Cambridge High School Admission Policy

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Cambridge High School

Our Guiding Principles

IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

CHS Mission Statement

Cambridge High School is fully and unequivocally committed to excellence and success by providing a challenging, yet supportive, nurturing and balanced learning environment that allows learners to flourish personally and academically. Through the implementation of high-quality international programmes, education is engaging, effective and inclusive. CHS provides learners with a unique educational experience that incorporates rigorous curricula, extracurricular activities and service initiatives that shape students into well-rounded, caring lifelong learners who are able to work collaboratively and respectfully with others to overcome challenges and contribute towards creating a more sustainable, resilient and peaceful world.

CHS Vision Statement

Cambridge High School aims to develop lifelong learners equipped with the knowledge and skills needed to reach their fullest potential and to become proactive citizens capable of contributing effectively and efficiently to their communities and the world. CHS aspires for its learners to become innovative, caring and internationally minded individuals who have a deep-rooted respect for their cultural values and principles, as well as that of others.

IB Learner Profile

Inquirers	Risk-takers	Caring	Principled
Open-minded	Communicators	Balanced	Reflective
Knowledgeable	Thinkers		

Cambridge High School

Admission Policy

Admission Philosophy

CHS believes the family, not just the child, applies to admission to CHS and that the whole school community, staff, teachers, parents and students are all stakeholders in the educational process.

CHS is an international school that has adopted the International Baccalaureate Diploma Programme (IBDP) for its senior school; the International Baccalaureate Middle Year Programme (IBMYP) for its middle school and the Cambridge Primary Programme (CP) for its primary school. CHS seeks to recruit and retain students that will benefit from and thrive in the three programmes provided.

The school focuses on students living up to their fullest potential by becoming life-long learners who will grow up to be productive and active members of their local community, as well as global citizens of the world. Student well-being is an integral part of CHS's ecosystem, as it plays a significant role in creating caring and well-balanced individuals capable of embracing and creating change in an ever evolving world.

Our Admission Policy aligns with our students' needs and the programmes designed to provide students with an inclusive, rigorous and challenging education that prepares them for future success and excellence.

CHS strives to provide an inclusive and welcoming environment to all its students, regardless of cultural or linguistic backgrounds. The school provides support to students with a variety of learner profiles, backgrounds and those coming from different learning environments. Nevertheless, the programmes provided at CHS expect a high level of motivation and dedication from its students.

Ultimately, students are being prepared to become well-rounded life-long learners in a concept-based inquiry environment, who will grow up to be effective contributors to their community and responsible goal-driven global citizens.

Admission Policy Purpose

The purpose of an Admission Policy is to guarantee transparency between the school and prospective families about the programmes taught at CHS, as well as its requirement, rules and regulations. The admission process aims to foster a relationship between the school and families based on trust and support to ensure mutual understanding across all stakeholders involved.

Application Procedure

The admission department works diligently to recruit, enroll and retain students from Pre-K through grade 12, while clearly reiterating CHS's vision and mission to current and prospective families. In addition to the school requirements, CHS also adheres to the Ministry of Education rules and regulations for admission.

Role of the Admission Department

- The admission department's initial repertoire provides families with a comprehensive understanding on the school's programmes and is available for any further inquiries.
- Afterwards, families are given a tour of the school and facilities, in order to familiarize themselves further with what the school provides.
- All prospective families are encouraged to apply early, while current members are requested to fill in forms of re-enrolment before the end of the academic year to guarantee placements for their child(ren), as well as fulfilling their financial obligations to be in good standing with the school.
- Upon meeting with the admission department and receiving an initial consideration, prospective students are required to sit for entrance exams to make sure the student and the school are a good fit to meet the necessary learning needs as follows;
  - ✓ in English, Arabic, Mathematics for the primary
  - ✓ English, Arabic, Mathematics and Physics for the middle school programmes,
  - ✓ and English, Arabic, Mathematics and Physics for senior school.
- Three working days after successfully completing the required entrance exams, interviews are set up between the families and the administration.
- Notification of a student's acceptance or denial is given to the parents at the end of three working days.

Role of Department Heads, Inclusion and Stage Coordinators and School Principal

- Heads of Departments are required to correct, review and discuss the entrance exam results with the admission department, stage coordinators, inclusion coordinator and school principal.
- Prospective students are expected to sit for an interview within three days of successfully completing the entrance exams with selected heads of department, stage coordinators, inclusion coordinator and school principal.
- During the interview, families are expected to disclose any medical or psychological (mental/emotional) challenges their child may have to ensure that the school is a good fit

for the child's needs and to that it is well equipped to provide the proper support for the student.

