

Vision and Mission:

- Our vision is being an influential educational institution that empowers passionate future leaders who positively impact the world.
- We strive for excellence in education through providing personalized learning that incorporates innovative instructional strategies, and actively engages the school's community in learners' experiences that are applied within diverse environments while taking pride in our own culture and preserving it.
- Mashrek International School accepts students regardless of race, religion and/or nationality as long as they are able to cope with the school programmes and satisfy all admissions requirements.
- Mashrek International School is a bilingual school (English and Arabic). Students ages 3 – 18 years old are admitted to Mashrek as follows:
- Primary Years Program (IB-PYP): kindergarten to grade 5.
- Middle Years Program (IB-MYP): Grade 6 to grade 10.
- International Diploma Program (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 present scholastic year. The School may at times increase the class room student number limits in some exceptional circumstances.
- The tuition fees for the following scholastic year is approved and announced by December of each scholastic year, accordingly some fee increments may occur from the value 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 according to:
 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 speak or read Arabic are exempted from the Arabic Exam). Upon Completion of 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 doesn't guarantee an interview.
- A successful exam or interview does not guarantee admission.
- New students' seat reservation fee is (300) JD and should be settled within 7 days after acceptance to secure enrollment and complete the admission procedures, otherwise the school reserves the right to use the seat if the admission procedures are not completed within this period. This amount will be refunded upon the student's graduation or if the student transfers to another school, provided that the Administration is notified in writing prior to December 31st of the previous scholastic year. This is applicable under the condition that the student has spent at least one scholastic year at Mashrek and paid the whole year's tuition.
- Students who leave the school and later re-register will be required to pay this fee a second time.
- Current students' registration fees should be paid before 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 not 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 delay. The registration fees are not refundable in this case.
- Students of 'inclusive education and learning diversity' are accepted at the school upon the Admission Committee's approval, after checking the student's specialized report issued by an authorized center. This report should indicate the difficulty experienced by the student in order to determine whether or not the school can accommodate for this specific need. The priority of registration is for siblings and availability of seats in that grade.
- 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 to not disclose to any applicant/parents and/or guardians reasons for non-acceptance.

I. Registration Procedures for 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 (Grades 3-12) are to undertake 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 applicant students 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 Admissions panel decision of their child/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 needed document (refer to article II) at the Registration Department, and make a payment of the registration fees at the Accounting Department; otherwise the seat will be lost.
6. Certified transcripts to 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/ One copy of the birth certificate for non- Jordanians.
2. Copy of the medical report (vaccinations record).
3. Student Allergy form.
4. Three personal photos.
5. Passport copy.
6. Family book copy (for Jordanians only).
7. Financial Clearance Form from previous school.
8. Residency permit for non-Jordanians. And a passport copy of the legal guardian.
9. In addition to the previous documents, transferring students from other schools should submit the documents mentioned in the points below:

A. Students 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, in addition to the following documents:

1. An acceptance letter from Mashrek International School.
2. 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 grades report cards should be included in the file.

B. Students Grades 2 - 12 transferring from abroad require the following:

- Transfer certificate.
 - Report card certified by the following authorities in this sequence:
 1. Ministry of Education in the country which the student is arriving from.
 2. Jordanian Embassy for Jordanians **OR** Ministry of Foreign affairs for non-Jordanians.
 3. 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.
 4. Ministry of Foreign Affairs – (Airport Road / Tel: 5735150).
 5. Directorate of Examinations & Tests at the Ministry of Education, to attain an approval letter for foreign programs / equivalency - (Jabal Weibdeh / Tel: 4624814).
 6. Private Education Directorate / Capital Governorate, to attain an acceptance approval letter – (Jabal Hussein / Tel: 4640023)
- * **Note:** The original passport is required during this process.

C. Students Grades 2 - 12 transferring from Saudi Arabia require the following:

- Transfer certificate.
 - Report card certified by the following authorities in this sequence:
 1. Ministry of Education in Saudi Arabia.
 2. Jordanian Embassy for Jordanians **OR** Ministry of Foreign affairs for non-Jordanians.
 3. Upon arrival to Jordan, parents should receive and acceptance letter from the Accounting Department, after paying the required tuition fees in order to complete the rest of the procedures.
 4. The Saudi Cultural Consulate.
 5. Ministry of Foreign Affairs – (Airport Road / Tel: 5735150).
 6. Directorate of Examinations & Tests at the Ministry of Education, to attain an acceptance approval letter for foreign programs / equivalency - (Jabal Weibdeh / Tel: 4624814).
 7. Private Education Directorate / Capital Governorate, to attain an acceptance approval letter – (Jabal Hussein / Tel: 4640023)
- * **Note:** The original passport is required during this process.

D. Students Grades 2 - 12 transferring from USA, UK and Canada 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 from the below mentioned authorities, after obtaining an acceptance letter from the Accounting Department at Mashrek.

- If arriving from USA: AMID EAST (Wadi Abdoun / Princess Basma Street, Building No.8, Amman / Tel: 5929994)
- If arriving from UK: The British Council (Jabal Amman, 1st Circle / Tel: 4636147)

- If arriving from Canada: Ministry of Foreign Affairs (Ontario, Canada) and then by the Canadian Embassy (Zahran Street, Jabal Amman / Tel: 5901500)

After that, 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 approval letter for foreign programs / equivalency - (Jabal Weibdeh / Tel: 4624814)
3. Private Education Directorate / Capital Governorate, to attain an acceptance approval letter – (Jabal Hussein / Tel: 4640023)

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

For further information and inquiries please contact us at:

* Tel: (962 6) 5411979 & (962 79) 99577771

* Fax: (962 6) 5411143

* E-mail: administration@mashrek.edu.jo