

<p style="text-align: center;">SPORTS ACADEMY SCHOOL</p> <p>Grade:</p>		<p>Photo</p>
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Student Application Form 2024-2025

Student

Name: _____ First name: _____ Nationality _____ Sex: M F

Date of birth: ___ / ___ / _____ Place of birth: _____

Number of children in the family: _____

Mobile number: _____

Address: Building: _____ Street: _____ City: _____

e-mail address (mandatory): _____

Custodial Parents

Mother Maiden name: _____ Yes
 _____ No
 _____ Custodial authority:

Marital name: _____ First name: _____

Address: _____ (If different from the student's)

Profession: _____ House number: _____ Mobile number: _____

Work number: Work address: _____ Email address (Mandatory): _____

Father

Last name: _____ First name: _____

Address: _____ (If different from the student's)

Profession: _____

House number: Mobile number:

Work number: Work address: _____ Email address (Mandatory):

Additional Information

Father deceased **Mother deceased** **Divorced parents** **Separated parents** **Remarried parent**

The student lives with:

Both parents Father Mother Other (precise): _____

Past school: _____

Phone number: _____

Was the student suspended from any school? Yes No

If yes, state the reason: _____

Does the student suffer from academic difficulties (dyslexia, linguistic difficulties, ...)? Yes No

If yes, specify: _____

Does the student struggle with behavioral problems (hyperactivity, social anxiety, psychopathology...)? Yes No

If yes, specify: _____

Kindly provide us with a copy of the official report that diagnoses the medical difficulty(ies) stated above (if any).

Legal Guardian:

Last name: _____ First name: _____

Address: _____ (If different from the student's)

Profession: _____

House number: _____ Mobil number: _____ Work number:

_____ Work address: _____

Email address: _____

Are there any specific circumstances (Academic, social, familial or other) that the administration should be aware of? If yes, kindly specify:

Emergency Contact

Full name: _____

Relation to student:

Address:

House number: Mobile number:

Work number:

Transportation

Private Scholarly Pedestrian

Miscellaneous

Activities: List all the student's extracurricular, social and leisure activities:
(e.g. Sports clubs, scouts, volunteering, music, etc.)

Is the student a high-level athlete: Yes No

If yes, in which sport: _____

Which level: Local (friendly games) Regional (Arab/West Asian) National (Federal and National Championships) International

Name of the club: _____

Parental Authorization Regarding Copyrights

(For minors only – adult students can employ their own signature)

As part of the scholar activities, the extracurricular activities, field-trips, travels, events and others the media content containing images of the student are liable to be selected and used for pedagogic reasons and to promote Sports Academy School. In accordance with the law, the free access to the data concerning your student is granted. You can check at any time the usage of such data and practice your right to request the removal of the content if you deem necessary.

I authorize the use and broadcast of those images by Sports Academy School

I do not authorize the use and broadcast of those images by Sports Academy School

Language and sports tests will take place before the back to school for the new students.

By this we, the undersigned, certify that the information presented above is true to the best of our knowledge and we commit ourselves to notify the administration of any significant variation of the information if and when it happens.

We are equally committed to respect the internal and financial rules and regulations of the Sports Academy School.

Date:/...../ 202.....

Parents' signatures:

Mandatory required documents and elements to be attached with the application form, For the students of: BP1, BT1, BT2, BT3:

- 6 passport photos certified by a notary
- Individual Civil Registration Extract (original)
- Familial Civil Registration Extract (original copy)
- Blood type certificate
- Medical certification allowing clearly all sports practice
- A specialist's medical report in case of learning difficulties and/or disabilities
- Academic report of last academic year
- Certified copy of the Brevet
- Original certified Scholarly statement from last school

Complete the following questions

- Scan or click : <https://forms.gle/Ls3YbkBiqWhAGmAa9>





FINANCIAL REGULATIONS 2024-2025

1- INTRODUCTION

Sports Academy School, the premier technical sports school in Lebanon, situated in Baabda at the Antonine Fathers College Building. The curriculum ranges from Middle School to High School, culminating in the attainment of a Lebanese Technical Baccalaureate, specializing in sports, and recognized by the Ministry of Education in Lebanon. Our primary objective is to train future students in physical education and sports at a national and exceptional standard.

The school's primary source of funding is derived from tuition fees paid by families, which comprehensively cover all operational expenses.

Enrollment at SAS signifies full adherence to its values, principles, and administrative and financial operating procedures. Enrollment is strictly contingent upon the complete payment of tuition fees.

