

**PARENT OR GUARDIAN CONSENT FOR  
STORAGE AND ACCESS OF PERSONAL INFORMATION  
BRITISH COLUMBIA OFFSHORE SCHOOL PROGRAM**

In this consent:

“**Owner/Operator**” means the school authority outside British Columbia that is a party to a British Columbia Offshore School Pre-Certification Agreement or British Columbia Offshore School Certification Agreement;

“**Personal Information**” means recorded information about an identifiable individual and includes the name and student record of the student;

“**Province**” means Her Majesty the Queen in right of the Province of British Columbia, Canada as represented by the Minister of Education and Child Care;

“**School**” means Hayat Universal School (HUBS-Qatar) in Doha, State of Qatar, operated by EduGlobe Corporation.

I, \_\_\_\_\_, the parent or guardian of \_\_\_\_\_, the student, enrolled in the School consent to:

1. the Owner/Operator disclosing mine and/or the student’s Personal Information to the Province;
2. the Province disclosing mine and/or the student’s Personal Information to the Owner/Operator;
3. the Owner/Operator and the Province storing mine and/or the student’s Personal Information in, or accessing mine and/or the student’s Personal Information from Doha, the State of Qatar,

For the purposes of the:

- operation and administration of the British Columbia Offshore School Program; and
- operation and administration of the School.

If the student transfers to another school, I provide my consent to the Owner/Operator and the Province to disclose to another Offshore School Owner/Operator, a British Columbia Board of Education operating a public school under the *School Act*, R.S.B.C. 1996, c. 412, or a British Columbia Independent School Authority operating an independent school under the *Independent School Act*, R.S.B.C. 1996, c. 216, the student’s name and any Personal Information that is necessary to effect the student’s transfer to the new school.

**(الترجمة Translation)**

**موافقة ولي الأمر على حفظ المعلومات الشخصية واستخدامها والإفصاح عنها  
برنامج بريتش كولومبيا للمدارس الخارجية**

اسم الطالب : (يسجل الاسم في المكان المخصص بالنص الإنجليزي). الصف : (يسجل الصف في المكان المخصص بالنص الإنجليزي)

في نص نموذج الموافقة هذا:

“**المالك/المدير**” يُقصد بها الهيئة المسؤولة عن المدرسة التي تعمل خارج مقاطعة بريتش كولومبيا، والتي هي طرف في عقد مدرسة خارجية في مرحلة ما قبل الاعتماد من قبل مقاطعة بريتش كولومبيا أو عقد مدرسة خارجية معتمدة من قبل بريتش كولومبيا.

“**المعلومات الشخصية**” يُقصد بها المعلومات المسجلة والتي تخص شخصاً بعينه، وتتضمن اسم الطالب وسجله الدراسي.

“**المقاطعة**” يُقصد بها مقاطعة بريتش كولومبيا بكندا، ممثلة في وزير التربية ورعاية الطفولة.

“**المدرسة**” يُقصد بها مدرسة الحياة العالمية في دولة قطر، والمُدارة من قبل شركة تعليم العالمية.

أوافق أنا (يسجل الاسم في المكان المخصص بالنص الإنجليزي) ، ولي أمر (يسجل الاسم في المكان المخصص بالنص الإنجليزي) ، الطالب المسجل بالمدرسة على ما يلي:

- 1- قيام المالك/المدير بالإفصاح عن المعلومات الشخصية الخاصة بي أو/و بالطالب للمقاطعة؛
  - 2- قيام المقاطعة بالإفصاح عن المعلومات الشخصية الخاصة بي أو/و بالطالب للهيئة؛
  - 3- قيام كل من المقاطعة والمالك/المدير بحفظ المعلومات الشخصية الخاصة بي أو/و بالطالب، أو باستخدام المعلومات الشخصية الخاصة بي أو/و بالطالب في دولة قطر، وذلك للأغراض التالية:
- تشغيل وإدارة برنامج بريتش كولومبيا للمدارس الخارجية
  - تشغيل وإدارة المدرسة.

