



مدرسة الوحدة العربية  
ARAB UNITY SCHOOL

# **Admission, Withdrawal and Fee Refund Policy FS2 – Year 13**

**AY 2025-2026**



<b>Policy No.</b>	<b>AUS School Policy_Academics_01</b>
<b>Date reviewed</b>	<b>December 2025</b>
<b>Next update</b>	<b>August 2026</b>
<b>Reviewed and Approved by</b>	<b>Mr. Nigel McQuoid</b>

## **VISION STATEMENT**

Our vision is that Arab Unity School aims to provide a stimulating, inclusive learning environment that challenges our students to discover their potential and develop into respectful, reliable, resilient and purposeful leaders of the global community.

## **MISSION STATEMENT**

Our mission is to provide an affordable education with a solid foundation of knowledge, technology and life skills enabling our students to be socially conscious and responsible individuals.

## **CORE VALUES**

<b>Character Building</b>  Morally accountable Diligent Trustworthy Self-regulator Caring	<b>Progressive Thinking</b>  Technologically competent Collaborative Adaptable Enquiring Creative
<b>Global Commitment</b>  Environmentally conscious Persevering Tolerant Effective Participant	<b>Leadership Skills</b>  Inspiring Motivating Decisive Consistent Team player Reflective Learner

## **ADMISSION PROCEDURE**

1. Visit the school website [www.arabunityschool.ae](http://www.arabunityschool.ae) and fill in the online application form.
2. Please note that admission depends on the availability of seats. Applicants will be shortlisted and scheduled for an assessment of whether seats are available.
3. There will be an entrance test for students of FS2 to Year 10 in English and Mathematics.
4. Please bring all the required documents on the day of interview/assessment.
5. Answer papers will not be shown to the parents.
6. The requested optional subjects would be approved on the entrance test performance and availability of seats in selected streams.
7. An Optional subject in Year 9 and 10 will operate if there are at least 15 students in the section.
8. Assessment results are final and not subject to review by the school.
9. Applicants with successful assessment shall be notified by the Admission Office. Parents has to submit the due admission fees along with any pending documents within 3 days.
10. Once admission is confirmed each term fees must be paid according to the school policy.
11. All students from Yr. 4 to Yr. 6 must opt for one Second Language (Urdu/ English Literature).
12. After the payment, parents will receive an email from the school mentioning the first joining date of the student, which will be after 48 hours' time or two working days, this letter must be presented upon arrival at the school.
13. FRENCH is offered as one of the IGCSE subjects from Y9-11.
14. Students in Yr. 7 opt to study French/Urdu/ English Literature

## **DOCUMENTS REQUIRED (To be uploaded online and hard copies to be brought to school)**

- Original Progress Report of previous school attended
- Passport Copy with valid Residence Visa page (Student and Parents)
- Birth Certificate (FS2 & Year 1)
- Vaccination Card copy
- Original Transfer Certificate
- Emirates ID Original and Copy of the student and parents
- 2 Passport Size recent photograph of the student with white background (Not older than six months)
- Additional requirement if needed: Character Certificate for Years 7 to 10

## **ASSESSMENT FOR NEW ADMISSION**

- FS2 – Monday & Wednesday Only / 2.30 pm · Years 1 – 10 – Saturday Only / 9.30 am

## **AGE REQUIREMENT**

<b>CLASS</b>	<b>YEAR</b>
FS2	4 by end of December
Year 1	5 by end of December
Year 2	6 by end of December
Year 3	
Year 4	
Year 5	
Year 6	
Year 7	
Year 8	According to the Transfer Certificate
Year 9	
Year 10	
Year 11	
Year 12	
Year 13	

## **IGCSE Year 9-11**

At AUS we embrace 21st Century Learning and understand that the ability to learn is more important than the simple accumulation of knowledge. Our staff embrace this concept and through exciting learning experiences our students become 'Future Ready'.

As in all other Senior schools, we use standardized data from external exams to predict how our students should perform according to their cognitive ability. We use the CAT 4 examination results to accurately predict grades at IGCSE and we track a student's progress very carefully throughout the Key Stage 4 course to ensure that they are on target.

Students who are very strong in a subject are likely to achieve A and A\* Grades. This would be indicated by a stanine 8 or 9 in CAT 4. However, Secondary students who are below the expectations for students of their age, or who do not apply themselves throughout a two-year course, are likely to achieve a lower Grade of E, F, G or - in the worst-case scenario - U.

