

Admissions Policy

Introduction: Welcome to Valley Forge Academy Qatar, where we are committed to fostering an inclusive community of learners. Our admissions policy is designed to ensure fairness, transparency, and equal opportunities for all applicants. We believe in admitting students who not only demonstrate academic excellence but also embody the values of our institution and the five cornerstones.

Section A: Admissions Criteria:

Academic Excellence: Valley Forge Academy Qatar considers not only grades but also the rigor of the applicant's coursework.

- **Grade 1-8:** Previous school report
- **Grade 9-12:** All 9-11 Transcripts, attested
- **NWEA Map Pre-test** (on campus) for applicants to Grade 4-12
- **Language Readiness:** Applicants are expected to demonstrate a level of English & Arabic language proficiency that enables full engagement with the curriculum.

Character and Values: We seek individuals who reflect our institution's values, such as integrity, respect, and a commitment to lifelong learning. Positive student conduct is expected and is essential for a thriving learning environment.

- School Reference Check (submitted directly to previous school).
- Student Interview
- Parent Interview
- Optional: Extracurricular or athletics involvement including participation in community service and leadership roles.

Diversity and Inclusion: Valley Forge Academy Qatar values diversity in its student body. We actively seek students from various backgrounds, cultures, and experiences. Admissions decisions will not discriminate based on race, ethnicity, or disability. Students of all nationalities are encouraged to apply. While we value our current families and consider siblings, admission is always based on a successful assessment.

Class Capacity

To ensure personalized attention and optimal learning outcomes, our class sizes will not exceed 26 students for over 8 weeks.

Section B: Admissions Process:

Eligibility:

- Applicants must apply for the next (one promotion) grade per the Ministry of Education system. Valley Forge cannot promote students above one level without Ministry approval.
- Applicants for PreK and KG-1 program must be of the proper age as determined by Valley Forge Academy. Placement in these grades is determined by the admissions committee.
- Students are initially placed at the appropriate grade level based on age guidelines and the results of the entrance assessment.
- For students currently attending school in Qatar, placement must adhere to the transfer regulations set by the Ministry of Education and Higher Education (MOEHE).
- In the event of a discrepancy between our admissions team's initial grade assessment and MOEHE guidelines, the MOEHE determination will prevail.

Application Submission:

All applicants must submit a complete application form along with the required documents within the specified deadline.

Applications must be fully completed on the day of the interview to be considered.

A formal offer of acceptance cannot be sent without an application.

Assessment Review and Evaluation:

Applications will be reviewed by the admissions committee, which will include faculty members, both academic and administration, and admissions professionals.

Assessment Fee: Contrary to the standard practice of many schools, the entrance assessment for all candidates is currently offered free of charge.

Review and Evaluation: Applications will be reviewed by the admissions committee, which will include faculty members, both academic and administration, and admissions professionals.

Reassessment Opportunity: In the event a child does not meet the criteria in an initial assessment, we may, at our discretion, offer a reassessment opportunity in 2 to 3 months.

Decision Notification:

- Applicants will be notified of the admissions decision within 1 to 3 working days.
- Applicants may be accepted, rejected, or placed on the waitlist. Candidates on the waitlist may attempt an academic assessment to improve their spot on the waitlist.
- Offers on the waitlists will not extend beyond seven days.
- Unpaid offers expire after seven days.

Offer Acceptance:

Accepted placement offers require the following physical documents prior to first day of attendance:

- Electronic acceptance of the Offer Letter
- Seat Fee (QAR 2,600)
- Non-refundable Seat Deposit: QAR 2,000 (will be deducted from Term 1 tuition fees)
- Non-refundable Registration Fee: QAR 600 (one-time payment)

Required Documents:

- Qatari ID and Passport for the student.
- Birth Certificate for the student.
- Photo passport sized for the student (new).
- Health Card for the student.
- Vaccination card for the student.
- Health report (fit to attend school) for Pre-school, Kindergarten, Grade 01, and students coming from outside Qatar.
- School Reports and previous record of achievements.
- Qatari ID and Passports for both Parents.
- Medical or Diagnosis Report for students with special needs and learning difficulties.
- Letter of Employment from the parent's sponsor's workplace (Non-Qatari Only).
- **Two Post-Dated Checks**
Term 1 Full Tuition: September 30th
Term 2 Full Tuition: January 31st

Conditional Offers:

Successful completion of the applicant's current grade level and submission of the final end-of-year school report(s) are required.

The applicant must demonstrate consistent positive behavior and conduct both inside and outside the classroom.

Parents/guardians are required to declare any SEND, learning support, or medical needs at the time of application and provide all relevant supporting documentation (including, but not limited to, medical reports, educational psychologist assessments, speech and language evaluations, or other specialist reports).

