



Learning Alliance International

IB World School

ADMISSIONS POLICY

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Registration Procedure

Learning Alliance International:

Students at Learning Alliance International are divided into classes based on their age. The student age bracket is determined based on their age at the beginning of the academic year*. Grouping is as follows:

Class	Age Bracket
PYP I	5.5 - 6.5 years
PYP II	6.5 - 7.5 years
PYP III	7.5 - 8.5 years
PYP IV	8.5 - 9.5 years
PYP V	9.5 - 10.5 years
MYP I	10.5 - 11.5 years
MYP II	11.5 - 12.5 years
MYP III	12.5 - 13.5 years
MYP IV	13.5 - 14.5 years
MYP V	14.5 – 15.5 years
DP I	15.5- 16.5 years
DP II	16.5 - 17.5 years

****Students with SEN will have flexibility in the above age bracket up to 12 months as stated in the SEN policy (Reference Special Education Needs Policy page 2)***

How to Apply:

Registration Form Completion:

Registration forms can be collected from the Admissions Office against a deposit of Rs.1000. Relatives may also pick up this form on behalf of parents. Registration for the new Academic Year begins in April; completed forms must be submitted with the following documents attached:

Pakistani Nationals:

- Copy of student's hospital and NADRA birth certificate
- Copy of student's B-form
- 2 recent passport size photographs
- Copy of previous school report cards
- Copy of O' Level Transcript and/or MYP 4 and 5 transcript
- Completed Tax Declaration form
- School Leaving Certificate
- Copy of both parents CNIC

Expatriates/ Foreign Nationals:

- Copy of child's hospital birth certificate
- 2 recent passport size photographs
- Copy of previous school report cards
- Copy of O' Level Transcript and/or MYP 4 and 5 transcript
- School Leaving Certificate
- Copy of NICOP- National Identity Card for Overseas Pakistanis (if applicable)
- Copy of Foreign Passport or Pakistani Passport of the student (Whichever applicable)

Conditions of Registration for all applicants:

- A non-refundable registration fee applies at the time of registration.
- Registration does not guarantee admission.
- All information and relevant documents must be true and accurate.
- Any false information provided will render the registration/admission cancelled.
- Applicants cannot be registered at two or more branches for the same academic year.
- Incomplete registration applications (forms) will not be accepted.

Conditions of Registration in IB Diploma Programme for students with SEN

Students with Special Education Needs (SEN) will be entertained only with an assessment report from a certified psychologist/psychiatrist. In case there is no report, the Programme Coordinator/IB Head has the authority to ask parents to have the student assessed externally. (*Reference SEN policy manual page 2*)

Admission Procedure and Policy

International Baccalaureate PYP I - V / MYP I - V

Students applying for PYP I are interviewed with their parents by the IB Head and PYP coordinator. Students applying for PYP II-V take a written assessment in English, Urdu and Mathematics followed by an interview with them and their parents.

Students applying for MYP I and II are assessed on their Listening/Creative skills, Language Skills in English and Urdu and the basic concepts of Mathematics. Students applying for MYP III-IV are assessed on their Listening/Creative Skills, Science, Language skills in English and Urdu, and the basic concepts of Mathematics.

No admission application will be entertained for MYP IV and V students unless they are transferring from a local or a foreign IB candidate/authorized School. Admission applications for students transferring to IB from the CAIE stream will not be entertained for MYP IV and V.

All students and their parents have to undergo an interview with the IB Head and the respective Coordinator. The student must be accompanied by at least one parent on the date of Interview. Anyone other than the parents will not be entertained for the interview. If parent(s) are unable to attend the appointed interview, a new date must be obtained promptly. An interview/assessment may be scheduled twice; non-attendance will result in cancellation of the registration.

Students must maintain 90% attendance every academic year in the Middle Years Programme. The school reserves the right to not let the students sit for their Final Assessments/ MYP V eAssessments in case the attendance calculated is less than 90%.

International Baccalaureate Diploma Programme (IBDP)

Learning Alliance International offers the Full IB Diploma Programme. There is no admission test required in the IBDP. However, students opting for Higher Level Mathematics are required to take a Diagnostic Test after enrollment. They only qualify for the subject if they are able to achieve a 70% on this test.

