



For School Year 2008-2009

Dear Parents,

Thank you for considering IST for your child/ren's education for school years 2008-2009 which starts on Monday, August 11, 2008.

All the necessary application forms are in the informational package that you can obtain from the Admission Office, as well as from our web site (www.istafrica.com). Once completed, please send the material as attachments by fax, airmail or courier to me using the address noted below. You are welcome to return the material in person at my office, which is located on the UN Road Elementary campus. Once I receive your complete application, all the required documents and the Application Fee of \$500 per student, the appropriate Principal will review the application. When a decision is made, I will advise you of it. To speed the process along, please provide me with a copy of your bank/wire transfer for the Application Fee payment.

We enroll qualified students who have filed completed applications and paid the application fee on a first come first serve basis. Once a grade reaches the maximum student number, all new applicants go on a wait list in accordance with the admission categories, as found in our Admissions Policy that is located on our web site, and the date and time we receive each completed application.

You can apply any time for SY 2008-09. However, based on policy, parents of currently enrolled students receive the first opportunity to re-enroll their children for the new academic year. After May 1 2008, we will advise you of the status of your application. After May 1, new students who qualify are added to our class lists until classes are full. Once a grade reaches the maximum student number, all new applicants go on a wait list in accordance with the admission categories outlined in the Admission Policy as well as the date and time we receive each completed application. A completed application is one that includes all required documents, all forms completed in full and the payment of the Application Fee of US\$ 500 per child.

If you have questions or if would like to receive more detailed information about the programs and activities our school offers, please contact Mrs. Mariam Kheraj. Thanks again for your interest. I am looking forward to meeting you and your family.

Yours sincerely

Kim Meaden-Kendrick

Director of Admissions and Communications

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