

Dear Interested Families,

Welcome to our Admissions page “Open Apply”.

Please follow the steps mentioned below to start the process of your child’s application to enroll into Wellspring Learning Community.

\* Go to: [Wellspring.openapply.com](https://wellspring.openapply.com)

\* Choose “**Application for Admission**”.

## Section 1: “Student Information”

Fill in all mandatory (\*) fields and other additional information, then click on “Save and Next”.

Please note that the **Mathaf Campus** is for Nursery to Grade 5 and **City Centre Campus** is for Grades 6 to 12.

1 Student Information	2 Parent/Guardian Informa...	3 Educational Background
<h3>Student Information</h3> <p>Please complete every section of the application and sign on the last page.</p>		
* Date Entering School		* Campus
<input type="text"/>		Select an Option
<p><i>This application is a request for the admission of my child to Wellspring Learning Community for the</i></p>		
* Academic Year		* Applying to Grade
Select an Option		Select an Option
* Family Name		* First Name
<input type="text"/>		<input type="text"/>
Middle Name		* Gender
<input type="text"/>		<input type="radio"/> Male <input type="radio"/> Female
* Date of Birth		* Student's Age
<input type="text"/>		<input type="text"/>
Home Address		
* Street Address 1		Street Address 2
<input type="text"/>		<input type="text"/>
* City		State
<input type="text"/>		<input type="text"/>
* Country		Postal Code
Lebanon		<input type="text"/>
Home Telephone		
<input type="text"/>		
* Student Nationality		Second Nationality
Lebanon		Lebanon
Third Nationality		* Place of Birth
Lebanon		<input type="text"/>
Passport Number		
<input type="text"/>		
Date Issued		Date of Expiry
<input type="text"/>		<input type="text"/>
Student Information (1 of 3)		Save & Next →

## Section 2: “Parent/Guardian Information”

Fill in all mandatory (\*) fields with the Parent/Guardian information for one or more guardians, in addition to additional information, then click on “Save and Next”.

Remove or add a Parent/Guardian space if needed.

Note: the telephone and mobile numbers should start with a country area code (i.e. +961 for Lebanon).

✓ Student Information
② Parent/Guardian Informa...
③ Educational Background

**Parent/Guardian Information**

**1. Parent/Guardian**

<p><b>* Relationship to Applicant</b>  <input type="text" value="Select an Option"/></p> <p><b>* Family Name</b>  <input type="text"/></p> <p><b>Work Telephone</b>  <input type="text"/></p> <p><b>* Nationality</b>  <input type="text" value="Lebanon"/></p> <p><b>* Email</b>  <input type="text"/></p> <p><b>* Set Password</b>  <input type="text"/></p>	<p><b>* Gender</b>  <input type="radio"/> Male <input type="radio"/> Female</p> <p><b>* First Name</b>  <input type="text"/></p> <p><b>* Mobile</b>  <input type="text"/></p> <p><b>Occupation</b>  <input type="text"/></p> <p><b>* Password Confirmation</b>  <input type="text"/></p>
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**2. Parent/Guardian** ✖ Remove

<p><b>* Relationship to Applicant</b>  <input type="text" value="Select an Option"/></p> <p><b>* Family Name</b>  <input type="text"/></p> <p><b>Work Telephone</b>  <input type="text"/></p> <p><b>* Nationality</b>  <input type="text" value="Lebanon"/></p> <p><b>* Email</b>  <input type="text"/> <input type="checkbox"/> Create Parent Account</p>	<p><b>* Gender</b>  <input type="radio"/> Male <input type="radio"/> Female</p> <p><b>* First Name</b>  <input type="text"/></p> <p><b>* Mobile</b>  <input type="text"/></p> <p><b>Occupation</b>  <input type="text"/></p>
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+ Add Parent/Guardian

← Back
Parent/Guardian Information (2 of 3)
Save & Next →

**Section 3: “Educational Background”**

Fill in all mandatory (\*) fields with information about one or more schools (including day cares) that your child has attended previously. Remove school if it is not applicable or add another school name if necessary.

✓ Student Information
✓ Parent/Guardian Informa...
3 Educational Background

**Educational Background**

**Previous Schools** Remove

*List schools previously attended, starting with the most recent first.*

**\* Name of School**

**Address**

**\* Street Address 1**

**Street Address 2**

**\* City**

**State**

**\* Country**

**Postal Code**

**\* Telephone**

**Fax**

**E-mail**

**Dates Attended**

**\* From**

**\* To**

**\* Grades Completed**

+ Add School

Next, answer the questions related to your child’s past academic performance.

**Past Academic Performance**

*Please answer each of the questions about your child. Use the Comments section to explain any 'Yes' and make any additional comments you feel we should know about your child. Please provide us with as much information as you can.*

**\* Has the student ever skipped a grade?**

Yes  No

**\* Has the student ever participated in an accelerated program?**

Yes  No

**\* Has the student ever received an award?**

Yes  No

**\* Has the student had academic difficulties in the past?**

Yes  No

**\* Has the student ever had educational or psychological testing?**

Yes  No

**\* Has the student had difficulty completing assigned homework?**

Yes  No

**\* Has the student had disciplinary problems in school?**

Yes  No

**\* Has the student ever repeated a grade?**

Yes  No

**Comments**

Complete any relevant information regarding possible learning difficulties your child may be experiencing and attach any documentation regarding the case or assessments if applicable.

