



## **World Academy of Tirana – Admissions Policy 2011-2012**

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- The decision to admit a student to *the World Academy of Tirana* is based on the availability of space at the appropriate grade level, the school's ability to meet each student's needs and the student's ability to fulfill our program requirements.
- New students are admitted **throughout the year**, provided there are places available and provided applicants have submitted a **complete application file** together with the mandatory and **non-refundable application fee of €100 per child**.
- An interview is arranged between an administrator and parents to help get to know your child and introduce him/her to *The Academy*.
- While we understand that it is not always possible for overseas families to arrange a visit admissions interview at the school, it is always preferable to do so.
- Following a visit, you will receive a letter of offer. This will reserve a place for two weeks.
- There is no deadline for the submission of applications but we recommend that you send in your application as early as possible.
- Please note that incomplete applications cannot be processed.
- *The Academy* is not equipped to accommodate disabled students or those with a severe special needs requirement.

### **Please submit the documents listed below to the school office:**

1. **Application fee** (€ 100, non-refundable).
2. The **Student Application form**, completed and signed by the parent or legal guardian. Please attach one passport-sized photograph to the form.
3. **School Reports/Transcripts**: These should cover two complete years (the most recently completed academic year and the previous one) as well as the year in progress, where applicable. If your child is applying for Pre-Elementary but has already received school reports, please provide these. School reports/transcripts must be in English.
4. Student's Birth Certificate or Passport photocopy.
5. Family Certificate (for Albanian citizens only).
6. **Medical Form** completed by the parents.

You are also welcome to send scanned copies electronically to [worldacademyoftirana@gmail.com](mailto:worldacademyoftirana@gmail.com)