

Admission Policy 2023-2024

1. Statement of Purpose

- ASU is a private educational facility that seeks to provide a world-class international education to students in an English speaking learning environment.
- ASU is a non-discriminatory body and as such does not discriminate against parents or students on the basis of gender, ethnicity, religion or race.
- ASU strives to present a balanced learning environment in which students are able to access their full potential and engage in opportunities to grow academically, emotionally, socially and culturally.

2. Admissions Practices and Policies Overview

- The final admission decision is made by the Middle School Coordinator/Principal.
- ASU is an English language speaking school and all lessons, with the exception of Mongolian and Modern Foreign Languages, are delivered in English.
- ASU limits the number of students in each classroom to a maximum of 24.
- ASU does not permit ‘skipping’ a grade based on parent requests. Students are placed based on their previous school report, testing results and age requirements.
- Without re-registration payment and the signed School Agreement for the upcoming school year, a place cannot be held for the current student. Siblings of current students are eligible for early admission as long as they meet admission requirements
- No application will be considered until the completed admissions documentation, as per the checklist, is received. No exceptions will be granted.
- Should it come to the School’s attention that full disclosure has not been made on the application forms as required; the Student’s place at ASU may be terminated.
- Students may only attend school once all required fees have been paid.
- No parent requests for class placement will be accepted.
- For families applying with children at both elementary and secondary schools, a joint decision will be made by Principals.
- Upon attending classes, should School Administration determine that a student is unable to meet the existing criteria, his or her registration will be withdrawn and unused tuition will be reimbursed.

3. Admissions Process

- The application documentation must be completed in full and returned to the Student Services Office at ASU.
- Once the completed documentation has been received, including the payment of the required application fee, the Student Services Office will contact the prospective parents and set up a time for testing.
- Every student must complete a language proficiency test, regardless of where the student has studied previously.
- If there are any discrepancies during the admission process, a follow-up interview may be needed with the Secondary School Coordinator or the building Principal. This will be scheduled and must be attended by the prospective student. The admission decision is reached based upon age appropriateness, past academic results, a face-to-face interview, and the results of the admissions testing.
- Once the student has been accepted into ASU, the Secondary School Coordinator/Principal will sign the admissions approval forms and assign the homeroom teacher and house color.

- The Student Services Office will contact the prospective family following the Administration's decision and inform the family as to the status of their child(ren) within 1-3 working days.
- Should the prospective parents accept the offer of a place at ASU; the Student Services Office will inform the Finance Office. The Finance Office will generate an invoice for payment and forward the invoice to the responsible party.
- Student Services will inform the appropriate teaching staff of the admission of the new student(s).

4. Language Policy

- ASU believes that in order to be successful, students must meet the Language Proficiency Benchmarks.
- ESL support will be provided to students who require additional language support.

5. Testing and Resource Policy

- ASU tests new entrants in English Proficiency, Math and other subject areas as deemed necessary.
- Every child for whom English is not their mother tongue, or who is listed on their admissions form as bilingual, must complete a language competency test. This test will be administered regardless of the number of years that a non-native speaker may have studied in an English language environment.

6. Age and Mid-year Enrollment Policy

- Prospective students seeking a place at ASU will only be considered for a spot in a grade that is appropriate for their current age, grade level, academic record, credit transfer options and admission tests.
- Students who enter ASU from schools with a different academic year (such as January to November) will be placed in the grade they are currently attending if they join ASU at the start of the ASU school year.
- Should the student wish to enter ASU midway through the ASU school year, the student will be placed in the grade following the one which they have fully completed.
- Students admitted at any point during the semester will be required to pay the full amount for that semester.

7. Students with Special Needs

- Students with special learning needs will only be granted a place at ASU after consideration from the Principal that ASU is able to meet all of the student's needs.
- Should the Principal determine that ASU is unable to meet the needs of the student, entry to ASU will be denied.

8. Wait listing

- Prospective students may be waitlisted if there is no place available in the grade level providing the student meets the required criteria for admission.

- Students who cannot be offered a place in the appropriate grade will not be considered for the grade above or below.
- Should the prospective student be waitlisted, the parents will be informed of this once the required completed application materials have been received.
- Priority on the waitlist will be generally given to students in the order in which their applications were received.

9. Probationary Period

- Any student placed on probation for the academic year will be assessed to determine whether the student is able to cope academically, linguistically, and behaviorally as well as benefiting from and contributing to the ASU learning program.

10. Tuition Fee Payment Structure

1st semester tuition fee deadline is August 14, 2023

2nd semester tuition fee deadline is January 22, 2024

Students who do not pay within 10 days from the start of the semester will be withdrawn from the school.. Any expelled student may reapply for the following academic year.

11. Age Appropriate Chart

Criteria for Grade Level Eligibility for the 2023-2024 School Year

Grade level	Birth Date
6	Oct 2011, Nov 2011, Dec 2011, Jan 2012, Feb 2012, March 2012, April 2012, May 2012, June 2012, July 2012, Aug 2012, September 30, 2012
7	Oct 2010, Nov 2010, Dec 2010, Jan 2011, Feb 2011, March 2011, April 2011, May 2011, June 2011, July 2011, Aug 2011, September 30, 2011
8	Oct 2009, Nov 2009, Dec 2009, Jan 2010, Feb 2010, March 2010, April 2010, May 2010, June 2010, July 2010, Aug 2010, September 30, 2010
9	Oct 2008, Nov 2008, Dec 2008, Jan 2009, Feb 2009, March 2009, April 2009, May 2009, June 2009, July 2009, Aug 2009, September 30, 2009
10	Oct 2007, Nov 2007, Dec 2007, Jan 2008, Feb 2008, March 2008, April 2008, May 2008, June 2008, July 2008, Aug 2008, September 30, 2008
11	Oct 2006, Nov 2006, Dec 2006, Jan 2007, Feb 2007, March 2007, April 2007, May 2007, June 2007, July 2007, Aug 2007, September 30, 2007
12	Oct 2005, Nov 2005, Dec 2005, Jan 2006, Feb 2006, March 2006, April 2006, May 2006, June 2006, July 2006, Aug 2006, September 30, 2006