

Jumeirah English Speaking School

Internal Transfer Application

One application per child:

CONFIDENTIAL

| | | | | | |
|--|--|-------------------------|-----------------|------------------------|--|
| Family Name - <i>As per passport</i> | | | | | |
| First Name | | Known Name | | | |
| Current Jess Branch | | Current Class | | | |
| Year Group Required | | Month of Entry Required | | Year of Entry required | |
| <i>Due to KHDA restrictions children may only transfer between 1 September and 28 January during any academic year</i> | | | | | |
| Reason for Transfer | | | | | |
| Do you have any other children currently attending JESS? | | | | | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| If yes at which branch of JESS (<i>please circle</i>) | | | Arabian Ranches | Jumeirah | |
| If yes, have you completed a transfer request for these siblings? | | | | | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| If yes, do you want to be contacted if a place is available for only one of your children? | | | | | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| Do you have any other children currently registered with JESS on the waiting list? | | | | | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| If yes, would you like their application transferred? | | | | | No <input type="checkbox"/> Yes <input type="checkbox"/> |

Debentures

| | | |
|--|--|--|
| Are you entitled to use a Corporate Debenture, at the branch of JESS you wish to transfer to? (<i>subject to confirmation</i>) | | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| If yes, please state the company name | | |

For more information about debentures please refer to our website and the information overleaf
<http://www.jess.sch.ae/Introducingjess/schooladmissions/debentures.aspx>

DOCUMENTS REQUIRED FOR REGISTRATION OF A TRANSFER APPLICATION:

- Non-refundable administration fee of Dhs.100;
- Completed and signed transfer application form;

Please note that all applications to transfer will be prioritised according to normal JESS entry criteria, see overleaf for more information

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

| For Office Use Only | | | |
|---------------------|--|---------------------------|--|
| Receipt Number | | Date paid | |
| Original Receipt No | | Original Application Date | |
| Type of A.L. | | Date A.L. sent | |

Internal Transfer Guidelines

In order to support the transfer of children between the JESS branches parents are requested to complete an Internal Transfer Application Form and submit it to the Reception at either branch together with Dhs100 Administration Fee.

All transfers are subject to the availability of places and as such will be subject to the normal entry criterion that applies for each branch.

The exception to this is children who are making the progression from Jumeirah Year 6 to Arabian Ranches Year 7, where a place in the secondary school will be automatic, subject to confirmation terms & conditions being adhered to.

Important Information

- We are unable to offer any priority to current Jumeirah JESS children who have older brothers and sisters transferring to the secondary school at Arabian Ranches. We recommend that you submit Transfer Applications as early as possible as all year groups are full and have waiting lists.
- No Internal transfers can take place after 28 January during the academic year; this is in line with current KHDA Guidelines.

Debentures

The cost of a personal debenture is different at each school, as detailed below. Dependant on which branch your child is transferring to and from, you will either be invoiced for an additional Dhs10,000 (Ten Thousand Dirham's) per child or will be issued with a refund.

If your child is using a corporate debenture at the branch they are attending and one is not available at the branch to which you are transferring, you are transferring to parents will be required to pay the appropriate personal debenture fee, as detailed below. Due to the different monetary values corporate debentures are not transferrable.

Debentures

| Jumeirah Branch | | Arabian Ranches | |
|-----------------|-----------------|-----------------|-----------------|
| Personal | Dhs 10,000 each | Personal | Dhs 20,000 each |
| Company | Dhs 10,000 each | Company | Dhs 50,000 each |

For further information about transfers within JESS please visit our website
<http://www.jess.sch.ae/Introducingjess/schooladmissions/internaltransfers.aspx>
or If you have any queries please do not hesitate to contact
The Parent Relations Team at Arabian Ranches

registrations@jess.sch.ae

Telephone +971 4 3619019