The graph below shows a black curve which represents the number of children across the world who take IGCSE each year. It shows that some children excel and get the highest Grades of A\* and A, with a similar number of children struggling with their academic study

and scoring G or F. Most children score between D and B. This would be indicated by a Stanine 4 – 6 in CAT 4, Stanine 5 being the average ability of children globally.

Given that we want all of our students to achieve their best results, we have made the strategic decision to commence the IGCSE course in Year 9, thus giving the students three academic years to study for their final examinations.

Our students are encouraged to follow a cohesive pathway of subjects that support and enhance each other. This will maximise their chances of success, while also giving a clear platform for A' Levels, Foundation courses, BTEC qualifications or any other further studies. It is very important that we encourage our children to make the right choices for them, their ability, needs and their wishes.

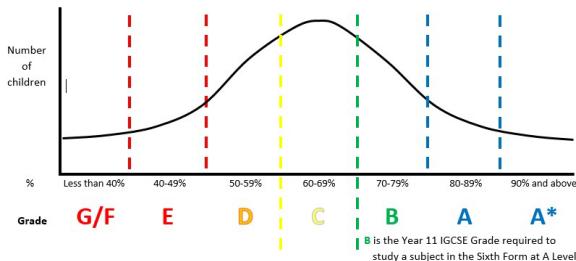
The IGCSE Target for students is based upon their CAT4 score. However, given that a Grade C is the internationally recognised Pass, they should try their best to achieve a C in each subject. It is important, therefore, that they work hard and make Option Choices that they enjoy and where they will have the greatest chances of success.

It is also important to enter students for a tier that is going to maximise their chances of success. In the Subjects of English as Second Language, Maths and Science, there are both Core and Extended Level papers. The Heads of Department and Senior Team will decide in Year 10 which tier a student should best be entered for. In the Core Level paper, the highest grade possible is a C; in the Extended paper, the grade range is from E – A\*. Any less than an E would not be recognised. It is far better to sit a core level paper and achieve a Grade C than to sit an extended paper, which is significantly more difficult and get a grade E! In order to sit for an Extended paper, we would be expecting our students to be consistently achieving at least Grade D in their internal assessments throughout their IGCSE courses. We want all of our students to do the best that they can.

For the students who will write the Core paper we may offer after school study sessions which will allow them to boost their chances of achieving a pass grade in core subjects. The model given allows us the flexibility to dedicate this extra time should we need to. It is to be noted that this will be unanimously agreed by Heads of Department, Senior Team, students and parents in the best interest of the student's IGCSE success.

It is important to note that A' Levels are not the only route to tertiary education and the world of work. Many students achieve outstanding success via other routes. In order to cope with AS and A' Level courses, a student would be expected to be achieving at least Grade B results at IGCSE. This implies that their continuous studies throughout the IGCSE courses should also be taken seriously, with high attainment in mind. Without this solid grounding of knowledge and examination evidence, they will find Sixth Form very difficult indeed. These students should be achieving at least Grade C continuously in internal assessments throughout the course, moving to Grade B and above by Year 10.

It is very important that both students and parents meet with the School's Career Counsellor in order to discuss the further study options that are available to you, both within UAE and if returning to your home country to pursue further studies. Please ensure that you are forearmed and do not leave such important decisions until it is too late. Students should be well aware of their academic expectations.



The subject choices offered in Year 9-11 are available at request.

## YEAR 12 & 13 PATHWAYS - ENTRY TO SIXTH FORM SIXTH FORM ADMISSIONS

### Year 12: Entry

Students can choose to study two or three A Level subjects and will undertake all units listed for the standalone A Level qualification up until the end of Year 13.

All of the above pathways allow access to universities around the world; however, students are well advised to ensure their final qualifications will satisfy tertiary education requirements for their desired destination. Students also need to enquire if they require the MOE Equivalency Certificate or any entrance examinations.