- During this interview, families are encouraged to ask questions or voice concerns with regards to the curriculum, programmes or any other issues that need to be addressed.
- The interview serves as an opportunity for the school and families to clearly communicate both sides' expectations.

Role of Parents

- Parents are required to complete an application form, applicant questionnaire, parent questionnaire, medical questionnaire and supply a photocopy of applicant's passport.
- In addition, all prospective local students are required to submit Ministry of Education academic records and transfer letters from previous schools attended.
- CHS is welcoming of students from different cultures, as such, prospective students coming from another country, must provide their latest academic records certified by the Ministry of Education or Ministry of Foreign Affairs in the country of origin, and the Jordanian Embassy or Cultural Attaché in the country of origin.
- Parents are discouraged from withholding or obscuring relevant key information. In the event that this may occur, the school reserves the right to refuse admission or withdraw an acceptance.
- During the interview with the inclusion coordinator and prior to admission, parents must inform the school of any medical or psychological (mental/emotional) challenges their child may have to ensure that the school is a good fit for the child's needs. All Individual Education Plan (IEP), psychological, speech and language reports must be provided to the school.

Conditions for Admission

By going through the application and admission process, this implies the family's acceptance of the school's mission, vision, rules and regulations. The following steps are applied across all stages with specifications indicated where needed. A final decision is made by the Admission Committee upon the review of the following:

- English and Arabic Language proficiency for the Middle school and the IBDP, as English is the main language of instruction. Arabic language, as per the Ministry of Education, is a required subject and offered across all stages as part of the school's mission to emphasize the home language of the students' body.
- Entrance exam results and performance
- Academic, disciplinary, behavioural and medical records
- Learning support and inclusive arrangements needs, since the school is not fully equipped to deal with severe cases of learning difficulties
- Academic integrity is expected to be adhered to in all stages of the school and any form of malpractice is not accepted at CHS, with records kept by the teachers and shared with MYP coordinator.
- Remaining in good standing with regard to financial obligations towards the school
- For the MYP admission, students must follow a multi-step process.
  - The initial stage involves entrance exams in Arabic language, English language, and mathematics for those seeking entry into MYP years 1 - 3, while applicants for MYP years 4 - 5 must also pass physics as part of their exams. These exams serve as the first criterion for a successful admission.
  - The school reviews the applicants' report cards or performance records from their previous schools. A comprehensive evaluation of their academic achievements is conducted by subject leaders in the aforementioned subjects, along with input from the registrar and student affairs.
  - Once successful in the entrance exams and endorsed by the subject leaders, students proceed to interview rounds. These interviews are conducted separately by the MYP coordinator, school counselor, and the school principal. These discussions delve into students' compatibility with the CHS learning environment, their social and emotional awareness, as well as their overall well-being.

  Finally, based on their proficiency in Arabic and English language skills, students are categorized into language courses, which include language and literature or language acquisition.

- For the IBDP, subject selection is based on grade 10 report cards and teachers' feedback. Set grade criteria is enforced during the selection as follows:

Category	Overall Average	Sciences Average	Mathematics Average	Languages Average	I & S Average
Diploma Science	80% and above	80%	Math AA HL 90% Math AA SL 80% Math AI SL 70%-99%	70% and above	
Course Science	78% and above	75%	Math AA HL 90% Math AA SL 78% Math AI SL 70%-99%		
Diploma Art	75% and above			70% and above	70% and above
Course Art	74% and below				

- Adjustments in subjects may be considered during the first two weeks of grade 11 and discussed with the IBDP coordinator and subject teachers. However, final approval is given upon the discretion of the IBDP coordinator.
- Space availability at school
- Conditional acceptance may be given if the student is having difficulty in reaching CHS admission criteria. Such a case is reliant on the family and student agreeing to engage in additional support; such as, counseling and learning mentoring. Any such decision are to remain strictly confidential.
- Students with chronic or extreme physical or medical needs that the school is not equipped to deal with, will unfortunately not be admitted.

