



Ref : Cir 001 /24

Jamhour, Jan. 30, 2024

## Inscription 2024-2025

Dear Parents,

Our best wishes for success, prosperity and stability for the new year 2024. Kindly find below the information related to the enrollment of new students for the 2024-2025 academic year.

1- **THE ENROLLMENT** of **New Students** for the 2024-2025 academic year is between 8:00 a.m. and 1:00 p.m. at Hazmieh or Jamhour.

- **From Thursday, February 1<sup>st</sup> till Thursday, February 8, 2024:** for students who have siblings in our school.
- **From Thursday, February 15 till Thursday, March 15, 2024:** 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 according to the following schedule:

- **Regular:** Monday till Friday **from 7:00 a.m. till 3:00 p.m.** all working days for **200\$ per month.**
- **Additional:** Monday till Friday **from 7:00 a.m. till 5:00 p.m.** all working days for **250\$ per month.** (These fees will be effective as of October 1, 2024).

3- **NURSERY:** at **Jamhour** welcomes children of **2 years old** during school hours for **200 \$ per month.** (Fee effective as of October 1, 2024).

## ENROLLMENT PROCESS:

Parents seeking to enroll their child/children in our school are requested to:

- Complete an enrollment form for each child.** Forms are obtainable in hard copy at the school reception in Hazmieh and Jamhour **/or/** be accessed online on the school website: **www.antonines-hazmieh.edu.lb**
- Submit the completed form(s)** to the school reception within the specified deadlines **/or/** send files as e-mail attachments to: **inscriptions@antonines-hazmieh.edu.lb**
- Anticipate a phone call** from the school administration within a week of form submission to arrange an appointment with the relevant responsible, **provided there are available places in the respective classes.**
- Attend the scheduled appointment** at the Hazmieh or Jamhour school location, accompanied by the child/children, to finalize the enrollment process at the School Affairs Office.

### Important note:

- It is **essential to bring the necessary enrollment documents** to the scheduled meeting with the administration. **Failure to provide these documents will result in non-counting of enrollment for the upcoming 2024-2025 academic year.**



4- **ENROLLMENT FEES: 100 \$ (per student)**

5- **REQUIRED DOCUMENTS for new students (to be presented upon enrollment):**

- A newly issued birth certificate (issued within the last 3 months)
- Valid residency permit (*for non-Lebanese children*)
- Six passport-size photos.
- A photocopy of the child's vaccination certificate.
- Report Card of the previous class.
- School Attestation of the previous class** (certified by the Ministry of Education).
- For students transferring from a school outside Lebanon: School attestation of the previous class certified** by the Ministry of Education of the country of origin **and** the Ministry of Foreign Affairs and Emigrants in Lebanon.
- Official Exam Diploma for Grade 9 (Brevet)** or a certified copy for students progressing to Grade 10.

***N.B: The documents f), g) and h) are mandatory, and have to be certified by the Ministry of Education, and are required before September 2024.***

6- **Admission Test:**

- Friday, May 31, 2024:**
  - **from 9 a.m. to 12 p.m. (French Section):**  
for classes CP (EB1) → 6ème (EB6) in Hazmieh,  
and for classes 5ème (EB7) → 2<sup>nde</sup> (S1) in Jamhour.
  - **from 9 a.m. to 1 p.m. (Trilingual Section):**  
Grade 1 → Grade 10 classes at Jamhour
- For Kindergarten classes:** An interview by the head 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, 2025
- ☞ No new registrations in Grade 11 & 12.

7- **ENROLLMENT: Former students** will be automatically enrolled for the coming academic year 2024-2025.

☞ **For Former students:** If you are planning to withdraw your child/children from our school, please fill in the form (A) below and return it to the administration office **before Friday, February 16, 2024.**

Thank you for your trust and support.

The Administration





(A) RE-ENROLLMENT CANCELLING FORM 2024-2025 \*\*

Family Code \_\_\_\_\_

\*\* To be returned before the Feb. 16, 2024

I, the undersigned, \_\_\_\_\_ **do not wish to re-enrol** my child(ren) for  
the 2024-2025 school year, at Collège Notre Dame des Sœurs Antonines – Hazmieh/Jamhour:

Name

Class

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Date : ..... / ..... / 2024

*Parents Signature*

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