في حالة تحويل الطالب إلى مدرسة أخرى، فإنني أُمَنح موافقتي لكل من المالك/المدير والمقاطعة للإفصاح عن اسم الطالب وأية معلومات شخصية ضرورية لتفعيل انتقاله إلى المدرسة الجديدة، وذلك لمالك/مدير آخر تابع لبرنامج بريتش كولومبيا للمدارس الخارجية، أو لمجلس تعليم تابع لبريانش كولومبيا يدير مدرسة حكومية بموجب قانون المدارس رقم R.S.B.C. 1996, c. 412، أو لأي من هيئات المدارس الخاصة في بريتش كولومبيا التي تدير مدرسة خاصة بموجب قانون المدارس الخاصة رقم R.S.B.C. 1996, c. 216.

Parent/Guardian’s Signature (توقيع ولي الأمر) \_\_\_\_\_ Date (التاريخ) \_\_\_\_\_ Grade (الصف) \_\_\_\_\_

# School-wide Rules for Students – Parent Acknowledgement Form

1. Commit to wearing the school uniform every day:
  - Shoes:
    - Comfortable closed-toe shoes should be worn.
    - Sport shoes can be worn. However, soccer cleats are prohibited so as not to cause harm to other students.
    - Colors should be suitable for the school uniform. Only white, black, brown, beige, dark green, dark gray and navy blue are allowed. Bright colors are not allowed.
  - Athletic shoes should also match the school uniform (white, black or navy blue),
  - Girls in higher grades may wear a black Abaya with long sleeves and no open front. Simple black embroidery and/or the use of some white, beige or brown fabric on the sleeves or edges of the Abaya is allowed. The use of other colors and/or glitter embroidery or stones or excessive ruffles is not allowed.
  - Open abayas may only be worn over the school uniform. If the school introduces an Abaya as part of the school uniform, all students must adhere to wearing the school Abaya.
  - The school uniform includes jackets that students must wear if they need to stay warm. Students may wear other jackets, jerseys, and hoodies, but they must be either dark green as is the school uniform or black. Any other color is not allowed.
2. Girls must not wear make-up, accessories or jewelries.
3. Girls must tie their hair back and have their nails cut and unpolished.
4. Boys must have their hair and nails cut, and commit to personal hygiene.
5. Students must bring their belongings with them at the start of the school day. The administration will not receive any belongings, such as books, notebooks, glasses, food, etc, after the start of the school day. This is to ensure students develop their sense of responsibility and to avoid constant interruption of classes.
6. Technological devices such as cell phones, iPads, and electronic games are not allowed at school without permission from the Administration. Violation will eventually lead to confiscation of the device and keeping it until the end of the year.
7. Do not bring Arabic or English books/stories that have inappropriate content that is against or Islamic traditions to school.
8. Commit to eating healthy food. Do not bring junk foods like chips, chocolate, or soft drink. Such foods will be confiscated.
9. Commit to praying at school.
10. Respect each other and welcome others from different nationalities, religion, and tribes.
11. Never use bad words at school.
12. Commit to regularly attending school every day beginning at 7:00 a.m.
13. Do not leave the class and stroll around the school, for any reason.
14. Commit to the school and classroom rules. Administrative instructions should not be violated.

# Consequences for Violating School Rules

1. First infraction – remind the student of the expectation. Follow up the next day to ensure compliance.
2. Second infraction – contact the parents of the student informing them of the school rules and seeking their support in changing the student’s behaviour
3. Third infraction – send a letter to, and contact by telephone, the student’s parents informing them that a fourth infraction will result in the student spending two hours working in the Guidance Centre.
4. Fourth infraction – student spends two hours working in counselor’s office. Parents are contacted by telephone, informing them that a fifth infraction will result in either the student being sent home or the parents bringing appropriate clothing and/or shoes for the student.
5. Fifth infraction – student is sent to the office. Parents will be contacted to pick up the student or to bring him appropriate clothing and/or shoes.