Also, attach a sample of the child’s writing (at least 500 word essay or previous school work) if the child is applying for Grade 6 or above.

If your child has any known learning difficulties, please attach documentation explaining the specific needs for your child.

No file chosen

**\* In what academic areas does your child excel?**

**\* In what academic areas does your child struggle?**

**\* Does your child receive any special education services?**

Yes  No

If yes, please explain.

**\* Please rate the student's ability to speak, read, write and understand English.**

**\* Please rate the student's ability to speak, read, write, and understand Arabic.**

Please attach examples of students work if the student has been in school before. A writing sample is required for Grade 5 and above.

No file chosen

Finally, write your full name to sign the application form, then click on “Save and Next”.

**Application Statement**

By signing this application form the parent or guardian accepts the terms and conditions stated in it and set forth in the School Brochure.

Parents or Guardians will be informed of the acceptance of the student by the School, whereupon a place will be reserved for the student pending settlement of all required school fees. All acceptances are conditional, pending a complete examination of the student’s official school records, interview with administration and any necessary further testing. Wellspring reserves the privilege to refuse admission to any student who has been dismissed from another school for academic failure, misconduct, or for any other reason, including but not limited to the non-disclosure by parents during the application process of a student’s special needs. Applications will be evaluated and a decision taken, regarding admission only after all of the documents listed below have been received.

- Completed and Signed Application Form (Form AA1)
- Application Fee (non-refundable processing fee, does not guarantee an interview or acceptance)
- Two Recent Passport Photos (within 1 year)
- Complete Official Report Cards (from the last two school years).
- 2 Student Reference Forms (Form SR1) completed by the student’s teachers (for students applying to Grades 1 and up).
- Copy of Student’s Passport and/or National Identification Card [if applicable].
- A Birth Certificate is acceptable for preschool applicants.
- Completed Health Record Form [Form HR1] and Health Supplement Form
- Up-to-date vaccinations/boosters. PPD TB skin test is required within 45 days of enrollment.
- Certified Letter of Grade Level completion from current school needed by September 1 of initial year at Wellspring.
- Student Writing Sample for students applying to Grades 5 and up
- Learning Support Declaration Form
- Parental Commitment Form

*By signing this application, I acknowledge that I have read and I accept the terms and conditions as set out and agree to be bound by them. My signature below indicates that all of the information contained and provided herein is complete, true and accurate to the best of my knowledge.*

**\* Parent or Legal Guardian Signature**

Date: Dec 17, 2015

Educational Background (3 of 3)

\* Review the information that you have filled in and click on “Submit the Application”.

\* Once you submit your application, you will get an email notification to the e-mail address you included in the application, reminding you of your account details.

### Completing the Checklist:

Once the submission is complete you need to start completing the other sections of the application, going through the checklist.

**Application Checklist**

Please ensure that these key items are completed.

<span style="color: green; font-size: 24px;">✔</span>	<p><b>Completed and Signed Application Form (Form-AA1)</b></p> <p><small>Q Review Form</small> <span style="color: green; font-weight: bold;">✔ Completed</span> on Dec 17, 2015</p>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 6px;">2</span>	<p><b>Application Fee</b> (non-refundable processing fee, does not guarantee an interview or acceptance) <small>📎 Bank payment Instructions</small></p>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 6px;">3</span>	<p><b>Two Recent Passport Photos (within 1 year)</b></p> <p><span style="border: 1px solid #ccc; padding: 2px 5px;">Upload</span></p>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 6px;">4</span>	<p><b>Complete Official Report Cards (from the last two school years).</b></p> <p><span style="border: 1px solid #ccc; padding: 2px 5px;">Upload</span></p>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 6px;">5</span>	<p><b>2 Student Reference Forms (Form SR1) completed by the student's teachers</b> (for students applying to Grades 1 and up).</p>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 6px;">6</span>	<p><b>Copy of Student's Passport and/or National Identification Card [if applicable].</b> <small>A Birth Certificate is acceptable for preschool applicants.</small></p> <p><span style="border: 1px solid #ccc; padding: 2px 5px;">Upload</span></p>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 6px;">7</span>	<p><b>Completed Health Record Form [Form HR1]</b></p>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 6px;">8</span>	<p><b>Completed Health Supplement Form</b></p>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 6px;">9</span>	<p><b>Up-to-date vaccinations/boosters.</b> <small>PPD TB skin test is required within 45 days of enrollment.</small></p> <p><span style="border: 1px solid #ccc; padding: 2px 5px;">Upload</span></p>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 6px;">10</span>	<p><b>Certified Letter of Grade Level completion from current school needed by September 1 of initial year at Wellspring.</b></p> <p><span style="border: 1px solid #ccc; padding: 2px 5px;">Upload</span></p>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 6px;">11</span>	<p><b>Learning Support Declaration Form</b></p>
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 6px;">12</span>	<p><b>Parental Commitment Form</b></p> <p><span style="border: 1px solid #ccc; padding: 2px 5px;">Upload</span> <small>📎 Parental Commitment Form</small></p>

### Application Fee

Your application will not be officially complete, until the \$150 application fee has been received.

