



# Registration & Admission Procedure Manual

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## Registration Procedure

### Lahore Preschool:

Children at Lahore Preschool are divided into classes based on their age group. The student age bracket is determined based on their age at the beginning of the school term. Grouping is as follows:

Class	Age Bracket
Playgroup	2.0 - 2.5 years
Reception I	2.5 - 3.0 years
Reception II	3.0 - 3.5 years
Montessori I	3.5 - 4.0 years
Montessori II	4.0 – 4.5 years
Preparatory	4.5 - 5.5 years

***\*This is not a strict age bracket.***

### **How to Apply:**

#### **Registration Form Completion:**

Registration forms may be collected from the Admissions Office against a deposit of Rs. 500. Relatives may also pick up a form on behalf of parents. Completed forms are to be submitted within 7 business days, with the following documents attached:

#### Pakistani Nationals:

- Copy of child's hospital birth certificate
- Copy of child's B-form
- 2 recent passport size photographs
- Copy of latest previous school report card (if applicable)
- Completed Tax Declaration form
- Copy of both parents CNIC
- 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 Vice Principal/IB Head has the authority to inform the parents to get the child assessed.

*(Reference SEN policy manual page 2, paragraph ii)*

#### Expatriates/ Foreign Nationals:

- Copy of child's hospital birth certificate
- 2 recent passport size photographs
- Copy of latest previous school report card (if applicable)

- Copy of NICOP- National Identity Card for Overseas Pakistanis (if applicable)
- Copy of Foreign Passport or Pakistani Passport of the student (Whichever applicable)
- 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 Vice Principal/IB Head has the authority to inform the parents to get the child assessed.

*(Reference SEN policy manual page 2, paragraph ii)*

**Conditions of Registration:**

- A non-refundable registration fee applies at the time of registration.
- Registration does not guarantee admission.
- All information and relevant documents provided must be true and accurate.
- Any false information provided will render the registration/admission cancelled.
- Applicants cannot be registered at 2 branches of the school for the same academic year.
- Incomplete registration applications (forms) will not be accepted.

## **Learning Alliance:**

Students at Learning Alliance 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
Class I / PYP –I	5.5 - 6.5 years
Class II / PYP-II	6.5 - 7.5 years
Class III / PYP-III	7.5 - 8.5 years
Class IV / PYP- IV	8.5 - 9.5 years
Class V/ PYP-V	9.5 - 10.5 years
Class VI / MYP – I	10.5 - 11.5 years
Class VII / MYP- II	11.5 - 12.5 years
Class VIII / MYP- III	12.5 - 13.5 years
O-I / MYP- IV	13.5 - 14.5 years
O-II	14.5 – 15.5 years
O-III	15.5- 16.5 years
A-Level	16.5 - 17.5 years

***\*This is not a strict age bracket.***

***\*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 5)***

### **How to Apply:**

#### **Registration Form Completion:**

Registration forms can be collected from the Admissions Office against a deposit of Rs. 500. Relatives may also pick up this form on behalf of parents. Completed forms must be submitted within a week, with the following documents attached:

Pakistani Nationals:

- Copy of child’s hospital birth certificate
- Copy of child’s B-form
- 2 recent passport size photographs
- Copy of previous school report cards
- For A level applicants, a minimum average of ‘C’ and a clearance of at least 6 subjects in the O Level Examination.
- Completed Tax Declaration form
- School Leaving Certificate
- Copy of both parents CNIC

- 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 Vice Principal/IB Head has the authority to inform the parents to get the child assessed.

*(Reference SEN policy manual page 2, paragraph ii)*

Expatriates/ Foreign Nationals:

- Copy of child's hospital birth certificate
- 2 recent passport size photographs
- Copy of previous school report cards
- For A level applicants, a minimum average of 'C' and a clearance of at least 6 subjects in the O Level Examination.
- 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)
- Those students with Special Education Needs (SEN) should give an assessment report from a certified psychologist or a psychiatrist. If no report is submitted then the Vice Principal/IB Head has the authority to ask the parents to get the child assessed.

*(Reference SEN policy manual page 2, paragraph ii)*

#### **Conditions of Registration:**

- 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 2 or more branches for the same academic year.
- Incomplete registration applications (forms) will not be accepted.

