



KORTOBA PRE-SCHOOL

Kortoba Block 4, Street 2, House 31

Tel: 2531-4466 Fax: 2534-4177

Email: kortobapreschool@gmail.com

Website: www.kortobapreschool.com

April 2011

To: All Parents of Children currently enrolled in KORTOBA PRE SCHOOL.

From: Mrs. Maggie Al-Wazzan.

Subject: **Enrollment/Re-enrollment of Child for 2011-2012.**

I. Re-enrollment

The re-enrollment period will extend from **April 18th, 2011** to **May 1st, 2011**. Places will no longer be kept till the end of this period. For those who wish to register their child for the upcoming academic year September 2011-2012 school year.

1. Should fill in the Enrollment/Re-enrollment form and submit it to school within this period.
2. Non-refundable deposit of (KD 200) must be paid to secure a place for your child for the new term.
3. Balance of the first installment (60%) of the total fees must be paid by school opening date. (Due September 1st).
4. Second installment (remaining 40%) of the total fees must be paid before the second semester January 1st.

TUITION REFUND

Occasionally the decision made by parents to withdraw their children from the school after payment of tuition has been made and often after those children have began attending classes.

Withdrawal is accepted only after receiving an official letter from the parents and school fees are not refundable.

II. Enrollment of Siblings.

If you wish to enroll a brother or a sister of your child new enrollment at **KORTOBA PRESCHOOL**, you must do so through this period **April 2011** for priority status with deposit of KD 200/-per child. Please follow step 1 & 2

Mrs. Maggie Al-Wazzan
School Director



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ENROLLMENT RE-ENROLLMENT FORM 2011-2012.

Toddler

Pre-KG

Kindergarten (KG-1)

Child's Name:

First name

Last Name

Parent's Name:

Father

Mother

HOME

ADDRESS: _____

Home Telephone #: _____

Mobile Telephone #: _____

Office Telephone #: _____

E-mail: _____