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Required Documents for Admission

Students Admission for the Academic Year 2023-2024

⌦ All Students accepted in school should provide us with all the following documents from their previous schools certified as required; otherwise, they will not be accepted. **Students are not allowed** to attend school until they provide the school with the **full** documents required.

Personal Documents

- One passport-sized photography with the name and date of birth written on the back.
- Original immunization from the student's doctor

Jordanian Students

- Birth certificate in **Arabic language**, original or certified copy by the Civil Registration Department.
- Copy of the family book (**3 Pages**).
- Copy of the passports for the mother and the father of the students.
- Copy of all student's passport or a copy of birth certificate in **English Language**.

Non- Jordanian Students

- A certified copy of the student's passport from the embassy of the country and the **Jordanian Ministry of Foreign Affairs** in Amman.
  1. **Ministry of Foreign Affairs and Expatriate Affairs**- Airport Street.
  2. **Amman Chamber of Commerce**- Shmeisani, Prince Shakir Ben Zaid Street, Building No.: 9 opposite of the Arab Bank.
  3. **Amman Chamber of Industry**- Jabal Amman- 2nd circle towards the 1st circle opposite the Turkey Embassy- Islamic Scientific College Street- Building No.: 33.
  4. **Ministry of Higher Education and Scientific Research**- Jubaiha- Ahmed Tarawneh Street.
  5. **Department of the Chief Justice**- Gardens- Mousa Al Saket Street- Building No.: 62, behind Jabri Complex.
- Copy of the passports for both the mother and the father of the students.
- Copy of work permit for the father of the student from any of the following countries (**Egypt and Yemen**).
- Copy of the service permit for the father of the student (**Syria**).
- Copy of a valid residence permit from the **Ministry of Interior Affairs** in Jordan for the foreign and Arab students except for students from any of the following countries (**Saudi Arabia- United Arab Emirates, Oman, Bahrain, Qatar and Kuwait**).

Students with Palestinian Documents (Temporary Jordanian Passports)

- Copy of two- year valid Jordanian passport (**Gaza Citizens**) and sealed by the **Sons of Gaza Stamp**.
- Copy of one- year valid Jordanian passport (**West Bank Citizens**).
- Students who has a five- year Jordanian passport **MUST** have a permission letter from the **Department of Follow- up and Inspection** certified by the **Directorate of Private Education** (Jabal Al- Hussein- Abu Dhar Al Ghafari Street- formerly the Amman College).
- Students who has Palestinian passport (from the **Palestinian Government**) **MUST** have a permission letter from the **Department of Palestine Affairs** in Amman certified by the **Directorate of Private Education** (Jabal Al- Hussein- Abu Dhar Al Ghafari Street- formerly the Amman College).
- Students who has any **Palestinian documents** from ***Syria, Lebanon, or Egypt*** **MUST** have a permission letter from the **Department of Palestine Affairs** in Amman certified by the **Directorate of Private Education** (Jabal Al- Hussein- Abu Dhar Al Ghafari Street- formerly the Amman College).

Certificate Requirements

Student's file from the previous school must contain the following:

Students transferred from schools (Within the Hashemite Kingdom of Jordan)

- Official transfer certified by the previous school after obtaining the acceptance letter from us.
- Report card of the **last grade** certified by the previous school.
- **Grade 8 and grade 9 report cards** for student **enrolling in Grade 10**.
- Students' school record stamped and properly filled.
- Financial clearance letter certified by the school.

Students transferred from Arab and foreign countries (excluding students coming from the United States of America)

- Official transfer letter and report card of the last grade from the transferor school certified by all of the following, in order given:

1- Ministry of Education of that country.
2- Ministry of Foreign Affair of that country.
3- Jordanian Embassy or Jordanian Cultural Attaché in that country.
4- Jordanian Ministry of Foreign Affairs in Amman at one of the following certification centers:

- **Ministry of Foreign Affairs and Expatriate Affairs**- Airport Street.
- **Amman Chamber of Commerce**- Shmeisani, Prince Shakir Ben Zaid Street, Building No.: 9 opposite of the Arab Bank.
- **Amman Chamber of Industry**- Jabal Amman- 2nd circle towards the 1st circle opposite the Turkish Embassy- Islamic Scientific College Street, Building No.: 33.
- **Ministry of higher Education and Scientific Research**- Jubaiha- Ahmed Tarawneh Street.

- Department of the Chief Justice- Gardens- Mousa Al Saket Street, Building No: 62, behind Jabri Complex.