## Consequences for not following the School Rules – Technology

1. First infraction – remind the student of the expectation. Confiscate the device until the end of the day. At that time the student will sign an agreement not to bring technological devices without permission from the Administration. The student needs to be accompanied by the adult picking them up from school.
2. Second infraction – Confiscate the device for two days. Contact the parents to come and pick up the device and sign an agreement that the student will not bring technological devices without permission from the Administration. Parents will be informed that a future infraction will result in the confiscated device being kept until the end of the year.
3. Third infraction – Confiscate the device until the end of the year.

## Bringing Student Belongings after the Start of the School Day

The administration will not receive any belongings, such as books, notebooks, glasses, food, etc, after the start of the school day. This is to ensure students develop their sense of responsibility and to avoid constant interruption of classes.

**Student Name:** ..... **Grade:** .....

**Parent Name:** .....

**Parent Signature:** .....

**Date:** .....

## Financial Policy For Academic Year 2024-2025

We are delighted that you have enrolled your child at Hayat Universal School. This is the financial policy for the academic year 2024-2025. It is meant to explain the process of collection of tuition fees, their due dates and other policies which are necessary to clarify, in order to facilitate the payment process.

### **1- Tuition Fees for the Academic year 2024 - 2025:**

Below is a table of the tuition fees for 2024 – 2025 for students. Kindly note the tuition fee could be changed, subject to the approvals of Ministry of Education.

Level	Tuition Fee for the year 2024 – 2025	1 <sup>st</sup> Installment Due September 1 <sup>st</sup> , 2024	2 <sup>nd</sup> Installment Due January 1 <sup>st</sup> , 2025	Book Fees	Registration fee for new students	Re-registration fee for returning students
KGs in Qatari Riyal (QR)	29,000	14,500	14,500	1,000	2,770 Non-Refundable	2,170 Non-Refundable
Elementary Stage From Grade 1 - 6 (QR)	41,000	20,500	20,500	1,500		
Middle Stage From Grade 7 – 9 (QR)	52,000	26,000	26,000	2,000		
Upper Stage From Grade 10-12 (QR)	57,780	28,890	28,890	2,500		

### **Methods & Dates Payments settlement:**

#### **(a) For New Students:**

1. A non-refundable registration fee of QR 2770 is mandatory for all new students, due upon registration and completion of all necessary enrollment documents. This fee is non-refundable, even in the cases of cancellation of enrollment before the start of the academic year, or withdrawal after the start of the academic year, regardless of the reasons.
2. First Installment is due on 1<sup>st</sup> September 2024; parents hereby commit to settle this payment before starting-time students.
3. The second installment is due in the first week of January 2025. Parents hereby commit to settle this payment on time.

#### **(b) For Returning Students:**

1. A non-refundable re-registration fee of QR 2170 is mandatory for all returning students who wish to continue to stay enrolled with the school for the coming academic year in order to confirm seat reservation. This fee is non-refundable, even in the cases of cancellation of enrollment before the start of the academic year, or withdrawal after the start of the academic year, regardless of the reasons. The re-registration fee is counted for as part of the first installment.
2. First Installment is due on 1<sup>st</sup> September 2024; parents hereby commit settling this payment before starting-time students.
3. The second installment is due in the first week of January 2025. Parents hereby commit to settling this payment on time.

#### **(c) For Students whose tuition fees are paid by parents' employers or through State educational coupons:**

The parents must hand the proof of payment of tuition fees by their employers or through State educational coupons to the school at the installment payment due date.

Parents must also abide by the following:

- (a) At the time of either registration or re-registration, parents must pay the registration/ re-registration fee and provide the school the State educational coupon or a letter from his/ her employer confirming its consent to pay the tuition fee during September 2024. Parents, who do not provide the required documents, should pay the due amount during September 2024.

### **2- Withdrawals:**

In case of withdrawing the student the parent should inform the registration and financial dept. two weeks before 2<sup>nd</sup> term due, and fill cancellation form.