All required registration and admissions documents must be submitted in full as part of the enrollment process.

The student is expected to maintain an annual attendance rate exceeding 90%, unless otherwise approved by the school under exceptional circumstances.

All information provided by parents/guardians and the applicant must be accurate, complete, and not misleading.

Parents/guardians and students are required to comply with all school policies, procedures, and regulations, as may be amended from time to time.

In the event of withdrawal, parents/guardians must provide the school with a minimum of 30 days' written notice.

Parents/guardians are required to review and sign all applicable enrollment documentation, including but not limited to the Enrollment Agreement, Tuition Agreement, Parent Handbook, and Discipline Policy.

Decision Appeal

Appeals to any decision are accepted and reviewed by the admissions department and school leadership. Opportunities for reassessment may be given depending on the cause of unacceptance determinations.

Policy Review:

This admissions policy will be annually reviewed and updated to ensure its effectiveness and compliance with legal and ethical standards.

Family and Sibling Applications

Family Applications: For families applying with multiple children, each child will participate in the assessment process relevant to their grade level. While we strive to accommodate families, placement for all siblings cannot be guaranteed.

Sibling Priority: Each January, we invite current parents to apply for siblings intending to join us in the following academic year.

Disclosure of Needs: It is critical that all relevant information is included in the application, particularly any details regarding a child's behavioral, social, or academic support needs. Withholding such information may lead to the withdrawal of an application or school placement if Valley Forge Academy determines it cannot adequately meet the child's specific needs.

Mid-Year Enrollment

While our academic year begins in August, we do consider applications throughout the year, subject to seat availability and MOEHE regulations.

International Students: (For transfers Outside Qatar)

All children joining Grade 1 and above who are transferring from schools outside of Qatar are required to provide all current school reports including the most recent end of year report. The reports must include the official school stamp and must further be attested for equivalency by the MoEHE.

While non-attested reports are acceptable for the initial application, the attested report is required by our Registrar once the student is in Qatar.

Typical Attestation Process:

- An official school stamp or signature on the report.
- An English translation of the report (if applicable).
- A stamp from the Ministry of Foreign Affairs in the issuing country.
- A stamp from the Qatar Embassy in the issuing country.

Students transferring from /within Qatar:

All children are required to provide the existing school with confirmation of acceptance into Valley Forge Academy and must submit all of the above-mentioned documents to the admission department.

Admission Contact Information:

For questions or concerns related to the admissions process, please contact our Admissions Team at +974 74448327 or email admissions@vfaqatar.com.

Tuition & Fee Policy: Academic Year 2026/27

The fee schedule below has been updated to reflect the Ministry-approved school fees for the 2026-2027 academic year.

A. Registration / Reservation / Service Fees

Description	Terms & Conditions	Amount (QAR)	Payment / Notes
Registration Fee (All Grades)	One-time payment.	600	Payable upon registration.
Seat Reservation Fee	Deducted from tuition fees.	2,000	Payable to reserve the seat.
Books (All Grades) including Printed and online resources, curriculum, and workbooks.	Annual operating/service fee.	500	Applicable annually.

B. Annual Tuition Fee Schedule

Grade / Level	Term 1	Term 2	Annual Tuition (QAR)	Payment Due Date
Pre-KG, KG1, KG2	20,000	20,000	40,000	Term 1: September 30 Term 2: January 31
Grade 1 - Grade 6	23,000	23,000	46,000	
Grade 7 - Grade 10	29,500	29,500	59,000	
Grade 11 - Grade 12	31,500	31,500	63,000	

Tuition is paid in two terms. The seat reservation fee is deducted from tuition fees.

C. Other Fees

Fee / Item	Terms / Conditions
Student Laptop (Optional)	Not applicable for academic year 2026/27.
Uniform Fees	In compliance with MOE regulations and instructions, parents can choose to buy the uniform from our supplier or purchase from outside, bearing in mind that only the Academy's approved design and colors will be acceptable.
Transportation Fee	The Academy does not provide transportation.
Damage Fee	The Academy has the right to charge parents for damage caused by their student to any Academy asset, along with disciplinary action. Please see details in our Behavior Policy.
Lost or Damaged Textbooks	The Academy has the right to charge parents for lost or damaged textbooks.
Extra-Curricular Activities	Payments for clubs are mostly made directly to the clubs. Details regarding availability and payment information will be communicated to parents.
Exam Fees	Determination of fees will be made during the exams and will be communicated to parents accordingly. This fee is non-refundable.