5- **Management of Examinations and Tests**- Jabal Alweibdeh- Next to Princess Alia School after obtaining the acceptance letter from us.

6- **Directorate of Private Education for the Capital Governorate**- Jabal Al- Hussein, Abu Dhar Al- Ghafari Street- formerly Amman College.

Students transferred from the United States of America

- Official transfer letter and report card of the last grade from the transferor school certified by all of the following, in order given:

1. **Amideast Office**- Tel: 5929994 or 0777661677.
2. **Management of Examinations and Tests**- Jabal Alweibdeh- Next to Princess Alia School after obtaining the acceptance letter from us.
3. **Directorate of Private Education for the Capital Governorate**- Jabal Al- Hussein, Abu Dhar Al- Ghafari Street- formerly Amman College.

⌦If the certificates cannot be obtained or authenticated in the above- mentioned manner, please provide the ***Directorate of Private Education for Capital Governorate*** (*Jabal Al- Hussein, Abu Dhar Al- Ghafari Street- formerly Amman College*) with a photocopy of the last grade report in order to obtain a 6-week deadline for admission to the school.

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Registration Form

For Admins Use Only
Grade _____
Principal's Approval_____
Date _____
Receipt No_____

Cambridge High School
Registration Form 2023/2024

Student's Full Name In English	First Name	Father's Name	Grandfather's Name	Family Name
Student's Full Name In Arabic	اسم العائلة	اسم الجد	اسم الأب	الاسم الأول

Student's Personal Information		
Place of Birth	Date of Birth	
Nationality	Religion	
Surgical procedures (if any)		
Special medical condition (allergies, etc.)		
Gender	Male ☐	Female ☐

Please check (✓) the problems that may apply to the student from the list below.

Academic Problems ☐ Hyperactivity ☐ Concentration ☐ Speech ☐ Colour-Blindness ☐ Eyesight ☐ Hearing ☐ Other(s) _____

Parents' Personal Information	
Father's Educational Degree	Father's Occupation
Work Tel #	Work Address
Mobile #	Email
Private Business Owner Yes ☐ No ☐	If yes, name the business:
Nationality	Mother's Name
Mother's Educational Degree	Mother's Occupation
Work Tel #	Work Address
Mobile #	Email

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Guardian: ☐ Father ☐ Mother ☐ Other

If Other: Guardian Name _____ **Relationship** _____ **Mobile #** _____

Family Circumstances

_____

# of brothers _____ **# of sisters** _____ **Order within brothers/sisters** _____

Residence Address and Transportation

City: ..... **Locality:** .....

Street: ..... **Building No. (and Building Name if found)** .....

Residence Tel # ..... **Emergency Tel #** .....

SMS # ☐ Father ☐ Mother **Other** _____

Transportation ☐ Yes ☐ No

Student's School History		
Grade	School Name	Country

Brother/Sister Present School / University - Details			
Name	Date of Birth	School / University Name	Grade

Terms and Conditions (This paper is to be considered as a contract)

I agree to the following terms:

- Comply with all instructions and information in the brochure (and I hereby confirm that I received a copy of the brochure 2023/2024).
- Payment of entire school fees for the academic year for Grades (1-12) is paid in 4 installments:

1. 1st installment paid by April 1, 2023. (The 1st installment is to be paid at registration)
2. 2nd installment paid by June 1, 2023.
3. 3rd installment paid by August 1, 2023.
4. 4th installment paid by December 1, 2023.

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- Payment of entire school fees for the academic year for K1 and K2 is paid in 3 installments:
  5. 1st installment paid by April 1, 2023.
  6. 2nd installment paid by June 1, 2023.
  7. 3rd installment paid by August 1, 2023.
- (5%) discount for paying all fees no later than 1/8/2023.
- Penalty of (5%) for outstanding balance not paid by 31/1/ 2024.
- Fees paid (in addition to Intensive languages, transportation, uniform, and books) are (non-refundable) for any reason for students leaving the school during the school year.
- If a student leaves the school before the beginning or during the academic year, all fees paid (i.e. intensive languages, transportation, uniform, books) are (non-refundable) under any circumstances.
- Fees paid cannot be transferred to any other student's account.
- Seats are reserved on a yearly basis and therefore tuition fees for the full year are required to be paid.
- If a student leaves the school at any time, accounts must be settled in full before documents are released.
- Registration fee for K1, K2 and Grade 1 is JD 200 (non-refundable).
- Registration fee for Grades (2-12) is JD 400 (non-refundable).
- Students will not be allowed to attend school unless the requested official transcripts and documents are submitted.
- Students must be in School before 7:30 am. Tardiness is recorded and excessive lateness may affect registration for the coming year.
- I consent to provide my child with a computer, printer, and internet access.
- The School has the right to share students' photos on social media.
- The division of students into the school is an internal matter for school administration, in which parents have no right to interfere.
- The school must be informed in advance, with the beginning of the semester, for the reason of renewing residence permit or other matters.

