



Ref : Cir 003/23

Jamhour, Jan. 20, 2023

Enrollment 2023-2024

Dear Parents,

Our best wishes for success, prosperity and stability for the new year 2023. Kindly find below the information related to the enrollment of new students for the 2023-2024 academic year.

1- **THE ENROLLMENT** of **New Students** for the 2023-2024 academic year is between 8:00 a.m. and 1:00 p.m. at Hazmieh or Jamhour.

- **From Tuesday 24 till Tuesday, January 31, 2023:** for students who have siblings in our school.

- **From Wednesday, February 1 till Wednesday, March 15, 2023:** for new students (new families).

☞ Parents are asked to comply with the enrollment period above. Any enrollment outside the dates indicated above must be upon appointment.

2- **GARDERIE NOTRE DAME** - Hazmieh welcomes children 40 days and older. Schedule:

- **Regular:** Monday till Friday from 7:00 a.m. till 3:00 p.m. all working days for **100\$ per month.**

- **Additional:** Monday till Friday from 7:00 a.m. till 5:00 p.m. all working days for **150\$ per month.**

3- **NURSERY:** at Jamhour welcomes children of **2 years old** during school hours for **100 \$ per month.**

4- **ENROLLMENT FEES:** (per student)

Enrollment Fees: 2.000.000 L.L.

Transportation enrollment fees: 10 \$

5- **REQUIRED DOCUMENTS** For new students **(to present upon enrollment):**

- A birth certificate (newly issued, less than 3 months)
- Six passport size photos.
- A photocopy of child's vaccination certificate.
- A report Card of the previous year.
- School Attestation of the last year (certified).**
- Official Exam Diploma for Grade 9 (Brevet)** or a certified copy of it for students passing to Grade 10 or 11.

N.B: The documents e) and f) have to be **certified** by the Ministry of Education, and are required before September 2023.

6- **Admission Test:**

- Saturday, June 3, 2023:**

- from 9 a.m. to 12 p.m. (French Section):

for classes CP (EB1) → 6ème (EB6) in Hazmieh,
and for classes 5ème (EB7) → 1ère (S2) in Jamhour.

- from 9 a.m. to 1 p.m. (Trilingual Section):

Grade 1 → Grade 11 classes at Jamhour

- For Kindergarten classes:** An interview with the responsible of the cycle will take place before registration. (The presence of the child is compulsory during registration).

*** Important Notes :**

☞ **Registration fees are non-refundable regardless of the reason for cancellation.**

☞ The child in KG1 should be 3 years old before January 31, 2024

☞ No new registrations in Grade 12.



7- **ENROLLMENT:** Former students will be automatically enrolled for the coming academic year 2023-2024.

☞ **For Former students:** If you are planning to withdraw your child from our school, please fill in the form (A) below and return it to the administration office **before Friday, February 3, 2023.**

Thank you for your trust and support.

The Administration



(A) RE-ENROLLMENT CANCELLING FORM 2023-2024 **

Family Code _____

** To be returned before the Feb. 3, 2023

I, the undersigned, _____ **do not wish to re-enrol** my child(ren) for the 2023-2024 school year, at Collège Notre Dame des Sœurs Antonines – Hazmieh/Jamhour:

Name

Class

Date : / / 2023

Parents Signature