

			
	POLICY		
	SUBMISSION/ UPDATE OF DOCUMENTS		
Document No. POL/SA/41	Rev:03	Date Of Issue: 16 September 2024	Page 1 of 3

INTRODUCTION:

The documents required for the enrollment of the students establishes the residency status and sponsor details. Updated information on these documents is necessary for providing service to student in alignment to the requirement of the licensing bodies.

PURPOSE:

The purpose of the policy is to ensure that all documents of the student and parents are provided/ renewed as per the requirement

SCOPE:

- Students
- Parents
- Students affairs secretary

THE POLICY:

1. At the time of admission the following documents are to be submitted.
 - a) Valid Passport Copies of child
 - b) Valid passport copy of both parents
 - c) Visa copy of child (with at least 3 months validity)
 - d) Birth Certificate of the Child
 - e) Emirates ID copy of student
 - f) Emirates ID copy of both parents
 - g) Child's Disability Card copy
2. The above documents to be updated by the parent upon expiry and a copy to be duly submitted to the Student Affairs Secretary
3. Reminders for renewal to be sent to the parent one month prior to the expiry of the documents also stating the consequences of failure to submit updated/renewed documents.

			
	POLICY		
	SUBMISSION/ UPDATE OF DOCUMENTS		
Document No. POL/SA/41	Rev:03	Date Of Issue: 16 September 2024	Page 2 of 3

4. If the documentation is not updated after the expiry of the grace period, another reminder for submitting updated documents (with a set deadline) to be sent to parents by the Students Affairs Secretary reiterating the consequences of failure to submit updated/ renewed documents. The maximum period of such extension to be 3 months from the date of expiry of grace period.
5. The parent to forward in writing the reason for the delay with evidence of the process undertaken for renewals if exceeding the deadline mentioned in clause 4.
6. The request of extension on such cases to be reviewed by the management. The outcomes to be notified to the parents.
7. The failure to submit the updated documents to have implications of students been be taken off roll, adhering to Ministry requirements of service provision.

			
	POLICY		
	SUBMISSION/ UPDATE OF DOCUMENTS		
Document No. POL/SA/41	Rev:03	Date Of Issue: 16 September 2024	Page 3 of 3

Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	22 Feb 2017	Director
01	Replace the Centre's logo in all QMS documents and revision of document codes	12 Aug 2020	Director
02	Replace the Centre's logo in All QMS documents Except HR, Accounts and SCR Documents.	16 March 2021	Director
03	Replace the Centre's logo in All QMS documents Except HR, Accounts, SCR, FM and IT Documents.	16 September 2024	Director