



## **ASPIRE   ACHIEVE   ADVANCE**

### **RE - REGISTRATION PROCESS**

#### **Existing Student**

During Term 3, parents of students already registered at KIES will receive notification of the deadline for re-registration for the next Academic Year, which has been set by and agreed with the Ministry of Private Education. This date falls in the first week of March of the upcoming Academic Year.

Parents are required to visit the school and meet with the Registrar. Re-Registration Form will be filled in by the parent and submitted to the registrar with all required documents.

During the meeting, parents should also update details of their child's registration form. They then visit the Accounts Department to pay a non-refundable re-registration deposit, plus any compulsory charges for their student as required.

By 31st of March, should a parent fail to re-register a student before the deadline for re – registration, or when a year group has reached maximum student numbers, KIES cannot guarantee a place. As KIES is in high demand, we urge parents to re-register early to avoid disappointment.