

## **Student Enrollment Guide for the Academic Year 2021-2022**

### **Enrollment Guide for Current Students:**

#### **Stage 1: Pre-registration and scheduling an interview**

In order for current students to continue their education in this school, they are required to visit the school's website ([www.saviorschools.com](http://www.saviorschools.com)) from 1/4/1400 (22/6/2021) until 4/4/1400 (25/6/2021) and schedule an interview from 5/4/1400 (26/6/2021) until 9/4/1400 (30/6/2021) (according to the schedule of 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 start of pre-registration and select your interview time. Otherwise, there may be no vacancy for interview on the day that you select.

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 interview sessions are booked and cannot receive any more, the school will not be obliged to register you.

Note 3: After selecting the time of your interview session, you will enter the bank payment page. At this stage, you need to pay the interview fee (50,000 Tomans or \$5). 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 is not sent, the interview fee will be refunded. In this case, you can contact Admissions.)

Note 4 (Important): If you do not set the interview time during the pre-registration period, you must schedule an interview and register within the timeframe for completing the capacity (clause C of this guide). Obviously, the school withholds all responsibility for not registering the late individuals and will only register the late students if there is capacity to do so.

Note 5 (Important): All applicants are required to attend a face-to-face or virtual meeting at the specified date and time for the interview. Otherwise, the school will not have any responsibility and it shall have the right to replace these people with other applicants.

Note 6: Pre-registration and scheduling the interview does not indicate the finalized registration of the student and the student must complete the second stage. Otherwise, the school will have no obligation to admit the student in the class.

## **Stage 2: Uploading documents and paying school fees**

After the interview, if you have obtained enough points in the interview, you must update the required information<sup>1</sup> and documents and pay the school fees from 5/4/1400 (26/6/2021) until 9/4/1400 (30/6/2021).

At this stage, you must determine how to pay the school fees (cash or installment), announce the discount code, and also pay 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 residency permit page in the passport (for residents of Iran)
- 4- Four photos (size 3x4)

Note 1: The cost of school fees is determined based on the information entered in the previous steps 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 by entering the relevant discount code, you will benefit from the discounts of this school.

Note 3: Read the rules and regulations related to 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 transport service (if desired). Otherwise, the school will not be responsible for allocating the transportation services and books to you.

Note 6 (Important): If you do not upload your documents completely and pay the full school fees in cash or pay the first installment of the school fees in the required time limit (5/4/1400 (26/6/2021) to 9/4/1400 (30/6/2021)), your registration status will be incomplete (Code 43). In this case, one must refer to the website in the time limit related to the completion of the capacity (clause C of this guide). Of course, the school withholds all responsibility for not registering the late individuals and will only register late students if there is space.

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

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<sup>1</sup> The purpose of updating the information is to correct the address of residence, passport information, telephone number, etc. (if changed during the last year).

### Final Stage: Receiving the student code

If you have passed both stages one and two, there is no shortcomings in the documents and you have paid your school fees or pre-installment of the school fees, your registration is in code 44, which means it is possible for you to attend the preschool. 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