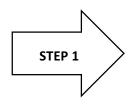


This flowchart covers the ARIS admissions process from the completion of the Application Form (hard copy or online) to a successful student's first day of school. Each step must be completed before moving to the next.

The process can take up to 15 school days, or longer, if additional information is required and/or the student applicant has special needs.



## STEP 1 Complete and submit ARIS Application Form to Admissions Officer (Parent/Guardian)

- Complete, signed Application Form to be submitted. Incomplete forms will be returned
- Previous school reports (from the last two years)
- Copy of Passport/Birth Certificate
- Two recent, passport-sized photographs
- Immunisation/Medical Record
- Application Fee \$50.00
- Assessment Fee (Year 3-13 \$100.00) See GL Assessment information.



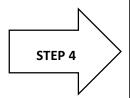
## STEP 2 Entrance Assessment (Student applicant, Secondary or Primary Head)

- Entrance assessment conducted onsite at ARIS, with the GL Assessment.
- Entrance assessment and interview will be scheduled from 09.00 to 14.00 on one day
- The working language of the assessment is English
- Interview with Head of Secondary or Head of Primary
- Assessment results and recommendations forwarded to Admissions Manager



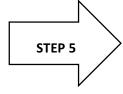
#### STEP 3 Place offered/Place not offered (ARIS Head of School, Admissions Officer)

- Based on the assessment results (Step 2), any recommendations and the availability of space, a decision regarding the offer of a place will be made by the ARIS Head of School
- The parent/guardian will be notified in writing of the decision to offer or not to offer a place (copied to Secondary or Primary Head)



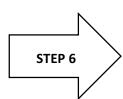
#### STEP 4 Registration and Fee Payment (Parent/Guardian, Accounts Department)

- On receipt of the offer of a place, the appropriate registration and tuition fees, and the
  capital levy (CLC) must be settled within five (5) working days, or the offer will be
  automatically rescinded
- Evidence of settlement, in the form of a bank deposit slip, must be submitted to the Accounts Department
- An official receipt will be issued



# STEP 5 ARIS Identity (ID) Card and Uniform (Student applicant, ARIS Administration)

- The student will be issued an ARIS ID Card, or Temporary ID allowing access to ALL ARIS resources, uniform, tablet, library, learning resources and, software(s).
- S/he must purchase the ARIS school uniform



# STEP 6 Homeroom/Timetable/Subject Choices (Student applicant, ARIS Teaching Faculty)

- The student will be assigned to a Homeroom/Class and notified of his or her daily timetable
- If appropriate, the student will be required to choose academic subjects in consultation with the MYP, IBDP,IBCP Coordinator
- Orientation and mentoring