

Admission Policy & Procedures



Vision and Mission:

- Vision: To become the leading influential educational institution that empowers passionate future leaders who positively impact the world.
- Mission: Mashrek nurtures every learner by fostering a balanced and inclusive environment that prioritizes well-being and future-ready learning. By embracing innovation and creativity, we empower learners to transform their communities and make a lasting impact on the world. We foster critical thinking, global citizenship, and appreciation for diversity while preserving the Arabic culture.
- Mashrek International School accepts students regardless of race, religion and/or nationality provided that they are able to cope with the school programmes and meet all admission requirements.
- Mashrek International School is a coeducational bilingual school (English and Arabic), the school also offers a third language starting Grade 6. Students from ages 3 to 18 years old are admitted into Mashrek as follows:
 - Primary Years Programme (IBPYP): Kindergarten to grade 5
 - Middle Years Programme (IBMYP): Grade 6 to grade 10
 - International Diploma Programme (IBDP): Grades 11 & 12

General Policies:

- The capacity per class is 25 students. Priority is given to current students who register for the following scholastic year prior to December 31st of the current scholastic year. The school may at times increase the classroom student capacity in some exceptional circumstances.
- The tuition fee for the following scholastic year is approved and announced by July of each scholastic year, accordingly some fee increments may occur from the amount of the announced fees for the previous year.
- Priority for new registration is given to those who have been accepted within the criteria listed below:
 1. Having siblings in the school
 2. Date of application
 3. Availability of seats in the required grade
 4. Completion of official registration procedures and requirements
- Applicants for grades (KG – 2) students will be interviewed.
- All applicants for grades (3–12) should sit for an entrance exam that includes Arabic Language, English Language and Math. Students who do not read or write Arabic are exempted from the Arabic exam). After sitting for the entrance exam, an interview with the Head of School or Deputy will be held. Upon the completion of a successful entrance exam and interview, the application will be placed on the waiting list until a vacancy in the desired grade arises.
- Completion of an application does not guarantee an interview.
- A successful entrance exam or interview does not guarantee admission.
- New students' seat reservation fee is 300 JD along with a deposit from tuition 500 JD. This amount should be settled within 7 days after acceptance to secure enrollment and complete the admission procedures; otherwise, the school reserves the right to withdraw the seat if the admission procedures are not completed within this period. **If a new student withdraws before joining the school both amounts are NOT refunded.**
- The seat reservation fee (300 JD) will be refunded only in the following cases:
 - a. Upon the student's graduation.
 - b. If the student transfers to another school, provided that:
 - i. The Administration is notified in writing before **December 31st** of the preceding scholastic year.
 - ii. The student has completed at least one full scholastic year at Mashrek.
 - iii. The full tuition fees for that academic year have been paid.
- Students who leave the school and later re-register will be required to pay this fee for a second time.
- Current students' registration fees should be paid prior to December 31st in order to reserve a seat for the following scholastic year. Otherwise, his/her seat will be forfeited to a student from the waiting list. **This amount is non-refundable and non-transferable.**
- The school has the right to reject the request of delaying the student's registration for one or more scholastic years. The registration fee is non-refundable in this case.
- Students of "inclusive education and learning diversity" who may require special accommodations are accepted at the school upon the Admission Committee's approval:
 - a. The decision is based on reviewing the student's official report issued by a certified center. This official report should indicate the

specific learning difficulties that the student has in order to determine whether the diagnosis can be catered and accommodated for within the school.

- b. In case the student does not have a comprehensive report, the decision is postponed until the school is provided with one.
 - c. Priority registration is for siblings, availability of seats in that grade as well as the vacancy available within the Ethra'a Department.
 - d. Fees for Additional Support Needs are determined after the school's evaluation.
 - e. Parents/Guardians must sign the Terms & Conditions of Admission for the Ethra'a Department.
- **All fees are non-refundable under any circumstances. In case of a student's withdrawal before the beginning or during the scholastic year, all paid amounts are non-refundable and non-transferable.**
 - The school reserves the right not to disclose the reason(s) for non-acceptance to any applicants/parents and/or guardians.

I. Procedures of accepting and registering new students:

1. An application form should be completed by the parents/guardians and submitted to the school or sent by email. Applications are processed after paying a non-refundable and non-transferable fee of 30 JD.
2. Applicant students for grades (3–12) must take an entrance exam to evaluate their academic stance. This entrance exam includes three subjects: Mathematics, English and Arabic Languages. International students will only sit for Mathematics and English Language.
3. If a vacancy arises and an applicant student passes the entrance exam (if applicable) an interview will be arranged with both parents and student/s.
4. The parents/guardians are notified of the Admission Panel's decision regarding their child's/children's acceptance by phone and email.
5. In case of acceptance, the parents/guardians have 7 working days to register their child/children, submit the required documents (refer to article II) to the Registration Department and make a payment of the registration fees at the Accounting Department; otherwise, the seat will be lost.
6. All fees are non-refundable under any circumstances. In case of a student's withdrawal before the beginning or during the scholastic year, all paid amounts are non-refundable and non-transferable.
7. Acceptance in IBDP Year 2 (Grade 12) requires the below additional steps:
 - a. The CAS Project must be completed in DP Year 1 (Grade 11 IBDP) and at least 6 CAS experiences
 - b. The TOK Exhibition response must be completed in DP Year 1
 - c. The literary work for group 1 English A and Arabic A SL, HL must be aligned with our school's chosen literary work
8. If a student is accepted for the second term of a scholastic year, they are required to pay 60% of the tuition fees along with the full payment of other fees.
9. Certified transcripts should be submitted no later than August of that year (refer to article II).