D. Invoices

Item	Details
Invoices	VFA sends invoices two times a year (once per term).
1st Term	Invoice issue date: 01 September; due date: 30 September.
2nd Term	Invoice issue date: 01 January; due date: 31 January.
Payment requirement	Invoices must be settled in full within the published due date.

E. Payment Methods

- **Bank Transfer** (wire transfer / online banking). Student name or invoice number must be quoted when making a bank transfer.

Bank Details:

Account Name: Valley Forge Academy

IBAN: QA28BRWA000000000100001956228

Bank: Dukhan Bank; Main Branch, Al Sadd, PO Box 27778 - Doha - Qatar

Account Number: 100001956228.

For direct bank deposits and bank transfers, proof of payment should be sent to finance@vfaqatar.com along with the student's name and number as a reference.

- **SkipCash** - Online Payment Gateway. Student name or invoice number must be quoted.
- **Payment by QAR cheque** - cheques payable to Valley Forge Academy and delivered to the Finance Office.
- **Debit or Credit Card:** Payment may be made at the Academy.
- **Post-Dated Cheques:** Accepted by the school on an exceptional basis for each term. Term 1 and Term 2 cheques must follow the published due-date requirements.
- **Note:** MOE vouchers are not available for academic year 2026/27.

F. Returned Cheques

- A written notice (via email) and verbal notice (via phone call) will be communicated to parents, requesting payment within two days.
- In case of non-payment, the cheque will be deposited again. If returned a second time, it will be forwarded to the Legal Department.
- During payment follow-up, the student will be treated as unpaid and will be subject to the actions outlined below.
- Alternative acceptable payment methods may be used to clear a returned cheque; retrieval from the bank may require a minimum of 10 working days.
- The Academy will not accept a new cheque as a replacement for a returned cheque.
- If a cheque is returned due to an error caused by the parent, the parent is required to take responsibility and pay the due amount immediately.
- Future payments by cheque will not be accepted from those whose cheques are returned.

G. Actions Against Unpaid Fees

- The Academy reserves all rights to unenroll students if payment for Term 1 or Term 2 is not settled within 30 days of the term start date.
- Students who enroll after the first 30 days of a term are required to settle fees upon registration.
- Student transcripts and report sheets will not be issued until all overdue amounts are settled.
- Students will not be allowed to participate in extra-curricular activities until all overdue amounts are settled.
- Grade 10, 11 and 12 students will not be allowed to register for external exams while fees remain overdue.
- The Academy will not accept seat reservations for the next academic year for students with unpaid fees. Seats are allocated on a first-come, first-served basis.
- The Academy reserves all rights to block students in the MOE system until a zero-balance confirmation is issued by Finance.

H. Company Sponsored Students

- Parents must follow up and initiate payments from sponsoring companies to ensure payments to the Academy on time.
- Parents must ensure fee payments are made as per the terms and conditions and may request reimbursement according to their company's policy based on the official receipt issued by the Academy.

I. Withdrawals & Refunds*

All students' withdrawals should be formally communicated to the parents' liaison, and the student withdrawal form needs to be filled out and signed by the parents. The Academy will only refund the tuition fees as per the terms & conditions below:

Category	Conditions
100% Refund	Full Term fees are refundable after deducting reservation fees if the withdrawal is notified in writing within the first 30 days without any attendance (Zero Attendance Confirmation).
Prorated Fee or Full Reservation	Charged for the number of days attended if withdrawal is submitted to the Registrar within 15 calendar days from the first day of the Term, whichever is higher.
One Month Fee or Full Reservation	Charged if withdrawal is submitted to the Registrar within 30 calendar days from the first day of the Term, whichever is higher. (One academic year is 10 months.)
0% Refund	No fees will be refunded if the withdrawal is not notified in writing, and the withdrawal form is not filled out and signed within the first 30 days after the start of Term.
Temporary Leave	Registered students leaving temporarily (subject to the principal's approval) are obligated to pay full fees for this period.
Tuition Fees for Expelled Students	Refunded, prorated based on student attendance. Terms & Conditions apply.
Non-refundable Book Fees	Once the student has attended class and books are issued. Confirmation is required if books are not issued for payment refund.
Advance Payment for Student Tablets	Refunded if the student is withdrawn without receiving the tablet, upon IT Department's confirmation.

** Fee refunds are subject to approval as mentioned, the refund process will take 10–15 working days.*

J. Other Terms and Conditions

- The Academy reserves the right to accept students from the waiting list in place of students who have not paid overdue fee installments.
- The registration of every new student is treated individually; fees cannot be transferred between students.
- Excess amounts held in the student's account at the end of the current academic year are transferable to siblings after deducting the reservation for the next academic year.
- All fees in this document are for Academic Year 2026/27 and remain subject to applicable Ministry of Education and Higher Education approvals and regulations.