

Student Enrollment Guide for the Academic Year 2021-2022

Enrollment guide in the period when the capacity is full:

Step 1: Pre-registration and scheduling an interview

To pre-register for studies in this school, visit the school's website (www.saviorschools.com) from 14/6/1400 (5/9/2021) to 18/6/1400 (9/9/2021) and schedule an interview for one of the days from 14/6/1400 (5/9/2021) to 18/6/1400 (9/9/2021) (according to the scheduled interview sessions planned for each day).

Note 1: (Very important) Due to the limited time and amount of interview sessions, visit the website during the beginning of pre-registration and choose your interview time. Otherwise, there may be no vacancy on the day of your interview.

Note 2: (Very important) Never postpone your pre-registration until the final days of the deadline. If you postpone your pre-registration to the final days and receive a message notifying you that all the interview sessions are booked and there are no more left, the school will not be obliged to register you.

Note 3: After selecting the time for your interview session, you will enter the bank payment page. At this stage, you need to pay the interview fee (100,000 Tomans or \$10). If your payment is successful and a tracking code is sent to you, your interview time will be finalized and an SMS notifying you of the date and time of the interview will be sent to you. Therefore, if the tracking code is not sent to you, this means the registration is not completed at this stage. (If the interview fee is paid and the banking operation is successful but the tracking code has not been sent, the interview fee will be refunded. In this regard, you can contact Admissions.)

Note 4 (Important): All applicants are required to be present at the specified date and time for the interview at the school. Otherwise, the school will not bear any responsibility and it has the right to replace these students with other applicants.

Note 5: Pre-registering and scheduling an interview does not mean your registration has been finalized and the student must complete the second stage. Otherwise, the school will have no obligation to accept you.

Step 2: Uploading the documents and paying the school fees

After performing the interview, if you have earned enough points in the interview, you must complete the information and documents needed and pay the fee in person or online from 14/6/1400 (5/9/2021) to 18/6/1400 (9/9/2021). It should be noted that in this case, the amount paid as an interview fee will be deducted from your school fees. Likewise, at this stage, you must determine how you will pay the fees (cash or in installments), use the discount code, and also pay the insurance.

Documents required for registration:

- 1- The first page of the student's and parents' passport (for foreign students)
- 2- The first page of the identity card and national card (for Iranian students)
- 3- The student's residence page in the passport (for residents of Iran)
- 4- Two photos (size 3x4) – for the current student
- 5- Four photos (size 3x4) – for the newly registered student
- 6- Valid and signed report cards for the past two years (for newly registered students)

Vital point: Due to the limited capacity, the priority of the final registration is given to the people who perform the interview and pay the school fees soonest. Therefore, if you earn the necessary points in the interview, but other people complete their registration earlier than you and the class reaches full capacity, then unfortunately, your registration will be cancelled and the interview fee will be refunded to your account.

Note 1: The cost of school fees is determined based on the information entered in the previous stages and in accordance with the school fees table.

Note 2: If you are applying for a discount, it is necessary to submit the relevant documents to the financial administrative department of the school in person. The financial administrative department will send the discount code to you after reviewing the documents and verifying them and you can benefit from the discounts of this school by entering it into the website.

Note 3: Read the rules and regulations regarding the school fees and the manner of their payment in the "School Fees Payment Instructions" section.

Note 4: First grade students are required to upload documents related to the health card.

Note 5: At this stage, you must register for book delivery and the school transport service (if desired). Otherwise, the school will not be responsible for allocating the transport services and books to you.

Note 6 (Important): If you do not complete your documents and pay the full school fees in cash or pay the first installment of the school fees in the necessary time period (14/4/1400 till 18/4/1400), your registration will be incomplete (Code 43). Of course, the school will bear no responsibility for not registering the late individuals and will only register the late students if there is capacity to do so.

Note 7: If the student gives the relevant documents in person, 50,000 Tomans will be received to upload the documents.

Step 3: Getting the student code

If you have passed both stages one and two, there is no shortcoming in the documents and you have paid your school fees or pre-installment of the school fees, your situation is in code 44, which means you may attend the classes. At this point, you will be issued a student ID.

General Notes:

- 1- Both previous students and new applicants must set the interview time only within the time period defined for either of these groups. Otherwise, they will receive error message no. 41.

Example 1: Ali, a student of this school in the past year, schedules his interview in the time allotted for the new students. In this case, he will encounter error message no. 41.

Example 2: Hussein, a new applicant to this school, requests an interview during the time period allotted for the older students. In this case, he will encounter error message no. 41.

- 2- All applicants are required to be present at the announced date and time for the interview at the school. Otherwise, the school will bear no responsibility and it reserves the right to replace these students with the other applicants.
- 3- In case of cancellation of the interview, failure to obtain the required points in the interview or failure to complete registration (second stage), the interview fee will not be refunded.
- 4- If you have not obtained enough points in the interview, it will not be possible for you to upload the documents and you will encounter error message no. 42, stating, “It is not possible for you to register in this school.” It should be noted that the interview fee will not be refunded to you.

Table 1 - Summary of registration status

Definition	Code number
Schedule an interview outside the pre-registration time frame	41
Failure to earn the required points in the interview	42
Failure to upload the documents and pay the school fees within the relevant time period	43
Completion of registration and final confirmation - allowed to attend the class	44