



# Cardiff International School Dhaka

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## Cardiff International School Dhaka

Doc. No: cisd/pr/01	Admission Procedure		Revision No: 01 Revision Date: 17/11/ 16
	<b>Title:</b> Procedure for Admission of Students		
Effective Date: <b>01-04-2016</b>	Department: Admission		Last Revision Date: NA
	<b>Purpose</b>	<ol style="list-style-type: none"> <li>To effectively admit students in CISD</li> <li>To ensure that student with appropriate aptitude and mind set are admitted.</li> <li>To ensure that guardians who are interested to shoulder the responsibility to properly upbringing the children are offered admission.</li> </ol>	
	<b>Scope</b>	Applies in student intake in CISD	

No	Description	Responsibility	Reference
<b>1.</b>	<b>Planning</b>		
1.1	Admission in PG, Nursery will be the primary target as these students have the opportunity to develop following the culture of CISD.	Admission Officer	
1.2	Admission in other classes will depend on number of seats available/ vacancy.	Class Teacher, Admission Officer	
1.3	Admission will be encouraged in the month of April, May and in November and December so that the student can start at the beginning of the session.	Admission Officer, Admission Committee	
1.4	CISD will communicate about admission following appropriate media like, website, face book, e-mail, TV footage scroll, leaflet distribution through guardians etc.	Admission Officer, IT Section	
1.5	Admission committee will prepare a time schedule of such communication.	Admission Committee	
1.6	Teachers/ Staff of CISD promoting students admission will be recognized in performance appraisal report in appropriate manner.	All Teachers	
<b>2.0</b>	<b>Admission Process</b>		
2.1	A guardian/ student seeking admission will submit a formal application in the prescribed form for admission.	Admission Officer	
2.2	The admission officer or the committee will explain the admission procedure and payment terms to the guardian.	Admission Officer, committee	
2.3	Those seeking admission in PG and Nursery will be assessed in the following manner. <ul style="list-style-type: none"> <li>Age appropriate for the class</li> <li>Body growth/ health adequate for studentship</li> <li>Guardians willingness to support student's study</li> </ul> In case of admission in other classes, the committee will	Admission Officer, Committee	

	assess the candidate's aptitude for the class. They may take an examination and conduct an interview.		
2.4	A committee formed for this purpose will interview the concerned guardians and observe student behavior.	Committee	
2.5	The committee will recommend the suitable student for admission.	Committee	
2.6	If the guardian agrees to go ahead with admitting the student, the admission officer will allocate an ID number.	Admission Officer	
2.6	The Admission Officer will fill in the Money Receipt Book and request the guardian to submit the money at the prescribed bank.	Admission Officer	
2.7	Following payment will be made by the guardian: <ul style="list-style-type: none"> <li>- Admission Fee (Once in student life)</li> <li>- Caution Money</li> <li>- Tuition Fees</li> <li>- Swimming Pool Charge</li> <li>- Annual Souvenir Charge:</li> <li>- Annual Sports &amp; Cultural Charge:</li> <li>- Laboratory Charges (for science students)</li> <li>- Transport Fees</li> <li>- Examination Fees</li> </ul>	Admission Officer	No annual/ re-admission fees are charged.
2.8	Concerned Authority will determine above-mentioned charges from time to time and provide also discounts.	Admission Officer	
2.9	On completion of admission, the committee will provide a briefing about CISD rules, discipline etc. The student will be directed to report to the concerned class teacher.	Committee	
2.10	Likewise students in all other classes subject to vacancy will be admitted. In case of direct admission in PG and Nursery, the concerned committee will conduct an assessment if the student is fit for admission in the concerned class.	Admission Officer	
2.11	The committee will also assess if the concerned guardian possess the interest and aptitude to support the student in his development process.	Committee	
2.12	On necessity Children and guardians seeking admission will be allowed to visit campuses of CISD.	Admission Officer	
2.13	The student/ guardian will be provided list of books, exercise books and informed disciplinary rules.	Admission Officer	
2.13	Students promoted to next higher class will pay the following at the commencement of every year. <ul style="list-style-type: none"> <li>- Swimming Pool Charge (from class-1 to class-V, optional)</li> <li>- Annual Souvenir Charge</li> <li>- Annual Sports &amp; Cultural Charge</li> <li>- Examination Fees</li> </ul>	Admission Officer, Class Teacher	
2.14	For every siblings admitting/ studying in CISD will be allowed 20% discount on monthly tuition fees applicable on elder ones	Admission Officer	
2.15	Applicable VAT & Tax on all fees will be added.	Admission	

