



Enrolment Policy

Effective Date: 26 January 2025

Lighthouse Academy for Educational Consultancy ("Lighthouse Academy") strives to provide high-quality educational services tailored to meet the diverse needs of our students. This Enrolment Policy outlines the terms and procedures for enrolling in our programmes and services. By submitting an enrolment application, parents, guardians, or students agree to the terms of this policy.

1. Eligibility

- Lighthouse Academy offers services to students aged 4 to 18 years.
- Admission to specific programmes, such as Gifted and Talented education or enrichment sessions, may require assessments or other eligibility criteria.
- Students must meet any additional requirements as outlined in the description of the chosen programme or service.

2. Enrolment Process

1. Application Submission:

- a. Complete the online form available on our website or at the Lighthouse Academy website.
- b. Provide all required documentation, including proof of identity, academic records (if applicable), and any other requested information.

2. Application Review:

- a. Applications will be reviewed within 10 business days.
- b. If an assessment is required, the applicant will be notified and provided with further instructions.

3. Confirmation of Enrolment:

- a. Successful applicants will receive an official confirmation email outlining the next steps, payment details, and programme information.

3. Required Documents

- A copy of the student's passport or national ID.
- Recent academic records or reports (if applicable).



- Any relevant medical or learning needs documentation.

4. Fees and Payment

- Tuition fees must be paid as outlined in our Terms and Conditions. These include termly payments or monthly payment plans for eligible services.
- Enrolment is not considered complete until the initial payment has been received.
- Any applicable registration fees or deposits are non-refundable.

5. Withdrawal or Changes

- Written notice must be provided for withdrawal from any programme.
- Changes to enrolled programmes are subject to availability and may incur additional charges.
- Refund eligibility is governed by our Refund Policy.

6. Code of Conduct

- By enrolling in Lighthouse Academy, students agree to abide by the Student Code of Conduct.
- Parents or guardians are responsible for ensuring students understand and adhere to the behavioural expectations.

7. Privacy and Data Protection

- All personal information collected during the enrolment process will be handled in accordance with our Privacy Policy.
- Parents or guardians must notify us of any changes to their contact details or the student's information.

8. Special Needs and Accommodations



- Lighthouse Academy is committed to providing inclusive education. Parents or guardians must disclose any special needs or accommodations required during the enrolment process.
- Reasonable adjustments will be made to support all students, subject to available resources.

9. Communication

- All communication regarding enrolment will be sent to the email address provided on the application form.
- Parents or guardians are responsible for ensuring they check and respond to communication promptly.

10. Contact Us For questions or assistance with enrolment, please contact us:

- Email: info@thelighthouseacademy.org
- Phone: +974 50576945
- Address: Unit 1, Building 3, Street 270, Zone 79, Al Arish Road, Doha, Qatar

By submitting an enrolment application, you confirm that you have read, understood, and agree to the terms of this Enrolment Policy.