



ISBerne Online



APPLICATION FORM  
**SY 2024/2025**



## STEP 1: **APPLY AND SUBMIT THE FOLLOWING DOCUMENTS**

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### FULL-TIME STUDENTS ONLY

- Completed Application Form
- Copy of student's passport
- Copy of the most recent and previous year's school reports
- Official Transcripts (*mandatory for grades 9,10,11,12*)
- USD 250 non-refundable registration fee

### PART-TIME STUDENTS ONLY

- Completed Application Form
- Copy of student's passport
- USD 125 non-refundable registration fee

## STEP 2: **COMPLETE PAYMENT OF TUITION FEE**

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Payments can be made Online via credit card or by wire transfer, details will be provided with your invoice.

## STEP 3: **PLACEMENT CONFERENCE**

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After you have completed step 1 your Enrollment Counselor will work with you to determine your student's course level and assign courses accordingly.

Once again, we are very pleased that you have decided to enroll with ISBerne Online. We warmly welcome you to our school. In order to ensure the enrollment process flows as efficiently as possible, we appreciate your prompt attention to the steps outlined above.



**PERSONAL INFORMATION**

**STUDENT**

First Name

Family Name

Gender                      Male                      Female                      Date of Birth

Nationality

Home language(s)

Ethnicity                      Asian                      Black/African                      Caucasian/White  
Hispanic/Latin                      Middle Eastern                      Multi-racial  
Other

**PLEASE SELECT THE LEVEL OF ENGLISH PROFICIENCY WHICH BEST DESCRIBES YOUR CHILD**

Beginner                      Elementary                      Confident                      Fluent                      Native

**ADDRESS IN COUNTRY OF RESIDENCE**

Address

City                      P. O. Box                      Country

Student Email

Student Mobile

Home Phone

Enrollment Type                      1 Full Academic Year                      One Semester                      Individual Courses

Enrollment Reason

How did you hear about us?

Were you referred by an existing family, please specify?



## PARENT OR LEGAL GUARDIAN'S DETAILS

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### FATHER'S DETAILS

First Name	Family Name
Occupation	Nationality
Email Address	Mobile
Employer	Work Phone

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### MOTHER'S DETAILS

First Name	Family Name
Occupation	Nationality
Email Address	Mobile
Employer	Work Phone

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### GUARDIAN'S DETAILS *(If Applicable)*

First Name	Family Name
Occupation	Nationality
Email Address	Mobile
Employer	Work Phone

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### EMERGENCY CONTACT DETAILS

First Name	Family Name
Email Address	Mobile

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### LEARNING COACH DETAILS

PLEASE SELECT WHO IS THE LEARNING COACH (for more details about the role, please refer to page 7)

Mother

Father

Guardian

**\*If others please provide details**

First Name	Family Name
Email Address	Mobile

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**ACADEMIC INFORMATION**

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Current Grade

Current Curriculum

Grade applying for

Previous School

Year / Grade

From

To

Phone Number

Email

**Preferred Start Date**

**FALL 2024**

21 - August - 2024

04 - September - 2024

18 - September - 2024

16 - October - 2024

06 - November - 2024

**SPRING 2025**

08 - January - 2025

22 - January - 2025

05 - February - 2025

19 - February - 2025

12 - March - 2025

16 - April - 2025

Previous School

Year / Grade

From

To

Phone Number

Email



## ADDITIONAL INFORMATION

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**Has your child received additional support for any of the following?**

Speech and Language

Spelling and/or Phonics

Social and Emotional

Reading

Writing

Mathematics

Physical difficulties including fine/gross motor skills

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**Has your child been assessed for a Special Educational Need or Disability (S.E.N.)?**

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**Has your child been assessed by** *(\*if yes please supply a report)*

Occupational Therapist (OT)

Behavioural Therapist (including ABA)

Speech and Language Therapist

Educational Psychologist

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We would like to hear about any talent or interest your child has?

Please provide any further information in relation to circumstances or needs which may affect your child's learning ability *(for example personal, health etc.)*



# DECLARATION

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## Release of Records

I/We consent to the formal approval for the release of all official school report records.