1. Pass 5 subjects with A\* to C grades in any subjects, including English First Language or Literature, Mathematics but excluding MOE Arabic, Islamic Studies and Moral Education.
2. Students studying A Level English Language must obtain a minimum of a C grade in IGCSE English Language or a B grade in IGCSE English as Second Language.
3. To study a single Science subject (Biology, Chemistry or Physics) achieve a minimum of a B grade in the final CAIE results.
4. To study Mathematics, achieve a minimum of a B grade in the final CAIE results.
5. Psychology, Computer Science and Media Studies require an entrance examination.
  - a. Computer Science – B grade in Mathematics & entrance exam
  - b. Psychology – C grade in IGCSE English Language or a B grade in English Second Language and entrance exam.
6. To study Economics and Accounting, students are required to obtain a C grade in Mathematics (extended option only).
7. Students who pass 5 IGCSE subjects and a D grade in either English Language or Mathematics are eligible to continue Year 12 where there is no specific requirement for the subject. The student will be required to re-sit the said subject during their time in Year 12 & 13 in any CAIE Series (October/November or May/June) and pass with minimum C grade.

Please also note:

1. Each course requires a minimum of 6 students to run the subject in Year 12.
2. Numbers are limited in certain subjects and students will be admitted on grade attainment and subject option combinations.

### Year 13: Entry

- Students must achieve at least a D at AS Level in order to continue that subject into Year 13.
- A student may be allowed to continue only two subjects but will not be allowed to study only one subject in Year 13.
- The Principal will consider students wishing to return to school to re-sit a subject(s) in which they have failed to achieve at least a D Grade if he is satisfied that they are likely to improve their Grade(s). His decision will be final.

- Failure to achieve this grade in all three subjects can result in the student being denied admission to year 13.

### **LOCAL TRANSFER**

Transfer Certificates (TC) from all 7 Emirates must be attested by the respective Educational Zone before handing it to the school office within 7 days.

### **INTERNATIONAL TRANSFER**

#### **Transfer Certificate to be attested by the respective country's: Ministry of Education Office / District Education Officer**

- Foreign Affairs Office
- Consulate General Office of the UAE
- Ministry of Foreign Affairs (in Dubai or other Emirates)

### **INCLUSION**

To ensure a productive learning experience for all students at the school, including those with special needs, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parties to set the condition for a successful identification and support mechanism for the students. Our Inclusion policy is in line with Federal Law 29(2006) and with the aims of Dubai Inclusive Policy Framework regarding the support and provision for Students of Determination with additional needs.

Admission for students with an identified need is purely based on the availability of seats and on the school's capacity to address the specific nature of need. Admission is not conditional on the basis of a medical diagnosis. The final decision regarding admission will be taken collaboratively between the Head of Sections and Inclusion Team.

During the course of learning at AUS, if the student's nature of need poses a threat to the safety of self or that of his/her peers, the parents will be asked to withdraw the child. They will be guided to alternative means of schooling outside AUS.

Refer to the school's 'Inclusion Policy' for full details.

### **PROCEDURE FOR STUDENT WITHDRAWAL**

The school tuition refund policy is as follows as per KHDA regulations.

Student withdrawal during the school term:

1. Fees will be charged for one full month if a student attends school for two weeks or less
2. Fees will be charged for two full months if a student attends school for more than two weeks and less than one month.
3. Fees will be charged for the full term if a student attends school for more than one month.

### **PROCEDURE FOR OBTAINING TRANSFER CERTIFICATE**

A Transfer Certificate Application form is to be clearly filled and handed over to the secretary with the following details:

- To mention if the Transfer Certificate is required for Dubai
- To mention if the Transfer Certificate is required within the other Emirates
- To mention if the Transfer Certificate is required outside the United Arab Emirates

Students transferring in the middle of the academic year will be issued a transfer certificate in a week's time after applying for the same.

Students transferring at the end of the academic year will be issued a transfer certificate after the school results have been declared.

**Note:** A fee of AED120 is applicable for application of TC from KHDA.

### **PROCEDURE FOR STUDENTS COMPLETING IGCSE AND A' LEVEL**

Students completing Year 11, 12 and 13 must obtain the school transfer certificate as per the above procedures once the CIE results are declared and approved by the KHDA.

IGCSE and A Level CIE Certificates must be attested by the school, KHDA and the relevant authorities if required.

KHDA attestation is currently done online using the link  
<https://www.khda.gov.ae/knowledgeportal/>

Students need to apply for recommendation letters to the Head and faculty members through the Examination Office.