The attached annual fee schedule forms an integral part of the financial regulations, and parents or guardians of enrolled students declare their unequivocal acceptance of its terms and conditions.

2- TUITION FEES

The annual tuition fees, instructional fees, and school insurance fees are as follows.

However, in the event of force majeure, an increase in the minimum wage, statutory amendments affecting SAS personnel, or any legislation that subsequently alters salary obligations or economic conditions in the country, SAS reserves the right to levy an additional sum during the academic year's 4th installment to finance these new measures.

-A **discount** on tuition fees exclusively is granted **to families with multiple children**: 10% discount on the 2nd child.

-A **10% discount** is awarded to parents who remit **ALL fees in a single payment**.

In general, unless otherwise determined by the Administration:

Should a student be absent for more than two weeks at the commencement of the academic year without prior notification, automatic removal from the enrollment list shall occur, and tuition fees shall not be subject to reimbursement.

3 options are available: A, B or C depending on your financial situation

School fees in LBP		+ Mandatory \$ contribution
OPTION A	BP: 15 000 000 LBP BT1-2: 18 750 000 LBP BT3: 22 500 000 LBP	BP: 2250 \$ BT1-2: 2400 \$ BT3: 2650 \$
OPTION B	BP: 17 500 000 LBP BT1-2: 21 250 000 LBP BT3: 25 000 000 LBP	BP 2450 \$ BT1-2 2600 \$ BT3 2850 \$
OPTION C	BP: 20 000 000 LBP BT1-2: 23 750 000 LBP BT3: 27 500 000 LBP	BP 2650 \$ BT1-2 2800 \$ BT3 3050 \$

3- REGISTRATION FEES

The registration fee amount is \$400.

The re-registration fees are non-refundable by SAS.

Registration fees are due upon enrollment, and the registration dossier must be complete.

4- PAYMENT DEADLINES

The fees, in LBP and USD, are payable in four installments:

- September 2024
- November 2024
- February 2025
- April 2025

Exceptionally, upon express request made at the beginning of the school year and with the approval of the accountant, **the annual fees can be divided into monthly payments, not exceeding seven months, with the final installment due before May 1st**. This seven-month installment plan will be documented in a written schedule duly signed by the family, serving as a commitment to payment.

Failure to pay a single installment by its due date will result in the immediate obligation to pay the full tuition fees. The amounts paid will be deducted from the remaining balance. In the event of non-compliance with the installment plan, the general rules will resume.

Under no circumstances can the existence of an installment plan be used as an argument to extend the said plan in case of non-compliance. SAS reserves the right to forward the case to a lawyer and initiate a debt collection process.

A penalty of \$50 per week will be imposed on unpaid tuition fees. The school reserves the right not to enroll a student who had outstanding payments in the previous year.

5- MANDATORY FEES

- Tuition fees.
- Official examination fees.
- Supplies and uniform fees paid in September.
- Graduation ceremony fees.
- Remedial course fees.

6- OPTIONAL FEES

- Field trips.
- Travel expenses.
- Extracurricular activities.
- Transportation fees vary (based on the place of residence and are managed by an external transportation provider).

7- EXAMS

To take assessments and examinations, receive grades, or obtain certificates, students must have up-to-date tuition fees.

8- ACADEMIC SUCCESS

The academic and administrative team establishes and evaluates the criteria for promotion to the next grade. This success is contingent upon the complete payment of tuition fees by May 30th of the current academic year.

9-REQUEST FOR ADMINISTRATIVE AND ACADEMIC DOCUMENTS

Parents of minor students and adult students have the right to request copies of report cards or certificates, presented by the student themselves. These requests must be made in writing to the Director's Assistant, clearly indicating the requested documents, and may incur a fee.

The enrollment or re-enrollment of a student at SAS implies full acceptance of these financial regulations.

I accept these financial regulations and commit to abide by them.

Date: _____

Signature: _____

Rules and Regulations

I. Attendance:

1. Students should be present on the school campus 5 min prior to the class beginning.
2. 10 min after the bell rings, students are not allowed to enter the 1st session.
3. After being late, a student is not allowed to enter the class unless after permission from the dean of students.
4. Lateness to exams is not excused. In case of lateness, a student gets a zero on his exam.
5. Students who come by the school buses should be on time and are not allowed to keep the bus waiting or else they will be late to school.
6. Students who use the bus do not have the right to go on another bus other than their assigned bus and the administration is not responsible for students who use their means of transportation after they leave the school.
7. Students are prohibited from leaving the premises of the school before all their scheduled sessions end without permission. and unless after direct contact with their guardians. (warning)
8. The school administration is not responsible in any way for students who stay after their classes end. Except for the students registered in the after-school programs.