- 1- Registration fees and re-registration fees are not refundable.
- 2-Student who leaves at the beginning of the official school time and before 31/12 has to pay 1<sup>st</sup> term and registration fees not consider part of it.
- 3-Student who leaves at 1/1 or later has to pay full tuition fees.
- 4-There is no refundable tuition if the parent does not fill cancellation form two weeks before due payment.

### **3- Late joining:**

- 1-Student joins before 1/1 have to pay full tuition fees.
- 2- Student joins from 1/1 until 15/3 have a discount 35% from tuition.
- 3- Student joins after 15/3 a discount of 65% from tuition.
- 4-Parents should pay full registration fees in all cases, there is no discount for registration fees, and it is unrefundable.

### **4- General Policies:**

1. All parents are kindly requested to adhere by the school financial policy and settle payments on the assigned due dates immediately.
2. The school reserves the right to reconsider/ reschedule payment timings in the case of payment delays or emergencies.
3. The school reserves the right to take all necessary legal actions in the case of non-conforming with this policy.
4. The school reserves the right in case of not paying dues to cancel registration of students during the academic year and / or to renew the registration for the following year in the event that the fees are not paid. This applies even if the guardian paid the seat booking fees for

## Financial Policy For Academic Year 2024-2025

the following year. This includes parents who pay the fees themselves and those who receive support directly from the agencies / companies employed by them, or through the educational voucher system.

5. The school reserves the right to change tuition fees for any stage according to the approvals obtained from the Ministry of Education.
6. Registered students must adhere to school attendance from the first day of school till last day.
7. If the student is absent for five days or more at the beginning or after the beginning of the academic year or during without informing the school in writing of the delay and obtaining the approval of the school administration to absentee, the school has the right to cancel registration and registration of another student. The parent is not entitled to recover or claim registration fees or re-registration fees in this case.
8. The parent is not entitled to oblige the school to re-enroll his children in the following school year unless he re-enrolls them during the period specified by the school administration and pays the fees for re-registration after paying the installments due for the full year.
9. The school reserves the right to refuse the re-registration of a particular student for the next academic year for reasons such as, examples limited to: student's academic performance and behaviour during the current year, the school's ability to address his/ her needs without Compromising the needs and/or safety of other students. In such cases, parents will be notified during the re-registration period, before the end of March.
10. It is not permissible to transfer registration fees paid from one student to another even if the other student is from the same family.
11. School transportation is not available.
12. Book fees are charged with the fees of the first semester on the first of September for the students.
13. Students must wear school uniforms since the beginning of the school year.
14. The school has the right to refrain from providing the parents with any certificates or reports about students or official papers for the student unless all the required school fees are paid.
15. For parents whose children school fees is settled by external parties: the school is not responsible about following up directly with companies or official entities that are responsible for payment of students' tuition. It is every parent's responsibility to follow up with his/ her employer or the official authority to provide the school with the necessary documents when payments are due, and without delay. Any delay will be the responsibility of the parent and he/ she will have to pay the due tuition fees in full in the case of inability to provide the required documents in due time.
16. In case the external party does not pay the tuition fees or reject payment, the parents are responsible to settle dues to the school and payments should be on dates specified in this policy.
17. Posted dated cheques will not be accepted more than two weeks after the check was issued.
18. Rejected cheques: Parents whose cheques have been unaccepted/ rejected from the bank must revert to the school and make their due payments in full within 2 days of being notified by the school with cheque rejection. In the case of failure to do so, the school has the right to re-present the cheque once more within a week's time. If the cheque is rejected for a second time, the school reserves the right to take appropriate legal action.
19. The number of students per class 25 may exceed this number in some classes if the school had to accommodate its students moving to the higher stages, brothers and children of employees.

Student Name:	Class:
Student Name:	Class:
Student Name:	Class:
Student Name:	Class:

Telephone (Father):	Work:	
Telephone (Mother):	Name:	Work:

- Method of payment:
- 1- Parent
  - 2- Work through parent
  - 3- Coupons
  - 4- Direct transfer from work
  - 5- Others

Note:

Parent Name: .....

Signature: .....