II. Registration Documents for Students (KG – 12):

1. Two certified copies of the birth certificate for Jordanians nationals / One copy of the birth certificate for non-Jordanians nationals
2. Copy of the medical report (Vaccinations Record)
3. Student Allergy Information Form (if applicable)
4. Three personal photos
5. A copy of the student's passport for Jordanian nationals / Certified passport copy for non-Jordanian nationals (certified by the embassy of the student's home country in Amman and the Ministry of Foreign Affairs in Jordan).
6. A copy of the family book (for Jordanian nationals only)
7. Financial Clearance Form from previous school
8. Residency permit for non-Jordanian nationals and a passport copy of the legal guardian
9. A signed copy of the Terms and Conditions of Admission and Health Declaration Form
10. In addition to the previous documents, transfer students coming from other schools should submit the documents mentioned in the points below:

a. Students from grades 2 - 12 transferring from within Jordan require the following:

The Registration Department at Mashrek should receive the above-mentioned documents with the student's file, as well as the following documents:

1. An acceptance letter from Mashrek International School
2. A transfer letter from the previous school (certified from the Directorate of Private Education done by Mashrek International School)
3. All previous report cards submitted on ISO form, No.: MM3
4. Results card
5. For grade 10 students, 8th and 9th grade report cards should be included in the file

b. Students from grades 2 - 12 transferring from abroad require the following:

1. Transfer certificate

2. Report card certified by the following authorities in this sequence:
3. Ministry of Education in the country which the student is arriving from
4. Jordanian Embassy for Jordanians OR Ministry of Foreign Affairs for non-Jordanians
5. Upon arrival to Jordan, parents should receive an **acceptance letter from the Accounting Department**, after paying the required tuition fees in order to complete the rest of the procedures:
6. Saudi Cultural Consulate – **Only for students coming from Saudi**
7. Ministry of Foreign Affairs – (Airport Road / Tel: 5735150)
8. Directorate of Examinations & Tests at the Ministry of Education, to attain an acceptance letter for foreign programs / equivalency - (Jabal Al Weibdeh / Tel: 4624814)
9. Private Education Directorate / Capital Governorate, to attain an acceptance letter – (Jabal Al Hussein / Tel: 4640023)

* **Note: The original passport is required during this process along with the acceptance letter from the school's accounting department.**

a. Students from grades 2 - 12 transferring from Canada, USA and UK require the following:

Students transferring from one of the above countries are **exclusively** required to obtain the latest report card in a **sealed envelope** issued from the previous school and certified by the below-mentioned authorities, after obtaining an acceptance letter from the Accounting Department at Mashrek

1. If arriving from USA: Amideast (Wadi Abdoun / Princess Basma Street, Building No.8, Amman / Tel: 5929994)
2. If arriving from UK: The British Council (Jabal Amman, 1st Circle / Tel: 4636147)
3. If arriving from Canada: The Canadian Embassy (Zahran Street, Jabal Amman / Tel: 5901500)

Following the above procedures, the report card should be certified by the following authorities:

1. Ministry of Foreign Affairs – (Airport Road / Tel: 5735150)
2. Directorate of Examinations & Tests at the Ministry of Education, to attain an acceptance letter for foreign programs / equivalency - (Jabal Weibdeh / Tel: 4624814)
3. Private Education Directorate / Capital Governorate, to attain an acceptance letter – (Jabal Hussein / Tel: 4640023)

* **Note:** The original passport is required during this process.

III. Procedures for withdrawing a student:

1. Parents seeking to transfer their child must notify the Admissions and Registration Department in writing by completing the official withdrawal form.
2. The student's seat reservation fee (**300 JD**) will be refunded only if the Admissions and Registration Department is notified in writing before **December 31st** of the previous scholastic year. This applies only if the student has completed at least one full scholastic year at Mashrek and the full tuition fees for that year have been paid.
3. If a student withdraws after paying the re-registration fees, both the re-registration and seat reservation fees are non-refundable.
4. All fees are strictly **non-refundable and non-transferable** under any circumstances. In the case of withdrawal before or during the scholastic year, any paid amounts will not be refunded or carried forward.
5. To transfer the student file, parents must provide an official acceptance letter from the new school (applicable for internal withdrawals).

For further information and inquiries please contact us at:

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