Name _____ **Relationship** _____

Signature _____ **Date** _____

Registration & Accounting Dept- Name and Signature upon payment _____ _____

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Re-Registration Form

For Admins Use Only
Promoted to _____
Date _____
Receipt No _____

Cambridge High School
Re-Registration Form 2023/2024

I hereby confirm that I would like to reserve a seat for 2023/2024 (re-registration) for my child. Details as follows:-

Student's Full Name	Nationality	Current Grade/Section (2023/2024)	Intensive Arabic	Notes	Registration Dept. Signature
Date of birth:					

Please fill in the information below:

Siblings Present School / University Details

#	Name	Date of Birth	School / University Name	Grade
1.				
2.				
3.				
4.				

Medical Conditions _____

Family Circumstances_____

Father's phone number(s) _____

Mother's phone number(s) _____

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Residence Address and Transportation

City: ..... **Locality:** .....

Street: ..... **Building No.** (and Building Name if found) .....

Residence Tel # ..... **Emergency Tel #** .....

SMS # ☐ Father ☐ Mother ☐ Other _____

Transportation ☐ yes ☐ No

Terms and Conditions (This paper is to be considered as a contract)

I agree to the following terms:

- Comply with all instructions and information in the brochure (and I hereby confirm that I received a copy of the brochure 2023/2024).
- Payment of entire school fees for the academic year for Grades (1-12) is paid in 4 installments:
  1. 1st installment paid by April 1, 2023.
  2. 2nd installment paid by June 1, 2023.
  3. 3rd installment paid by August 1, 2023.
  4. 4th installment paid by December 1, 2023.
- Payment of entire school fees for the academic year for K1 and K2 is paid in 3 installments:
  5. 1st installment paid by April 1, 2023.
  6. 2nd installment paid by June 1, 2023.
  7. 3rd installment paid by August 1, 2023.
- (5%) discount for paying all fees no later than 1/8/2023.
- Penalty of (5%) for outstanding balance not paid by 31/1/2024.
- Fees paid (in addition to Intensive languages, transportation, uniform, and books) are (non-refundable) for any reason for students leaving the school during the school year.
- If a student leaves the school before the beginning or during the academic year, all fees paid (i.e. intensive languages, transportation, uniform, books) are (non - refundable) under any circumstances.
- Fees paid cannot be transferred to any other student's account.

- Seats are reserved on a yearly basis and therefore tuition fees for the full year are required to be paid.
- If a student leaves the school at any time, accounts must be settled in FULL school year fees before documents are released.

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- **Students must be in School before 7:30 am. Tardiness is recorded and excessive lateness may affect registration for the coming year.**
- **I consent to provide my child with a computer, printer, and internet access.**
- **The School has the right to share students' photos on social media.**
- **The division of students into the school is an internal matter for school administration, in which parents have no right to interfere.**
- **The school must be informed in advance, with the beginning of the semester, for the reason of renewing residence permit or other matters.**

Name _____ **Relationship** _____

Signature _____ **Date** _____

Registration Dept. (Name and Signature upon payment) _____ **Date**_____

Accounting Dept. (Name and Signature upon payment) _____ **Date**_____

Cambridge High School

CHS Code of Conduct

The IB Learner Profile, emphasizing being principled, open-minded and caring, serves as the foundation of our school community. We uphold high levels of discipline to create an optimal learning environment. Any student not following school rules will be referred to the Student Affairs Department for appropriate action.