All applicants must submit their O Level Certificate or a copy of their two year transcript from MYP IV and V. New admissions must also submit at least one student recommendation from their previous school. This recommendation must be signed and stamped.

Students are then interviewed by the IBDP Coordinator and IB Head.

Potential applicants who have undergone a mandatory withdrawal from a preceding class at **LEARNING ALLIANCE INTERNATIONAL** are not eligible to re-apply for admission to the Diploma Programme.

Applicants seeking admission in the middle of the term are required to be currently enrolled in another IBDP programme.

IBDP Interview

The IB Head and DP Coordinator will interview the student to derive the following information and record it on the Interview Sheet:

- Life goals
- Particular language background and needs
- Appropriate subject choices:
 - This will examine university prerequisites.
 - This will examine Mathematical capacity.
 - This will examine group 2 language capacity and experience.
 - This will examine potential timetable clashes.
- The time commitment and study skills required.
- Any special needs that may impact on completing the IBDP SEN Forms.

Application Status

Upon review of interview and assessment results, applicants receive a reply within 12 working days.

Admission Granted

The relevant administrator will inform the parent(s) if the applicant has been granted admission. Parent(s) may then collect the fee bill from the Accounts office and deposit the amount in our designated bank. Once the fee is paid, the School Office will send an admission confirmation letter.

Conditional Admission Granted

If an applicant is offered admission on a conditional basis, the parent/guardian must sign a letter of Conditional Admission. Conditions of admission vary from case to case dependent upon percentage of marks, exam results, behavioral conduct or any Special Education Needs.

Conditional Admission cannot be granted to applicants in the DP.

Admission Result Pending

Students who cannot fulfill the admission requirements due to valid circumstances may be considered for a pending admission; acceptable reasons are:

- o Milestone not met in early development
- o Reassessment of the applicant is required

**The admissions office will notify the candidate in writing about the status of their application.*

Inter Branch Transfer

An Inter branch transfer for the new academic year in August may be requested before the end of term, in June. A transfer fee Rs.10,000-/ must be paid for this purpose. Transfers are only made against vacant seats. Aitchison Applicants from Lahore Preschool Gulberg are automatically transferred to Learning Alliance, Aziz Avenue or Learning Alliance DHA for Preparatory Blue. Students completing Preparatory Blue from Learning Alliance DHA and Faisalabad will be automatically transferred to class I Blue Learning Alliance Aziz Avenue, for preparation of Aitchison entrance exam. No transfer fee will be levied for these transitions.

Transfer request from the CAIE stream to International Baccalaureate will only be approved if the student has completed the following prerequisites:

- o Appeared for the entrance test/ interview
- o Paid the transfer fee
- o Cleared the Final Examinations and been promoted to the class applied for

Temporary Transfer

In case of temporary transfers during the term, parent(s) must submit a written request to the Admissions Office at least two weeks in advance. Transfers are only made if seats are vacant in the requested campus. A transfer fee of Rs. 10,000-/ will be levied.

Withdrawal & Security Refund Policy

In case of withdrawal, a Withdrawal and Security Refund form must be filled and received by the school. The security amount will be refunded within three months of the application being received. Any willful damage to school property, equipment will be deducted.

A security refund will only be granted if:

- o The full term fee up until the term when the student leaves has been paid.
- o The parent has completed and submitted all withdrawal documents at least one month before the end of last paid fee term.
- o All outstanding fees and fines including any damage to school property have been paid in full.
- o The security refund is claimed within six months from the date of withdrawal.

Fee Bill Issuance

Fee for the full term is charged at the time of admission, irrespective of the month of admission. Fee must be deposited at the school's designated bank by the due date mentioned on the issued fee bill.

Fee Bill Schedule for one academic year:

Billing Term	Tentative Billing Date	Tentative Due date
1 st Bill - August & September	15 th June	31 st July
2 nd Bill - October, November, December	15 th September	30 th September
3 rd Bill - January, February, March	15 th December	31 st December
4 th Bill - April, May, June, July	15 th March	15 th March

Sibling Discount

A 50% discount in tuition fee is applied to the fourth sibling's fee bill, in order of birth. An applicant's sibling must have one or both parents in common. This discount is not available to family members outside the sibling relationship, such as step brothers/sisters, cousins.