II. During school hours:

1. Any student who does not participate in on-field lessons for any reason must bring a note signed by a doctor or a parent giving the reason and duration for non-participation.
2. Students are not permitted to leave school during school hours (including breaks and free periods) unless they have written permission from the dean of students. Else, **a warning will be signed.**
3. Students are not allowed to have visitors at any time. (This includes breaks) without permission from the dean of students.

III. Absence:

1. Absent students will not be accepted back in class without a valid excuse. A message from a parent which does not give an acceptable reason for the absence does NOT constitute a valid excuse. All absence related messages should be sent Via email: vie.scolaire@sas.edu.lb through parents email only.
2. Parents should consult the administration before keeping their children away from school for several days. (in case of travel, championship, etc...)

3. In case of 3 unjustified absences, a student **is not allowed to enter the school without his parents + a warning will be signed**
4. In case of 10 unjustified absences in a semester, a student's name is **automatically removed from registry.**

NOTE: 15 ABSENCES (JUSTIFIED+UNJUSTIFIED) = AUTOMATIC REMOVAL

5. In the case of absence, parents are to inform the school - no later than the same day of absence; in case of 3 consecutive days of absence, a medical report explaining the student's case, must also be presented accordingly.
6. For working students, a "proof-of-work" document is needed to have their absences excused.

IV. Examination:

1. Just as it is in regular teaching days, unexcused absence is not allowed during assigned exam dates. In case of serious illness, the student should submit a valid medical report within 48 hours of his/her absence, or justification accepted by the administration, or else he/she will get a zero or an F.
2. An excused absence from the exam means that a make-up exam will be given. The makeup exam will be more difficult than the first exam.
3. **Exam remakes happen one time only.** In case of another absence, there will be no remake for the same exam.
4. Students who cheat in the exams will be given a "0".
5. Parents should not contact teachers directly on matters of grading. In case of any inquiry, please contact the school administration.
6. No student is allowed to talk or look around in the examination room.
7. Borrowing is not allowed in the examination room.
8. Students cannot hand in the exam before half-time has passed.

V. Discipline:

1. A high level of discipline is expected in the school. Students must live by ethical, moral, and high codes. Students should comply with the rules of decorum and decencies.
2. Students must not answer back to their teachers and supervisors at any time and should discuss privately their problems, opinions, and points of view.
3. Students should attend school with a clean and decent appearance including hair, clothes, nails, and jewelry.

4. School uniform – including sporting clothes – is mandatory (According to schedule). All jewelry is to be removed during practical courses.
5. In case a student didn't have their uniform on any given date, parents should justify beforehand. Else, the student will not be accepted to the school.
6. It is the student's duty to make sure that he/she has their school uniform prepared. If a student comes to school without a designated hoody, his/her jacket is to be confiscated. (he/she will be lent a hoodie from the office).
7. Students aren't allowed to go into the teachers' room.
8. No unauthorized students may linger in or walk past the administration section.
9. During classes, students are not allowed to go to the bathroom. In extreme cases, a student should consult the dean of students before he/she gets permission.
10. Mobile phones are not allowed in class under any circumstances, they are to be placed in their designated boxes before the session begins.
***In case a student was caught hiding their phone, phones are to be confiscated and then returned later to the student or only to their parents**
11. All students must safeguard the school's properties and equipment. Otherwise, they will be subject to punishment. They should also help keep their school clean and free from litter, they should use the rubbish bins provided for this purpose.
12. It is forbidden to eat or drink inside the classroom and corridors which are not designated for the break time.
13. Students may not sleep in class.
14. Students should pay attention in class, and follow the teachers' instructions. They cannot talk with each other or to their teachers without permission. To take permission, a student should raise his/her hand, and wait until permission is given.
15. Students may not sit or write on their desks.
16. Students are forbidden to discuss political and religious matters inside the school.
**unless under the supervision of their designated teachers and in certain cases only.*

VI. Smoking and other bad habits:

1. Students are strictly forbidden to smoke (cigarettes, Vape, e-cigs, etc...) inside and in front of the school. Moreover, it is not acceptable that a student smokes while wearing the school's uniform even before or after the beginning of the school day.
2. If any smoking-related material was found, the school will be confiscating them.
3. Alcohol is also strictly prohibited in and outside the school premises. The practice of this kind causes immediate dismissal from school.
4. Glass bottles are strictly forbidden in school.
5. Playing cards is not allowed in school.