### **EQUIVALENCY OF CERTIFICATES BY KHDA / MOE**

#### **Requirements till end of academic year 2022**

1. The student shall pass the Islamic Education subject (for Arab Muslims and Non-Arab Muslims) and the Arabic language subject (for Arab students) in Grades 10th, 11th and 12th pursuant to the related laws and regulatory decrees.
2. The student shall complete the 12th Grade (Year 13).
3. The student shall pass five (5) subjects in the average level (IGCSE or GCSE) with one of the passing marks (A\*, A, B, C, D, E).
4. The student shall pass two (2) subjects in the GCE Advanced Subsidiary Level or one (1) subject in the GCE Advanced Level with one of the passing marks (A\*, A, B, C, D).
5. Islamic Education and Arabic Language shall not be included in the subjects of both levels.
6. The student shall choose the subjects stated for studying from the subjects approved by MOE.

### **REQUIREMENTS FROM ACADEMIC YEAR 2023 ONWARDS**

1. The student shall pass the Islamic Education subject (for Arab Muslims and Non-Arab Muslims) and the Arabic language subject (for Arab students) in Grades 10th, 11th and 12th pursuant to the related laws and regulatory decrees.
2. The student shall complete the 12th Grade (Year 13).
3. The student completes successfully (5) subjects at the normal level (IGCSE or GCSE level) with (A\*, A, B, C, D) or (3,4,5,6,7,8,9) to include the following subjects:
  - i. Mathematics
  - ii. A subject from Sciences subjects (Physics - Chemistry - Biology) or Coordinated Science.
  - iii. English language
4. The student completes successfully (2) subjects at the high level (GCE Advanced level) with (A\*, A, B, C, D).
5. Arabic language and Islamic are not to be counted as part of the subjects.
6. The student chooses subjects stated for studying from the subjects approved by MOE\*

### **TUITION FEE REFUND**

Aligned with the KHDA's Schools Registration and Refund Policy, the registration/re-registration deposit will not be refunded unless there are extenuating circumstances, in the cases of both existing and new students. These circumstances include, but are not limited to, evidence of family/ student relocation to another country/ emirate or any other unforeseen circumstances. In the case of refund, the school fees will be calculated as follows:

- Tuition fees paid prior to the beginning of the academic year are refundable and only the registration/ re-registration fees will be deducted
- If the student was enrolled in the school for two weeks or less, a month's fees will be deducted.
- If the student was enrolled in the school for a period ranging between two weeks and one month, two month's fees will be deducted

- If the student was enrolled in the school for more than a month, the full term's fees will be deducted

Fee refund – General conditions:

- ✓ The above refund policy is applicable per term depending on the date of the withdrawal request
- ✓ The refund will be calculated from the start of the term and the date of the official request by the parent stating the intent of withdrawal and not from the date when the student was absent. Being on the school registrar counts as days in school.
- ✓ Registration of Re-registration deposits are refundable in cases where a school's quality rating has dropped and students wish to move to a school with a better rating, as stated in the DSIB report.
- ✓ Book fees are refundable if the student decides to leave the school prior to the beginning of the academic year
- ✓ Any provisions in any other policies or approvals will be repealed in the event that they contradict this policy.

## **CONTACT DETAILS**

### **For Uniform, Books and Stationery:**

Mr. Mohd Ashfaque (04 288 6226/7, extn 178) [ashfaque.kn@auschool.ae](mailto:ashfaque.kn@auschool.ae))

### **For Transportation:**

Contact Person: Mr. Atef (04 288 6226/7, extn 195) [atef@arabunityschool.ae](mailto:atef@arabunityschool.ae))

### **For Finance / Accounts:**

Mr. Ashfaque (04 288 6226/7, extn 119) [accounts@arabunityschool.ae](mailto:accounts@arabunityschool.ae))

### **For Information and Technology (IT):**

Mr. Yamen (04 288 6226/7, extn 156) [yamen.s@arabunityschool.ae](mailto:yamen.s@arabunityschool.ae))

### **Admission:**

Mr. Rami (04 288 6226/7, extn 115) [admission@arabunityschool.ae](mailto:admission@arabunityschool.ae))

### **Student Affairs:**

Ms. Upasana (04 288 6226/7, extn 123) [admission@arabunityschool.ae](mailto:admission@arabunityschool.ae))

Reviewed and Approved by:

Date: 21-12-2025



**Mr. Nigel McQuoid**  
**Principal**