



SCHOOL REGISTRATION POLICIES AND PROCEDURES (Old Airport Branch)

Admission is open to students of all nationalities subject to availability of seats. Students applying for new admission must complete the following steps:

1. Visit the school website or the school registrar at the campus for enrolment inquiry.
2. Complete the enrolment application form attached with all the required documents.
3. Admission evaluation will be arranged for the students from the School Registrar.
4. Based on the marks of the admission evaluation, previous school records and recommendations, availability of seats; the school reserves the right to either enroll or reject the student.
5. Parents/guardians will be notified of the final decision via phone or sms.

Returning Students

A Retainer Fee Form is sent at the beginning of April every academic year. Returning students must follow the steps below:

1. Complete the retainer fee form.
2. Submit to the School Registrar for approval.
3. Once approved, parent must sign the school undertaking and pay the Retainer Fee which is non-refundable but will be deducted from the first semester tuition fee. This will ensure that a seat is reserved for your child for the new academic year.
4. Failure to submit the retainer fee form before the deadline, the student may lose his/her seat for the next academic year.

Withdrawal from School

Students withdrawing from American Academy School (AAS) need to provide a written letter addressed to the School Principal. The student will receive a progress report, report card and a recommendation letter from the school. No monetary refund.