

BRITISH COLUMBIA OFFSHORE SCHOOL PROGRAM
PARENT OR GUARDIAN CONSENT RESPECTING PERSONAL INFORMATION

Instructions: This consent form is to be completed upon the student's initial registration with the School, and again upon registration for grade 7, after which it remains in effect until the end of the student's grade 9 year.

Your personal information is being collected by the Province, as represented by the Ministry of Education and Child Care, under Sections 26(c) and 27(1)(a)(i) of British Columbia Freedom of Information and Protection of Privacy Act for the purposes described below. To communicate with the Province with respect to your personal information, please contact:

Director, Offshore School Program
Ministry of Education and Child Care | Independent Schools and International Education |
Email: International.Education@gov.bc.ca

"Personal Information" means recorded information about an identifiable individual and includes the name and student record of the student;
"Province" means His Majesty the King 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 _____, a student enrolled in the School, consent to:

1. the Owner/Operator disclosing my and/or the student's Personal Information to the Province;
2. the Province disclosing my and/or the student's Personal Information to the Owner/Operator;
3. the Owner/Operator storing my and/or the student's Personal Information in, or accessing my 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*, RSBC 1996, c 412; or a British Columbia Independent School Authority operating an independent school under the *Independent School Act*, RSBC 1996, c 216, any Personal Information that is necessary to effect the student's transfer to the new school.

(الترجمة Translation)

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

التعليمات:

يجب تعبئة هذا النموذج عند تسجيل الطالب لأول مرة في المدرسة، ومرة أخرى عند التسجيل في الصف السابع، وبعد ذلك يظل ساريًا حتى نهاية الصف التاسع. يتم جمع معلوماتك الشخصية من قبل المقاطعة، ممثلة بوزارة التربية ورعاية الطفولة، بموجب المادتين 26(c) و 27(1)(a)(i) من قانون حرية المعلومات وحماية الخصوصية في بريتش كولومبيا، للأغراض الموضحة أدناه. للتواصل مع المقاطعة بخصوص معلوماتك الشخصية، يرجى الاتصال بـ:

مدير برنامج المدارس الخارجية

وزارة التربية ورعاية الطفولة | المدارس المستقلة والتعليم الدولي |
البريد الإلكتروني: International.Education@gov.bc.ca

"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 للمالك/المدير؛
- 3- قيام المالك/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 أية معلومات شخصية ضرورية لتفعيل انتقاله إلى المدرسة الجديدة، وذلك للمالك/مدير آخر تابع لبرنامج بريتش كولومبيا للمدارس الخارجية، أو لمجلس تعليم تابع لبريانش كولومبيا يدير مدرسة حكومية بموجب قانون المدارس رقم RSBC 1996, c 412، أو لأي من هيئات المدارس الخاصة في بريتش كولومبيا التي تدير مدرسة خاصة بموجب قانون المدارس الخاصة رقم RSBC 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 2025-2026

We are delighted that you have enrolled your child at Hayat Universal School. This is the financial policy for the academic year 2025-2026. 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.

Important Notes:

The school's receipt of the re-registration fee does not guarantee that the student will pass the current grade and move to the next grade. The purpose of the fee payment is to reserve a seat for the student for the following academic school year. Moving to the next grade depends - as is standard in all schools - on passing the required courses and regular attendance. In the unfortunate event that the student does not pass the current grade and the parent does not wish for the student to repeat the grade, the parent must cancel the seat reserved before September 1. Re-registration fee for the student who did not pass will be refunded if the cancellation is made before this date.

1- Tuition Fees for the Academic year 2025 - 2026:

Below is a table of the tuition fees for 2025 – 2026 for students. Kindly note the tuition fee could be changed, subject to the approvals of Ministry of Education and Higher Education.

Level	Tuition Fee for the year 2025 – 2026	1 st Installment Due September 1 st , 2025	2 nd Installment Due January 1 st , 2026	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	2,000 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		

2- 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 1st September 2025; parents hereby commit to settle this payment before starting-time students.
3. The second installment is due in the first week of January 2026. Parents hereby commit to settle this payment on time.

(b) For Returning Students:

1. A non-refundable re-registration fee of QR 2000 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. The first installment is due on September 1, 2025; parents hereby commit to settling this payment at the beginning of the academic year.
3. The second installment is due in the first week of January 2026. 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:

- At the time of either registration or re-registration, parents must pay the registration/ re-registration fee and provide the school with the State educational coupon or a letter from his/her employer confirming its consent to pay the tuition fee during September 2025. Parents, who do not provide the required documents, should pay the due amount no later than the last week of September 2025.
- After the school receives the full tuition fees (State educational coupons – Employer), any excess amount beyond the required fees, if applicable, will be refunded to the parent via a check, provided the original receipt is submitted to the school.
- The parent is fully responsible for ensuring the payment of the due fees according to the due dates specified in the table above. In cases where the government authority/company employing the parent refrains from or delays paying the fees, or if there is a delay or rejection of fee payment through the State educational coupons system, the school reserves the right to request the outstanding installments from the parent. Additionally, the school has the right to withhold any certificates, academic reports, official documents related to the student, or transfer the student's file to another school until all outstanding tuition fees are fully paid.

3- Withdrawals:

In case of withdrawing the student the parent should inform the Registration and Finance Departments and fill cancellation form at least two weeks before the installment due date. The following will apply:

1. Registration fee and re-registration fee are not refundable.
2. A student who withdraws within the first month of the official start of the first semester is required to pay tuition fees based on the number of school days attended.
3. A student who withdraws after one month from the official start date of the academic year and up to December 31, is required to pay the first installment and the book fees. The registration fee (for new students) is not considered part of this amount.
4. A student who withdraws after one month from the start of the second semester in January or later is required to pay the full tuition fees.
5. The parent/guardian is not entitled to a refund of the registration fee or the due installment after one month from its due date, even if the student has not attended the semester for which the fees were due.
6. The parent/guardian is not entitled to a refund of the registration fee or the due installment if the student is expelled due to exceeding the allowable absence limit without an officially acceptable excuse provided to the school at the start of or before the absence period.

7. The school must be notified in writing, represented by the Registration and Finance Departments, of the student's withdrawal on the first day of the semester.
8. The school reserves the right to withhold the student's file until all outstanding financial dues are settled.

4- **Late joining:**

1. Student who joins during the first semester and before January 1, has to pay the full tuition fees.
2. Parents should pay full registration fees in all cases, there is no discount for registration fees, and it is unrefundable.

5- **General Policies:**

- All parents are kindly requested to adhere by the school financial policy and settle payments on the assigned due dates immediately.
- The school reserves the right to reconsider/ reschedule payment timings in the case of payment delays or emergencies.
- The school reserves the right to take all necessary legal actions in the case of non-conforming with this policy.
- 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 academic year in the event that the fees are not paid. This applies even if the guardian paid the seat booking fees for the following academic 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.
- The school reserves the right to change tuition fees for any stage according to the approvals obtained from the Ministry of Education.
- Registered students must adhere to school attendance from the first day of school till last day.
- 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.
- The parent is not entitled to oblige the school to re-enroll his children in the following academic 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 academic year.
- 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 academic 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.
- It is not permissible to transfer registration fees paid from one student to another even if the other student is from the same family.
- School transportation is not available.
- Book fees are charged with the fees of the first semester on the first of September for the students.
- Students must wear school uniforms since the beginning of the academic year.
- 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.
- 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.
- 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.
- Posted dated cheques will not be accepted more than two weeks after the check was issued.
- 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.
- 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: