



Admissions: +973 1761 0944  
admissions@thebsbh.com

BritishSchoolBahrain  
British School of Bahrain

Thebsbh  
www.britishschoolbahrain.com

## STUDENT DETAILS

Family Name			Country of Birth	
First Name			CPR Number	
Middle Name			Nationality on CPR	
Preferred Name			Nationality on Passport	
Male or Female			Passport Number	
Religion			Date Issued	
Date of Birth	day: _____	month: _____	year: _____	Expiry Date
Age			Have you previously attended BSB?	No Yes From To
Desired Admission Date			Year Group Applying for	
Have you previously applied to BSB? No Yes	Have you applied to any other school in Bahrain? (If so, please state)			
Do you have any siblings in BSB? Yes No	Sibling Name, Year Group and House:			

## LANGUAGES

First Language	Years Spoken	Level of Proficiency (e.g. A-level, GCSE, Other)
Second Language	Years Spoken	Level of Proficiency (e.g. A-level, GCSE, Other)
Third Language	Years Spoken	Level of Proficiency (e.g. A-level, GCSE, Other)

## CURRENT OR LAST SCHOOL ATTENDED

Name and address of School		
Dates Attended	From: _____ To: _____	Telephone
Grade/Year	Email	

## REQUIRED RESPONSES

Yes

No

Has the student named on this form received any learning support in the last five years?

Has the student named on this form received sanctions for poor behaviour in the last five years?

Has the student named on this form been identified as a gifted or talented student?

Has the student named on this form been recognised for any special accomplishments (academic or extra-curricular)?

If you answered 'Yes' to any of the required responses, you must provide details here.

Please note that the British School of Bahrain takes written or phone references for students from previous schools, and if responses on this form are considered inaccurate or misleading, it may result in the application being rejected.

### FATHER (GUARDIAN)

Title (Mr/Dr/Other)	Mobile Number
Father (Guardian) Family Name	Employed By
First/middle Name	Office Number
Occupation	Email 1
Home Number	Email 2
Local Home Address	Area
PO Box Address	

### MOTHER (GUARDIAN)

Title (Mrs/Dr/Other)	Mobile Number
Mother (Guardian) Family Name	Employed By
First/middle Name	Office Number
Occupation	Email 1
Home Number	Email 2
Local Home Address	Area
PO Box Address	

## STUDENT HEALTH INFORMATION

Student Name	Date of Birth	day:	month:	year:
Is your child allergic to any medication, food or product? Please provide details here (e.g. Penicillin, peanuts)		Yes	No	
Is your child taking any regular medication or is he/she receiving regular treatment? Please provide details here (e.g. Insulin, ritalin, anti-epileptic medication, inhalers etc.)		Yes	No	
Does your child have any specific physical disability? Please provide details		Yes	No	
Does your child have any specific emotional or psychological problems? Please provide details here		Yes	No	
Does your child have any specific behavioural problems? Please provide details here		Yes	No	
Does your child have any hearing or hearing related problems? (e.g. grommets) Please provide details here		Yes	No	
Does your child have any problems with eyesight or does he/she wear glasses? Please provide details here		Yes	No	
Has your child had any illness or injury requiring hospitalisation or an operation? Please provide details here		Yes	No	

Has your child had or required treatment for any of the following? (If yes, please tick and describe)

Asthma	Sickle Cell Anaemia	Hay Fever	Measles
Diabetes	Hepatitis	Epilepsy	German Measles/Rubella
Chicken Pox	Mumps	Fits/Convulsions	Serious Operations/Hospitalisation
Persistent Headaches	Kidney Problems	Thyroid Problem	Other
Bone/Joint Disease	Haemophilia/Thalacaemia	Congenital Heart Disease	

Description:

Signature of Parent (Guardian)

Date \_\_\_\_\_

## BILLING INFORMATION

School fees are paid by: (please tick)

Employer

Parents

Employer & Parents

Employer Name

Employer Email

Employer Address

In addition to this completed application and medical form, the following documentation is essential and must be included as part of the application process.

Child's most recent school report

2 passport sized photographs

Copy of child's passport

Previous School Transfer Certificate (if applicable)

Copy of child's CPR Card

Copy of both parents' passports

Copy of Child's Immunisation Records

Copy of both parents' CPRs

Non-refundable Application Fee BD 50/-

Signed copy of the Terms and Conditions Form

I (we) the undersigned confirm that I (we) have provided all relevant information in this application form and it is accurate and true and correct to the best of my (our) knowledge at the time of completion. I am (we are) aware that the British School of Bahrain is a selective school and my child must meet the entry requirements.

Signature of Parent (Guardian)

Date \_\_\_\_\_

**PLEASE SEND THE COMPLETED APPLICATION FORM AND REQUESTED DOCUMENTATION BY E-MAIL, REGISTERED OR COURIER MAIL OR HAND DELIVER TO THE FOLLOWING ADDRESSES:**

**E-mail: [admissions@thebsbh.com](mailto:admissions@thebsbh.com)**

**Street Address:**

Admissions Office  
Building 1080, Road 1425, Block 1014  
Hamala, Kingdom of Bahrain

**Postal Address:**

Admissions Office  
PO Box 30733  
Budaiya, Kingdom of Bahrain

**Contact Information:**

Telephone: 17610920 | Fax: 17610371

**Application Fee:**

The School offers a variety of payment methods. The preferred method of payment is by Bank Transfer. Please see information below. Cash, Cheque or Credit Card payments are accepted and can be paid directly at the BSB Cashier Office. Cheques should be made payable to "The British School of Bahrain"

**Bank details:**

**Account Name:** British School of Bahrain

**Bank:** Citi Bank Bahrain

**IBAN Number:** BH61 CITI 6000 0700 5760 19

**Account Number:** 0700576019

**Swift Code:** CITIBHXX

In order to correctly identify who the payment relates to, please ensure that the students names are included in the payment reference and please email the confirmation of the transfer with the bank reference number to [financeoffice@thebsbh.com](mailto:financeoffice@thebsbh.com).



# MEDICATION CONSENT FORM

PLEASE COMPLETE A SEPARATE FORM PER CHILD

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If you wish the school nurse to give your child medication that has been prescribed by your doctor during school hours, you must send the child with a written note, giving the name of the medication, the reason for administration, dosage and times to be given, as well as a contact number where you can be reached on that day / week. Without this note, any medication brought to the school by your child cannot be administered.

It is extremely important to keep the school updated to any changes in your contact details, especially if both parents are leaving the country whilst your child is still in school. Please ensure that the school has the nominated emergency contact details.

Please notify the school nurse immediately if your child has contacted any communicable diseases and / or if you notice any changes in your child's overall health. This will help us to ensure that the health of your child and others in the school community is paramount.

If your child becomes ill during his / her day at school, the school nurse would like your permission to administer the following medication at their discretion.

In all instances, a note will be sent home with the child stating the dosage, amount given and the time it was given.

Name of student \_\_\_\_\_

I DO consent to my child, if taken ill, to be given the following medication by the school nurse if necessary.

**Please indicate the medication you authorise that may be administered.**

Paracetamol based Elixir / tablets	Yes	No
Calpol Syrup - For children under 6 years of age	Yes	No
Calpol 6 Plus Syrup - For children 6 years and older	Yes	No
Ibuprofen (Brufen) Syrup	Yes	No
Claritin (Antihistamine) Syrup / Tablets	Yes	No
Scopinal (Buscopan) Syrup	Yes	No

Parent/ Guardian Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Terms and Conditions of Admissions:**

Parents are advised to read the School's terms and conditions in full before submitting an application. Parents who submit an application to the school will be subject to the terms and conditions detailed below. If you are unsure about any information contained on this page, please speak to a member of the Admissions Team who will be able to advise you further.

**1. Payment of Deposit**

- 1.1 To reserve a place in the school, applicants must pay the full prescribed fee as indicated in the conditional offer letter.
- 1.2 Parents must allow at least 3 working days for Bahrain bank cheques or direct bank transfers to clear and up to 30 working days for a foreign country bank draft to clear.
- 1.3 Parents will be liable to pay all necessary bank and/or transfer charges for any application processes

**2. Payment of Fees**

- 2.1 Parents are required to settle the Registration, Book/Resources deposit fee and the Term Tuition fees in advance, before enrolment.
- 2.2 Parents are encouraged to pay their Tuition fee in advance as per the due dates to avoid late penalty fee of 10% and forfeiting of siblings discounts, as and where applicable.
- 2.3 Parents have the option to pay their fee in instalments; this will attract a service charge of 25% per child and instalments must be paid by direct debit, standing order or Post-dated cheques. An instalment plan will be issued prior to enrolment. This will be in liaison with the Head of Finance and subject to management committee's approval.
- 2.4 Dates on which payments are due are clearly indicated on the Invoice and it is the responsibility of individual parents to ensure fees are paid on time.
- 2.5 The School reserves the right to suspend or expel any student who has overdue fees.
- 2.6 Students who have overdue fees may be refused entry to the School premises and suspended from attending classes and/or using School facilities. This includes the right for the School to refuse letter requests and remove student name from the enrolment register.
- 2.7 The preferred method of payment is by bank transfer. For bank details, please refer to the invoice. Cash, cheque or credit card payments should be paid directly at the School's Accounts Department. Cheques should be made payable to "The British School of Bahrain".
- 2.8 It is requested that no direct deposits are made to the School's bank account. Parents who pay by electronic transfer are requested to quote the invoice number and student name as transaction reference and submit a receipt of this transaction to the accounts department either by hand or via email.
- 2.9 Any student who is suspended, expelled or withdrawn by the School for breach of the School's terms and conditions is not entitled to any refund; he/she will also be liable to pay the remainder of the fee, in its entirety, at the discretion of the School.
- 2.10 The School will take such action, including recourse to the legal process, as it deems necessary to recover all outstanding debt. Any such action will also include the recovery of reasonable costs incurred by the School in relation to the recovery procedures.
- 2.11 The School also reserves the right to charge a 10% late fee surcharge where a payment is made after the applicable instalment due dates. Parents/Students will incur a penalty charge for each missed instalment.
- 2.12 The whole remaining fee becomes immediately payable for students who are in breach of their agreement without prior written consent from the School; this is at the discretion of the School.
- 2.13 Invoices for the Annual fees are generally handed out at the time of enrolment for new students and for existing students, posted ten weeks prior to the end of the Summer term, with payment due six weeks prior to the end of that term. In the event of the invoice still not having been received eight weeks prior to the end of term, the Accounts Office should be contacted and a duplicate invoice obtained. **Misplacement or non-receipt of the original invoice will not be considered a valid reason for failure to pay the fees by the due date.**
- 2.14 Tuition fees for the term are payable in full regardless of sickness or absence for other reasons (including study leave). Where payment has been made by cheque and the issued cheque is not honoured by the bank for whatever reason, a further administration charge of BD25 will be levied.
- 2.15 In the event of the non-payment of school fees by the due date, the School reserves the right to remove the student from the school roll and offer the place to a student on the waiting list.
- 2.16 Parents/Students must remember at all times that the school's agreement is with the Individual parents/students and they are

liable to pay the school all the prescribed fees, as and when necessary. The employer of the parents will have nothing to do with the school.

### **3 Other Charges**

3.1 Other fees are payable in individual cases. These include:

- GCSE and 'A' Level examination entry fees
- ESL, Additional Mathematics
- Specific School outings
- International trips
- Extracurricular activities

Fees for these and arrangements for payment will be notified separately.

3.2 Please note that total GCSE and A-level fees can amount to several hundred Bahrain Dinars and will increase if the Examining Board increases their fees. Entry into examinations and activities for which fees are due will be denied where relevant charges or tuition fees have not been paid.

### **4 Refund Policy**

4.1 Refunds will only be processed in accordance with the terms and conditions outlined in clauses 4.2 to 4.13, and provided students requesting a refund have complied fully with the School's terms and conditions.

4.2 All applications for refunds must be made in writing by submitting a completed 'Refund Request Form' to the Admissions Department at least 60 days prior to the term start date (as detailed in the offer letter).

4.3 It is the policy of the School not to refund tuition fees 60 days prior to the term start date.

4.4 If unforeseen and pressing circumstances result in a student having to leave before the start of the new term, a 50% refund of tuition fees may be considered, provided that the School has received written notice prior to the due date for advance payment of fees for that term. Such refunds will be granted solely at the discretion of the School and only in exceptional circumstances.

4.5 A cancellation fee of BD 100/- per student shall be deducted for any such approved refund.

4.6 Where the school is unable to provide the programme of study for which the student originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative programme offered, the applicant will be considered for a refund.

4.7 Refunds will only be made via the original payment method; except where the original payment was made by cash.

4.8 Parents are liable to pay any bank/ transfer charges associated with the processing of a refund application.

4.9 The School will aim to process all refunds within 6 weeks from the date the complete 'Refund Request Form' and any supporting documents are received.

4.10 If the student is eligible for a refund of their fees by bank draft or cheque, the School will not be in any way responsible for the draft after its dispatch from the School premises and will not issue a replacement draft or cheque if it is lost or misplaced.

4.11 Refunds will not be made to a third party unless the School has received (written) explicit authorisation from the applicant. This should be in the form of a signed hard-copy letter from the parent, specifically authorising the School to refund their fees to a named third party. This condition applies regardless of the source of the original fee payment.

4.12 Refunds requested which are not in accordance with the terms and conditions outlined in this policy will be made at the sole discretion of the School.

4.13 One full term's notice is required prior to withdrawal from the school. If a student is withdrawn from the school without giving one term's notice, the school will seek a full term's fees in lieu of this notice period.

4.14 In the event that all or part of the School is closed temporarily or permanently due to pandemic, terrorism or for any other reason, the School will not be liable to refund any fees or other monies it has received.

### **5 Term Deferral**

5.1 Term deferrals will be approved in accordance with the School's Admissions Policy.

5.2 Term deferrals are subject to application, payment of a deferral fee, and the School's written approval.

5.3 Students are reminded that as per the School's Admissions Policy all term deferral requests must be made in writing at least 60 days before the Term start date.

5.4 If a deferral is approved, a fee will be charged:  
(i) Full term fee for the term deferred.

5.5 Upon deferring the term, students waive their right to a refund. Where a student has deferred their term, and subsequently fails or attempts to withdraw from the school, no refund will be provided except at the sole discretion of the School.

### **6 Pupil Audio-Visual**

Photography and videography of students, staff and parents at the British School of Bahrain (BSB) are created for the purpose of sharing student achievements, skills, talents, celebrating pupil success and as a beautiful memory of each student's time at our school, as well as the day-to-day life of the school and the entire BSB community. Photographs and video images may be used for internal and external purposes including external marketing. Therefore, images may be used for internal magazines, publications

and displays, they may be hosted on the BSB and Inspired Education Group Websites (in Bahrain, South Africa and Europe) and Social Media Channels, submitted to communications, publications and commercial actions through printed and online media outlets, used in school publications and external marketing assets. Photography and videography of particular events and programmes within BSB are submitted to media and news outlets that occasionally cover special events within our school. Consent is assumed through signing the Parent-School contract and most parents like to see this child's achievements celebrated publicly. At any time, a parent may withdraw consent by submitting a written request to the Executive Headmaster.

**7 Attendance**

A record of attendance is kept for each student. The school reserves the right to withdraw a student's candidature from examinations and withdraw them from the school, if the student's attendance record shows that they have attended fewer than 80% of their scheduled periods. The school reserves the right to suspend or expel such students, without any liability whatsoever to the school. In the event of unforeseen circumstances that prevent the student from attending their periods, the school must be informed immediately. (Please refer to the school attendance policy provided separately.)

**8 Conditions of Offer**

The offer of a place at the British School of Bahrain is made on the condition that the student withdraws all other applications for schools and is removed from any waiting lists for other schools, where applicable. Maintaining an active application or being on a waiting list for another school will be considered a breach of the Parent-School contract.

**9 Personal Conduct**

The School imposes a strict code of conduct on its students. The school expects its students to behave as responsible and to act within the moral and legal norms of society, whether they are on school premises or otherwise.

**10 Changes and Amendments**

The school reserves the right to amend the time table and advertised curriculum content, tuition fees and start dates for its terms at its discretion and without any prior notice. The school reserves the right to change the advertised examining body for any or all of the courses offered. The school reserves the right to conduct classes in any of the school (or partner schools) premises, including temporarily hired or rented rooms. The school reserves the right to amend or alter its prospectus at its discretion and without any prior notice. The school reserves the right to amend or alter any or all of these Terms and Conditions at its discretion and without any prior notice. Parents are reminded to visit the school website regularly for the details of up-to-date Terms and Conditions.

**Disclaimer:**

- It is the parent's responsibility to provide valid and up-to-date contact information for them and, when appropriate, their agent. This contact information should include a working e-mail address. The school will assume that any method of communication for which the parent has provided contact information, including e-mail, is secure. The school will not be liable for any damages, financial or otherwise, resulting from the release of the student's personal information to a third party as a result of communication with an invalid or insecure contact point or the interception of communication with said contact point, be it a postal or e-mail address, a telephone or fax number or an SMS.
- The parents confirm that all the information presented in support of the application is complete and accurate and that there are no issues of an academic, behavioural or medical nature that have not been disclosed.
- The parents accept that the school reserves the right to require a student to leave if, subsequent to the submission of an application and the signing of The Terms and Conditions of Registration and Re-Registration, information is discovered or disclosed that would have led to the rejection of that application.
- The parents accept that the school shall not be held responsible or liable for the loss of or damage to any item brought into the school.

I/we agree to the terms of conditions of the school and have fully understood the contents and give my/our consent to enrol my/our child in the British school of Bahrain under the above terms and conditions.

\_\_\_\_\_  
Name of Father

\_\_\_\_\_  
Name of Mother

\_\_\_\_\_  
Signature of Father

\_\_\_\_\_  
Signature of Mother

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of the Child

\_\_\_\_\_  
Year