Scholarships

- Naim Salam Mehta Scholarship:

The Naim Salam Mehta (NSM) Scholarship is an academic award for the highest scorer in the MYP V e-Assessments for the duration of two years. This 100% tuition fee waiver is on the current tuition fee for the IB Diploma Programme.

- Merit Scholarships – IB MYP II-V

An academic scholarship of 25% is awarded to the Students of the Year of MYP II-V. The scholarship is based on the students cumulative performance in the previous year, and is awarded to the student with the highest Level of Achievement in each class and is valid for one academic year.

- Merit Based Scholarship for IBDP:

Learning Alliance International Diploma Programme offers an academic scholarship to motivate students who have evidence of academic achievement in the MYP V e-Assessment.

Scholarship Award	Criterion IB MYP to DP	Criterion O level
100% off on all Monthly Dues	44 or above	10 A's or above
100% off on Tuition Fee	41 - 43	8 A's or above
75% off on Tuition Fee	38 - 40	7 A's
50% off on Tuition Fee	35 - 37	6 A's
25% off on Tuition Fee	32 - 34	5 A's

Learning Alliance International students are selected for the Diploma Programme keeping in view their academic, attendance and conduct history. They must maintain **90% attendance** every academic year in the Diploma Programme otherwise their scholarship will be revoked. The school reserves the right to not register the students for their final DP external examinations in case the attendance calculated is less than 90%.

- Co-Curricular Scholarships

In order to motivate students to not only maintain a healthy balance between academics and co-curricular activities, but also to strive towards improving their skills and expertise, Learning Alliance and Learning Alliance International have a co-curricular scholarship for students of Class MYP I - DP II.

In the case of students receiving both academic and co-curricular scholarship offers, the one with the higher waiver will be applicable. Additionally, students already receiving any kind of other fee discounts are not eligible for the academic and co-curricular scholarships. Furthermore, unforeseen circumstances that result in a School-wide fee reduction will make the scholarship null for that period of time.

Students may be issued the full August – September fee bill, and once the scholarship is awarded, the allotted amount is adjusted in the October-December fee bill.

Students who have received a written disciplinary warning in the previous academic year are not eligible to apply. They are also required to maintain minimum passing marks in their academics to continue their scholarship throughout the year.

Policy

- The co-curricular scholarship is awarded based on the student's performance in national and international competitions in various categories
- The decision is made at the School Board's discretion on voting basis. The decision is final and cannot be contested
- There is no fixed quota of scholarships awarded in this category

- The recipient of the scholarship receives a 25% waiver on their tuition fee
- The scholarship is valid for one academic year only
- The awarded scholarships will be reviewed in the upcoming academic year, keeping in mind the student's recent and continuous achievements
- Since the students have to meet a minimum criteria set by the School Board, there may be instances where no students are awarded the co-curricular scholarship in a particular academic year
- For students who are awarded scholarships for sports or any such activity that requires the student to travel for tournaments and similar events, leaves and academic results will be accommodated as per the School Board's discretion

Co-curricular Categories

Note: This is to act as a guide for the method through which the co-curricular scholarship applications will be analysed. It covers guidelines for student achievements in various fields; however additions to this can be made according to the growing areas in which our students have proven their expertise. The scale and impact of the activity is to be awarded according to the School Board's discretion.

- Sports and Debates

The evaluation of candidates with achievements in sports and debates will be analysed according to their consistency in performance at the national and international level competitions and tournaments.

- Social and Entrepreneurial Initiatives

Students actively working towards the betterment of society or the environment are also eligible for the co-curricular scholarship, as it depicts their drive to contribute to the wellbeing of others. This may be done through entrepreneurial ventures (e.g. Charity drives, NGOs) or establishing an online platform through which they spread a positive message. Applications belonging to this category will be analysed by the School Board according to the nature and impact of the initiative.

- Performing & Visual Arts

Student achievements belonging to this category will be analysed on the basis of their talent and drive towards becoming an expert in the performing arts. The School Board will analyse and evaluate the students on the basis of dramatics, dance, music, or art & design competitions the student has been a part of (and won), their performance in the media or on an online platform.

- Creative Writing and Journalism

Students with achievements in creative writing and journalism are also eligible for the co-curricular scholarship and will be analysed according to the consistent impact and influence that the child is able to achieve. This can be done in the form of writing competitions, online publications, or printed material.