## Learning Coach Responsibility

I/We have read and understood the learning coach responsibilities on **page 7**.

## Refund Terms and Conditions

I/We have read and understood the payment terms and conditions outlined on **page 8**.

## Photography

Please tick the box if you do not wish your child to be photographed.

# NCAA ELIGIBILITY

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Is your child a college-bound student athlete? If they are planning to attend higher education in the US, will they register with NCAA for eligibility? If yes, please tick the box.

Father's / Guardian's

Signature

Date

Mother's / Guardian's

Signature

Date



## LEARNING COACH RESPONSIBILITIES

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I understand that the Learning Coach (LC) is the adult in the home who will assist the student with completing their daily tasks. The amount of assistance depends on the student's grade level and the student's ability to complete work independently.

### LOWER SCHOOL (K-5)

A lot of monitoring is required for students in Grades K-5. The Lower School Learning Coach will be actively involved with the student spending and average 3-6 hours each day.

**During a typical week, the Learning Coach will:**

- Assist with some lessons
- Monitor comprehension
- Modify daily schedule
- To support the student with printing, saving and submitting of assignments
- Communicate with teachers

### MIDDLE SCHOOL (6-8)

The type of assistance provided by the Middle School Learning Coach varies, based on the student's independence. The Learning Coach will spend an average of 2-4 hours a day.

**During a typical week, the Learning Coach will:**

- Assist with some lessons
- Monitor comprehension
- Encourage independent learning
- Log attendance
- Communicate with teachers

### HIGH SCHOOL (9-12)

The High School Learning Coach may spend less time assisting their student based on the student's ability to work independently. The average amount of time spent by the Learning Coach with a High School student is 1-2 hours a day.

**During a typical week, the Learning Coach will:**

- Assist with some lessons, varies based on student's independence
- Verifies lesson completion to ensure student is on track
- Supports student independence
- Attends teacher conferences





## PAYMENT AND REFUND TERMS

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### 1. PAYMENT

**Registration Fee:** ISBerne Online requires payment of a non-refundable registration fee. This Registration Fee must be paid in full to progress in the enrollment process with the ISBerne Online.

**Tuition:** ISBerne Online requires payment of tuition in full in order to receive a transcript or diploma from ISBerne Online.

**The following payment options are available:**

**CREDIT CARD:** We accept major Visa and Mastercard.

**ONLINE PAYMENT:** Using credit/debit card at <https://icademymiddleeast.com/pay-your-tuition/>

**DIRECT DEPOSIT:** Citibank Wafi Branch  
**Account Name:** iCademy Middle East FZ LLC  
**Account #:** 0201930006  
**IBAN:** AE440211000000201930006  
**Swift Code:** Citiaead

### 2. PAYMENT RETURNS

**Bounced Checks:** All bounced checks will be subject to an administrative fee of CHF150.

**Online Access Lock:** If a payment has bounced, Online course access will be cut within 10 days, unless a payment replacement has been made.

**Withdrawal:** The student will automatically be withdrawn from the system after 30 calendar days from Online Access Lock.

### 3. REFUND POLICY

**Refund Policy:** Refunds are ONLY available for tuition that has been paid in full. To be eligible for a refund, a parent or guardian must provide written notification to ISBerne Online, requesting to drop a course or withdraw the child from the school. It is also recommended that the student's teacher or academic coach is contacted to discuss the reason for the course drop or program withdrawal. Refunds are calculated based on the "Withdrawal Date" which is the postmark and/or electronic imprint date on the written notification. Specific information on percentages available for refund is outlined below:

#### ONLINE TUITION FEE

Prior to start date = 75% refund of tuition fee

Day 1-30 of start date = 50% refund of tuition fee

After day 31 of start date = 0% refund

#### NOTES

- Payment refund can take 15-30 business working days.
- Registration and admin charges are non-refundable.
- Refunds will be done only through the original mode of payment.

THANK YOU



**FOR OFFICE USE ONLY:**

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Grade applied for:

Part-time/Full-time:

Start date:

Please tick applicable box:

ISBO	Full-Time	Part-Time	Summer School
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