1. Students demonstrate IB learner profile "principled" in and outside school's premises. Therefore, students are held accountable for any behaviour, whether inside or outside the school, in which the administration feels its effect on the harmony and balance of its students' body.
2. Interrupting the educational process inside or outside the classroom is taken seriously.
3. School uniform is worn with pride at all times.
4. P.E. uniform is to be worn on days when students have P.E. lessons only.
5. Nail polish and make-up are strictly forbidden.
6. Hair should be kept neat and clean. Long hair is to be tied back. Only burgundy, grey, navy, black, white or brown head bands and rubber bands are allowed.
7. All jewelry, except stud earrings and a normal watch, is prohibited. Smart watches are not allowed.
8. Mobile phones, smart watches and cameras are strictly forbidden. Mobile phones are available in the administration for emergencies.
9. Students must be in school at 7:30am. Tardiness is recorded and excessive lateness may affect registration for the coming year.
10. Parents are responsible for any accident or injury concerning their child 15 minutes after the end of the school day, and NOT the school.
11. If the student is absent for any reason, parents must inform the school administration of the duration and the reason of absence on the same day of the absence by 8:00am and a medical report provided to the school nurse with 24 hours of the absence.
12. Students are required to obey the Jordanian Ministry of Education and IB rules of attendance. Excessive absence may result in repeating the grade the following academic year.
13. If a student is sick on an exam day, s/he must be examined by the school clinic or the absence will be considered unexcused and the student will be given a zero. Sick reports from outside the school are not accepted.
14. Students are not allowed to leave the school premises during school hours without written permission. This includes breaks and study periods. Any leaves after 1:00 pm will not be approved.
15. Traveling is not allowed during assessments, however, all students who must travel during assessments for emergencies ONLY, must get the school's approval and pay JD 30 fee for each exam to be retaken.
16. Bullying in any form will not be tolerated.
17. Rough play and offensive language is unacceptable.
18. Payment for hospitalization that results from physical violence is the responsibility of the aggressive student.
19. The school advocates and implements a recycling mindset. Therefore, littering is unacceptable and dealt with severely.
20. Report of misconduct on buses may result in suspension or discontinuation of bus service.
21. Students must pay for unreturned library books or damage done to school property. Administration provides the specific details regarding the payment as communicated by the librarian.

Cambridge High School

IB Standards and Practices for Admission

Culture 1: The school secures access to an IB education for the broadest possible range of students. (0301-01)

Culture 1.1: The school implements and reviews an access and/or Admissions Policy that clearly describes the conditions for participation in the school's programme(s). (0301-01-0100)

MYP 1: The school monitors and evaluates its efforts to provide students with equal opportunities to undertake the MYP. (0301-01-0321)

DP 1: The school provides for the full DP, ensures that some of its students attempt the full diploma, then monitors and evaluates its efforts to provide students with equal opportunities to undertake the full diploma. (0301-01-0331)

DP 2: The school implements and reviews strategies to encourage students to pursue the full IB diploma. (0301-01-0332)

Culture 6: The school implements, communicates and regularly reviews its IB mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)

Culture 6.1: The school implements processes with consideration of the relationship between its IB mandated policies. (0301-06-0100)

Culture 6.2: The school documents its IB-mandated policies and communicates them to the school community. (0301-06-0200)

Culture 6.3: The school considers physical and virtual spaces in all of its IB-mandated policies. (0301-06-0300)

Culture 6.4: The school articulates a planned integration of human, natural, built or virtual resources in all of its IB-mandated policies. (0301-06-0400)

Culture 6.5: The school considers the Learner Profile in all of its IB-mandated policies. (0301-06-0500)

Culture 6.6: The school considers international-mindedness in all of its IB-mandated policies. (0301-06-0600)

Cycle of Review

The review of the policy takes place regularly and periodically (every 2-3 years) to keep the school in line with the IB policies and regulations. Revisions of the policy took place in April 2008, April 2011, April 2015, June 2017, October 2017, February 2018, March 2022, June 2023 and September 2023.

Admission Policy Steering Committee
Principal: Raghda Al Sawalqa
IBDP Coordinator: Nancy Khair
IBMYP Coordinator: Shireen Bakri
Primary CP Coordinator: Niveen Salah
Head of Admissions: Lucy Mazakian
Administrative Assistant: Hala Barqawi
Administrative Assistant: Sona Aqel
University Counselor: Abla Saqqa

References

- *Programme standards and practices. October 2018 (updated April 2022).*
- *Rules for IB World Schools*. International Baccalaureate Organization (UK) Ltd., 2020.
- *General Regulations: Diploma Programme*. International Baccalaureate Organization, 2016. (Updated May 2019)