VII. Aggressive Behavior:

1. Bullying in any form will not be tolerated, whether it is physical or verbal. Students who bully others are liable to be expelled from school. Students may never take matters into their own hands. If a student feels that he/she is being wronged or harassed by other students, he/she should report the situation to the admin and not take action directly.
2. Rough play and foul language are not acceptable.
3. Verbal bullying could lead to a verbal or written warning
4. Physical bullying leads to instant dismissal

VIII. Importance of subjects:

1. All subjects are important. The administration cannot accept the view that certain subjects are considered unimportant and therefore, excuse the student from doing the required amount of work for them.
2. It should be noted, however, that some subjects are given more academic weight than others. Neither the total average nor the average of a single subject with several subsections can be obtained simply by taking a straight average. Different subjects are given different coefficients, and the averages and reports are produced by administrators with the aid of the school computer.
3. In case of student negligence, parents will be informed and in case of repeated negligence, the school administration has the right to take suitable measurements.

IX. Procedures:

Unquestionably, teachers are expected to treat their students with respect and decency and to avoid using foul and offensive language. Students in turn should respect their teachers and abide by their instructions too.

We hope that our students abide by the school's rules and regulations as well as the instructions designed by the supervisors and teachers to maintain a healthy atmosphere. Offenders are liable to be punished as follows:

1. Oral notification
2. First written notification
3. A second written notification
4. Temporary or permanent dismissal in case of third written warning
5. Community service hours that might include any kind of extra work
6. Grade deductions
- 7.

Table of violations and their relevant sanctions

Violation	Sanction
10 min lateness	Not allowed to enter 1 st session <u>In case of exam:</u> Not allowed to do exam
Leaving school premises	Written Warning
3 unjustified absences	Parents requested + warning
10 unjustified absences	Name removed from registry
15 ABSENCES (JUSTIFIED+UNJUSTIFIED)	Name removed from registry
Absence without report within 48 hrs in case of exam	No makeup exam
Absence on makeup exam date	No makeup exam
Cheating on exam	Cancelled exam
Using phone in class	Confiscation of phone
Refusing to follow teachers'/admins' orders	Written warning
Not wearing school uniform (shoes/shirt/hoodie/decent shorts)	Won't be accepted to school Clothing other than uniform will be confiscated
Verbal bullying	Verbal/written warning
Physical bullying/assault	Written warning + temporary dismissal
2 written warnings	Temporary dismissal
3 written warnings	Permanent dismissal
Destroying school property	Monetary compensation/fixing what's destroyed
Possession of toys/playing cards/etc..	Confiscation
Possession of smoking-related material	Confiscation of material
Smoking (on school premises/while in uniform)	Written warning

X. Extracurricular activities:

There will be extra-curricular activities such as trips, parties, and club activities during the school year. Parents will be sent an announcement to be signed as an approval of their child's participation and activity. Every activity not known by the parents does not fall under the school's responsibility; hence it holds no responsibility for the consequences.

XI. Guidance and advisor ship:

In our school, there is a dean of student's office for guidance where students who find difficulties in dealing with and adapting to their surroundings can find help. Parents will be notified to cooperate in solving such a problem.

XII. Health insurance:

The school will ensure the medical treatment of any student or teacher who has been exposed to an accident within the school or on the field on practical days.

XIII. Financial matters:

Through the accounting department, the administration decides along with the parents the proper means to pay the school fees. Accordingly, parents are expected to abide by the appointments, or else the administration has

the right to prohibit the students from entering the class and suspend them. Moreover, the school's system would block the student's access to their account.

****All Dean of student-related matters (absence, uniform, lateness, appointments, petitions) should be sent to:
vie.scolaire@sas.edu.lb***

Final acknowledgement

*In the hopes of achieving a fruitful and successful year, we hope that all rules will be applied accordingly.
Wishing you all the best, and hoping to have this year filled with memorable and positive experiences.
Best regards.*

Dean of students

SAS administration

Rules and Regulations

I, _____, guardian of _____, hereby testify that my son/daughter and I have read and acknowledged the school's rules and regulations. We understand that any lack of compliance on our part will result in measures deemed appropriate by the school according to these rules.

I, _____, of class _____, hereby testify that I have read and acknowledged the school's rules and regulations. I understand that any lack of compliance on my part will result in measures deemed appropriate by the school according to these rules.

Note: Failing to sign and return this paper results in **permanent dismissal** from SAS.

Student's signature: _____

Guardian's Signature: _____