## **Admission Procedure and Policy**

### **LAHORE PRESCHOOL:**

After registration, parents are interviewed by a senior member of the School Board. The child is assessed by the Preschool Coordinator in the following manner:

Play Group – Reception II: Readiness for School through various activities.

Montessori: Readiness to write through various activities

Preparatory Class: Written Assessment in English Language, Urdu Language and Mathematics.

All students and their parents will be interviewed. The child must be accompanied by at least one parent on the date of the interview/assessment. We do not entertain anyone other than the parents of an applicant at the time of the interview. If parent(s) are unable to attend the appointed interview/assessment, a new date must be obtained promptly. An interview /assessment may be scheduled twice, non- attendance will result in cancellation of the registration.

If admission is not granted into Preschool for any class between Playgroup and Montessori II; the applicant will only be eligible to re-apply for admission in Preparatory Class. At Prep level, the child will attempt a written entry test of English, Mathematics and Urdu, followed by the parent/s' interview.

### **LEARNING ALLIANCE:**

#### **Class I – O-Levels (CIE)**

After registration, applicants sit an admission test of English, Urdu, and Mathematics, followed by an interview with the parents and a senior member of the School Board. The student must be accompanied by at least one parent on the date of Interview. We do not entertain anyone other than the parent(s) of an applicant at the time of the interview. If parent(s) are unable to attend the appointed interview/assessment, a new date must be obtained promptly. An interview /assessment may be scheduled twice, non- attendance will result in cancellation of the registration.

#### **International Baccalaureate PYP Class I-V / MYP Class I-IV**

Students applying for PYP I are interviewed with their parents. 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 students unless they are transferring from a local or a foreign IB candidate/ authorized School.** No Admissions will be allowed for students in MYP-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. We do not entertain anyone other than the parents of an applicant at the time of 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.

### **A Level**

After the registration, the student/ parent will be contacted to specify the date and time of the test. For admission in A level all students will have to take an English Language test, however students opting for Mathematics will have to take Mathematics in addition to it. Interviews are scheduled for all registered applicants. The applicants will be required to come in with both their parents at the date of interview.

### **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.

### **Admission Result Pending**

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

- Milestone not met in early development
- 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.5000/- 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 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.

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

- Appeared for the entrance test/ interview
- Paid the transfer fee
- 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. 5000/- will be levied.

Temporary transfers are not applicable for IB programme.

## **Withdrawal & Security Refund Policy**

In case of withdrawal, a withdrawal 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 refunded will only be granted if:

- The full term fee up until the term when the student leaves has been paid.
- The security refund has been claimed within one year 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 <sup>st</sup> Bill - August & September	15 <sup>th</sup> June	31 <sup>st</sup> July
2 <sup>nd</sup> Bill - October, November, December	15 <sup>th</sup> September	30 <sup>th</sup> September
3 <sup>rd</sup> Bill - January, February, March	15 <sup>th</sup> December	31 <sup>st</sup> December
4 <sup>th</sup> Bill -April, May, June, July	15 <sup>th</sup> March	31 <sup>st</sup> March

### Sibling Discount

The 50% discount in tuition fee applies to the fourth sibling, in order of birth. An applicant sibling must have one or both parents in common. This discount is not available to family members outside the sibling relationship, such as stepbrothers/ sisters, cousins.

### Scholarships

- Abdul Salam Mehta Scholarship:

The Abdul Salam Mehta Scholarship is awarded to a student at Learning Alliance who excels scholastically in the O-Level examinations and exceeds expectations in co-curricular performance. Students with a good record inside and outside the classroom are awarded with 100% financial aid on the current tuition fee at the A Level.

- Merit Based Scholarship for A Level:

Learning Alliance offers merit based financial assistance to students. These scholarship grants are available for students with 8 A's, 7 A's & 6 A's in O level. Students with 8 A's and above will be granted 100% financial aid on the current tuition fee, students with 7 A's will be granted 50% and 6 A's will be granted 25%.

- Scholarship based on Extra Curricular Activities (Debating & Sports):

Learning Alliance offers financial assistance to students based on achievements in Co-curricular activities such as **Debating & Sports in the O-Level**. The grant and percentage of the scholarship amount lies at the discretion of the School Board.

- Need based scholarships are available for **MYP III- IV** students. The discretion to offer such scholarships lies with the CEO/ Principal only.