		Officer, Accounts office			
2.16	CAIE Registration				
	a. As matter of principle CISD will gradually discourage registering those who are not its students.	Teacher-in-charge			
	b. All students will apply in the prescribed form for registration.	Teacher-in-charge			
	c. Screening Test: A mandatory screening test will be conducted. <ul style="list-style-type: none"> <li>o Duration: 30 minutes</li> <li>o Marks for each subject: 25</li> <li>o Question Setting: In the light of past CIE papers</li> <li>o Evaluation: CIE mark scheme</li> </ul>	Teacher-in-charge			
	<b>d. Qualifying criteria for registering internal students</b>	<p>Following mandatory conditions will apply:</p> <p>1. <b>Must attend classes at CISD regularly until exam (approx six months) from 9 am to 12 am.</b></p>	<p><b>Benefits:</b></p> <p>1. Will e given Transcripts.</p> <p>2. Will be given Recommendation letter for admission in universities.</p> <p>3. Will be admissible to participate in all events of the school following necessary formalities.</p> <p>4. Improved tuition will be provided avoiding going to coaching centers.</p>		
	<b>Mark in pre-cam exam (all subjects)</b>			<b>Stipulated conditions</b>	
	Securing 90% & more marks on average (min six subjects)			50% concession on tuition fees (will be admissible subject to regular attending classes).	
	60% & above			Mock test Fee: free	Student must attend classes regularly
	50- 59%			Must attend all classes regularly & pay regular tuition fees	
	Below 50%			Must improve. Else will be forwarded to next CIE session.	
	<b>e. Qualifying criteria for registering external students</b>				
	<b>Screening Test Result</b>			<b>Stipulated Conditions</b>	
	90% & above			Waiver of CISD's Admission/Registration Fees. Must pay <b>Tk.35, 000/-</b> lump sum as tuition fees instead of tk.66, 000/-. VAT will apply.	
	80- 89%			CISD Admission/Registration Fee: waiver (tk.40, 000/-), Mock Test Fees: (waiver (tk.5, 000/-), Must attend classes at CISD. Must pay tuition fees amounting <b>tk.50, 000/-</b> (lump sum) instead of Tk.66, 000/-. VAT will apply	
	Below 70 - 79%	CISD Admission/Registration Fee: <b>tk.20, 000/-</b> , Mock Test Fees: waiver (tk.5, 000/-), Must attend classes at CISD. Must pay tuition fees amounting <b>tk.66, 000/-</b> (lump sum). VAT will apply.			
	f. CIE Registration in Charge (Mr. Hafiz Md. Musa) will issue Money Receipt Book for depositing at the Bank. The student or the depositor will show	Teacher-in-charge			

	Mr. Musa receipted copy of the Money Receipt Book.		
	g. Concerned Teachers will be admissible honorarium from CISD fund as follows: - For setting question: tk.200/- per question paper - For Script Checking: tk. 50/- per student.	Teacher	Principal may adjust these rates from time to time.
	h. All students completing CISD Registration must fill in the attached format.	Teacher	
	i. All students must sit for Mock Examination and Feedback Classes.	Teacher	
2.17	Admission will be cancelled for non-payment of tuition fees.		
2.18	A student coming from another school must produce a school leaving certificate.		
3.0	<b>Check:</b> The effectiveness of these procedures will be assessed from time to time.	Admission Officer	
4.0	<b>Action:</b> Accordingly, admission procedure will be modified and updated.	Admission Officer	

Distribution:

1. Convener Admission Committee
2. Convener, Academic Committee
3. Teacher- In-Charge of CAIE Registration
2. Admission Officer
3. Accounts Office