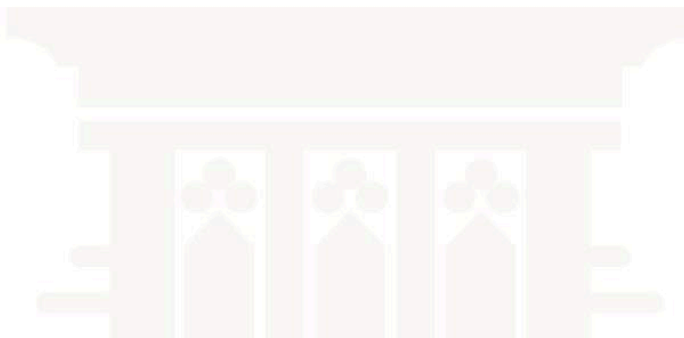


RE-ENROLMENT AND WITHDRAWAL POLICY 2025/2026

LYCÉE FRANÇAIS INTERNATIONAL GEORGES POMPIDOU - ACADEMIC CITY



Prepared by:	Head of admission	Date: 09/06/2025
Approved by:	Mme la Proviseure	Date: 04/06/2025
Last reviewed on:	17/06/2025	
Next review due by:	25/08/2025	
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Date et Signature

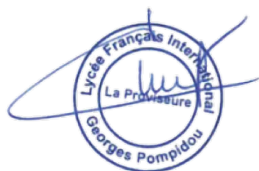


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1. Re-enrolment

1.1 Schooling

The re-enrolment process is mandatory and must be completed individually for each child. Re-enrolment will only be considered final upon receipt of the deposit.

The Admissions department opens the re-enrolment campaign on the EDUKA platform during the second term. A communication is sent to all families.

Re-enrolment submissions must be completed before the stated deadline.

Parents are required to submit all necessary documents for re-enrolment; updating both passports and Emirates ID is mandatory.

1.2 Language and sport program

Each year, an information session is held during the re-enrolment period to present the various language pathway offered by our school. Following this, a form is made available on the EDUKA portal, allowing parents to submit their preferences for the upcoming school year.

A specific deadline is set for the submission of preferences. The school's Academic department reviews the students choices in light of available places in each section.

Entrance assessments may be required depending on the requested section. Upon validation of all selections and finalization of student placements, the Academic Department will formally notify the parents.

1.3 Financial Terms and Conditions

For families who have confirmed their re-enrolment, an invoice corresponding to 5% of the annual tuition fees will be issued. Payment of this amount validates the student's re-enrolment. The KHDA regulations are attached to this invoice.

Payment must be made within 15 days. If the deadline is not respected, the offered place will automatically be cancelled and reassigned to a student on waiting list.

Re-enrolment fees may be refunded under certain conditions outlined in the Parent-School Contract, subject to the submission of the required supporting documents.

1.4 KHDA (Knowledge and Human Development Authority):

The Knowledge and Human Development Authority (KHDA) is the regulatory authority for education in Dubai's private schools. It ensures compliance with applicable laws and regulations, particularly those related to safety and the management of tuition fees.

Accordingly, each family receives a Parent-School Contract (PSC) for each enrolled child. This contract, established between the school and the parents, outlines the roles, responsibilities, and expectations of both parties.

Families are required to accept all policies and regulations governing school life. Therefore, signing the Parent-School Contract is mandatory upon receipt and must be completed before the official start date of the school year, or immediately upon notification each academic year.

2. Withdrawal

2.1 Procedures

If a student is not re-enrolled, families are required to complete the withdrawal form available in the "Withdrawal" section of the EDUKA portal. The intended departure date, the name of the new school and destination country, must be provided.

In the case of a withdrawal during the academic year, families are requested to notify the Academic Department, and/or the Admissions Office in advance. The official withdrawal request must be submitted through the EDUKA portal.

Any refund of tuition fees already paid will be subject to the applicable KHDA regulations.

Moreover, in accordance with school policy, a student's place may be forfeited if re-enrolment procedures and payment are not completed by the established deadline.

2.2 Documents

A withdrawal (or transfer) certificate will be issued to families on the student's last day of class. Its issuance is conditional upon the settlement of all outstanding financial obligations with the relevant department, the return of all books and materials borrowed from the school library.

This document is essential for any new enrolment at another institution.

For students transferring to another school within the Emirates, a **Student Leaving Certificate** issued by the KHDA is also required. This document is provided by our school upon payment of an invoice amounting to 120 AED.

The student's school email account will be deactivated upon withdrawal.