



# NOBLESSE INTERNATIONAL SCHOOL

## NIS ADMISSIONS POLICY Date November 21, 2017

### **The Role of the Admissions Officer:**

It is the role of the admissions Officer to enroll new students to Noblesse International School.

### **Admissions Procedures**

Applications for admission into NIS are accepted throughout the year and determined on a Case-by-case basis. When a parent/client comes to school to inquire and/or enroll, the following procedure will be followed. **Meet the Receptionist** for greetings and basic information. The receptionist will contact the **Marketing officer** for the school and ask the parents to please wait in the school lobby. **Marketing officer** will take the parents to the marketing room and show the video and give the parents a tour of the school. If the parents wish to enroll then the marketing office will take the parents to the **Admissions Department** of the enrollment process. If the parent ask for tuition fee, the child/ren information will be referred to the Accounting for the assessment.

### **STEP 1: Admissions Office**

The admissions office will contact the **ESL department** to schedule the assessment.

### **STEP 2: Assessments**

Student will be taken to the **ESL Coordinator** for ESL assessment. Grades 10 and 12 Students will undergo an IB assessment in addition to the standard assessment, particularly for academic writing. IB students **must meet with IB Coordinator** for assessment, introduction to the Diploma Program and guiding through the subject choices. Admission to the full IB Diploma Program is at the sole discretion of the IB Coordinator and dealt with on a case-by-case basis.

The IB Coordinator will take into consideration a range of factors, including:

- proficiency of academic writing as determined by the essay assessment
- oral proficiency as determined by K-12 Assessment and initial interview
- the student's transcripts and grades
- the student's eagerness to complete the full diploma
- the student's apparent level of diligence
- anything else the IB Coordinator deems relevant.

A student **cannot** be admitted to any IB classes without first meeting with the IB Coordinator.

While the student is undertaking the assessment, parents fill out the Application Forms to be assisted by the Admissions Officer.

- Registration Form
- Uniform Form
- Transport Form
- Dormitory Form
- VISA Form
- Parent Referral Discount Form
- Medical Waiver Form
- NIS Finance Policy

### **STEP 3: Admissions**

After the assessment and the level has been decided and approved, all documents will be placed in a student file that is located in the Headmasters office.

1. Transcript of Records (translated in English if needed)
2. Latest Report Card from previous school
3. Birth certificate or Family Registry
4. Passport Copy of student
5. Passport Copy of parents
6. Medical records
7. Passport (if for SSP)
8. 4 pcs 2x2 pictures

### **STEP 4: Accounting**

The parents will then pay all the fees at the **Accounting department**. The **Admission officer** will take the parent to see the cashier to pay.

### **STEP 5: Bookstore**

- a. The **Admission officer** will take the student to the Bookstore for:
1. Uniforms and supplies
  2. Books
  3. Locker and key

### **STEP 6: IT Department**

- a. The **Admission Officer** will then take the student to the IT room for
1. ID photo taking
  2. NIS email address generation for the student
  3. Laptop registration
  4. Kindle issuance
  5. CINCH accounts for Science and Math
  6. Create gmail account for parents

**STEP 7: REGISTRAR/ADMISSIONS**

a. Last step will be the **Admission Officer** will do the following:

1. Add the student to the Engrade system
2. Class schedule
3. School Calendar
4. Student Handbook
5. Add student to attendance document on Google drive

The Admission Officer/Registrar will then send information via email to all staff about the new student/s. ie. grade level full name etc.

**Admissions Policy Steering Committee:**

Evangeline Illustre - Steering Committee Chair & School Registrar

Dwayne Lehman - Headmaster

Arvin Daquiz - Marketing & HR

Lea Pablo - Business Manager