer, please make sure to include the student's name, class and computer number on the documentation.

Our fax numbers are as follows: (202) 26170020 or (202) 26170002

If you do not follow the above procedure, then there is no confirmed way that the school Accounts Department can keep their statements up to date. It is therefore, very much the parent's responsibility to send in this information. This is particularly important if the transaction is made from an account belonging to a company or an alternative account with a different name.

Transportation charges are paid in one full payment from August 14th, 2012 → Registration Week (before the first day of school).

بنود استمارة الالتحاق
بالمدرسة الانجليزية الحديثة القاهرة

لقد قرأت استمارة الالتحاق بالمدرسة الانجليزية الحديثة القاهرة ووافقت على جميع البنود التالية:

- إنني وابني / ابنتي سنلتزم بكل قواعد وقوانين المدرسة.
- إن اضمن بأن ابني / ابنتي يلتزم بالزي المدرسي.
- إن اقبل جميع قرارات مدير المدرسة.
- و اقر بأن اخطر المدرسة عند تغير أي بيانات تخص عنوان المنزل أو أرقام الهاتف أو الحالة الاجتماعية وما غير ذلك.
- وعند تسجيل ابني / ابنتي فأنا مسئول عن إبلاغ المدرسة كتابيا عن سبب غياب ابني/ابنتي.
- أعطي لأبني / ابنتي الإذن بالاشتراك بجميع الرحلات المتعلقة بالمناهج الدراسية على أن تقوم المدرسة بإخطار أولياء الأمور بهذه الرحلات.
- إن من مسؤوليتي الكاملة إبلاغ المدرسة بأي تغيير يطرأ على حالة ابني / ابنتي الصحية.
- أعطي المدرسة الصلاحية باتخاذ الإجراءات اللازمة من إسعافات أولية وإعطاء الأدوية اللازمة ونقله إلى المستشفى في الحالات الطارئة علي إن يتم إبلاغ أولياء الأمور بذلك في حينه، مع الاعتراف بحق المدرسة في إجراء كافة الاختبارات (التحاليل) الطبية في أي وقت ودون أي إخطار مسبق.
- لقد قرأت "اتفاقية استخدام الانترنت" و اقر بأنني اسمح لابني / ابنتي باستخدام الانترنت ضمن شبكة المدرسة، واضعا في الاعتبار إن المدرسة ستتخذ كافة الإجراءات اللازمة لضمان عدم استخدام الطلبة لأي مواقع غير مناسبة. مع العلم بأنها ليست من مسؤولية المدرسة استقبال الطلبة لأي من هذه المواقع الغير مسموح بها ضمن شبكة المدرسة كالبريد الالكتروني الشخصي.
- للمدرسة الحق في استخدام صور الطلبة وأعمالهم الفنية العالية الجودة ونشرها على موقع المدرسة.
- تحتفظ المدرسة بالحق في الكشف عما تستخدمه الطلبة علي الانترنت ومسح أي موضوعات غير مناسبة او غير قانونية.
- لقد اطلعت على جدول المصاريف وأوافق علي دفعها بالكامل متضمنة الزيادة السنوية (في حالة وجودها) وفي المواعيد التي تحددها المدرسة مع علمي وموافقتي على كافة شروط الدفع المذكورة في استمارة الالتحاق بالمدرسة بما في ذلك الجزء الغير المسترد من المصاريف والتي تحدده المدرسة.

المستندات المطلوبة

أولا : الأوراق المطلوبة لاستكمال استمارة الالتحاق:

- أصل شهادة ميلاد بالكمبيوتر للمصريين او صورة من جواز السفر للأجانب عليه إقامة.
- صورة من بطاقة الأب.
- صورة من بطاقة الأم.
- 6 صور شخصية للطالب.
- أصل الشهادات الدراسية آخر عامين دراسيين.
- تسلسل دراسي مختوم من المدرسة المنقول منها الطالب.

ثانيا : مستندات إضافية في حالة التحويل من داخل جمهورية مصر العربية :

- في حالة التحويل من مدرسة داخل جمهورية مصر العربية تقدم جميع الأوراق المذكورة في البند الأول بالإضافة إلى :
- بيان قيد او بيان نجاح مختوم من الإدارة التعليمية لسنة أو سنتين (حسب السنة الدراسية المقيد بها الطالب)
- طالب تحويل مختوم من المدرسة المنقول منها الطالب والإدارة التعليمية التابع لها المدرسة.

ثالثا : مستندات إضافية في حالة التحويل من الخارج:

- في حالة التحويل من مدرسة خارج جمهورية مصر العربية تقدم جميع الأوراق المذكورة في البند الأول بالإضافة إلى :
- تسلسل دراسي مختوم من المدرسة المنقول منها الطالب ومصدق عليه من وزارة التربية التعليم البلد القادم منها بالإضافة إلى تصديق وزارة الخارجية المصرية عليها.
- ختم آخر شهادة دراسية من وزارة التربية التعليم البلد القادم منها بالإضافة إلى تصديق وزارة الخارجية المصرية عليها.

MODERN ENGLISH SCHOOL CAIRO

2012/2013



SCHOOL CALENDAR

Term One

Saturday September 1 st	FIRST DAY STAFF
Wednesday September 5 th	FIRST DAY STUDENTS - TERM ONE
Saturday October 6 th	Staff In-Service – Day 1
Sunday October 7 th	<i>SCHOOL CLOSED for students</i>
	Staff In-Service – Day 2
Thursday October 25 th to Thursday November 1 st inclusive }	EID EL ADHA HOLIDAY – Half Term Break <i>SCHOOL CLOSED</i>
Thursday November 15 th	NEW HIJRA YEAR – <i>SCHOOL CLOSED</i>
Thursday November 22 nd	AMERICAN THANKSGIVING – <i>SCHOOL CLOSED</i>
Thursday December 20 th	LAST DAY TERM ONE
Friday December 21 st to Monday January 7 th inclusive }	BREAK BETWEEN TERM ONE AND TERM TWO – <i>SCHOOL CLOSED</i>

Term Two

Tuesday January 8 th	FIRST DAY TERM TWO
Thursday January 24 th	PROPHET MOHAMED'S BIRTHDAY <i>SCHOOL CLOSED</i>
Friday February 22 nd to Saturday March 2 nd inclusive }	MID-TERM BREAK - <i>SCHOOL CLOSED</i>
Wednesday April 24 th	LAST DAY TERM TWO
Thursday April 25 th to Monday 6 th May inclusive }	BREAK BETWEEN TERM TWO AND TERM THREE – <i>SCHOOL CLOSED</i>

Term Three

Tuesday May 7 th	FIRST DAY TERM THREE
Tuesday June 25 th	LAST DAY FOR STUDENTS
Thursday June 27 th	LAST DAY FOR STAFF - PARENTS' DAY