The admissions office will confirm the payment once received.

The bank payment instructions are attached.

## Two recent passport photos (within 1 year)

Upload two recent passport photos.

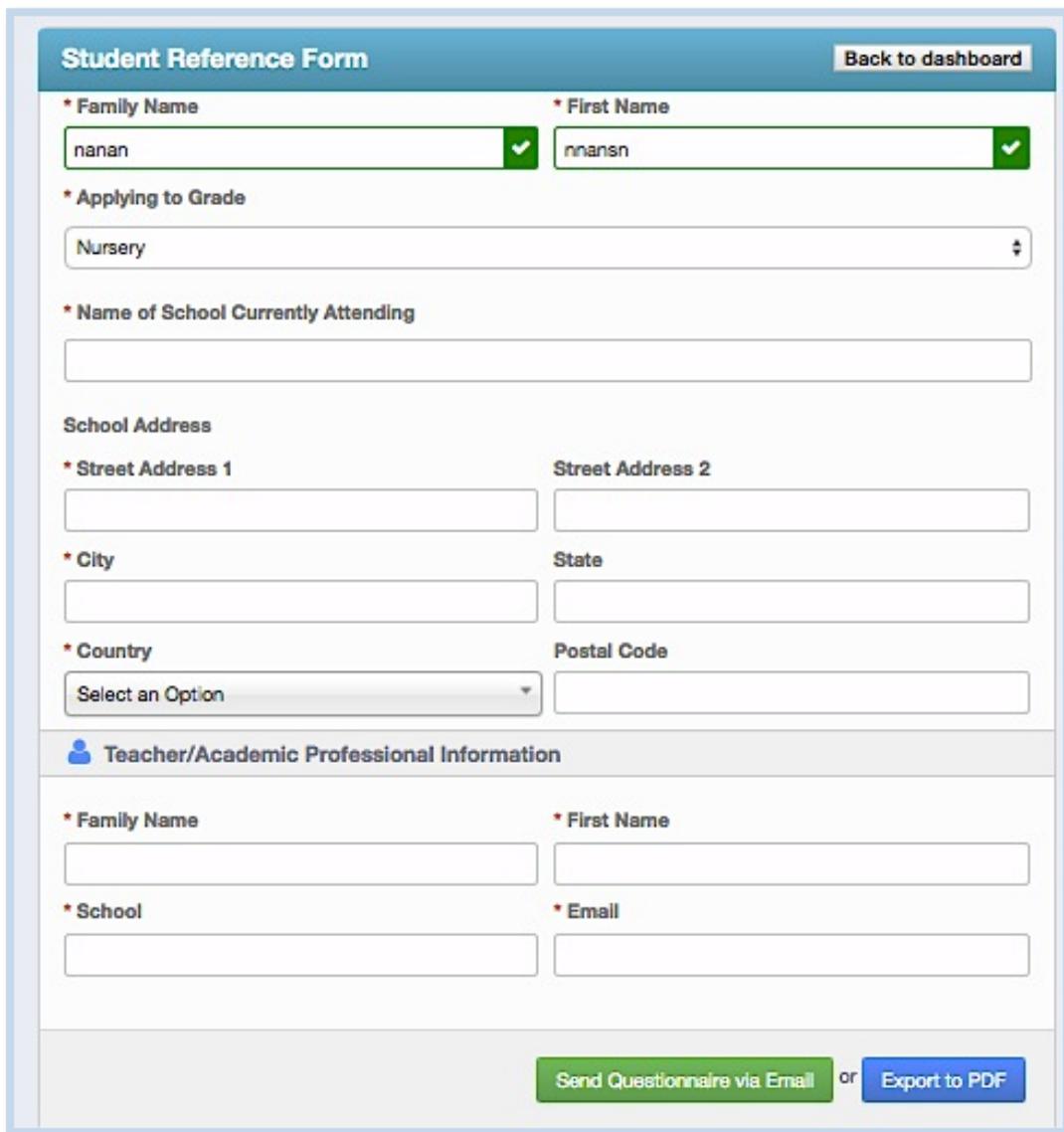
## Complete official report cards (from the last two school years).

Upload official report cards from the last two previous schools (excluding nursery)

## Student Reference Forms

Provide two referral forms filled out by your child’s previous teachers, if the child is applying for Grade 1 or above.

Fill in all mandatory (\*) fields with information regarding the previous schools and your child’s previous teachers. The automatic system will send an email to each teacher who needs to reflect upon your child and the previous learning relationship. Remove “school” if it is not applicable or add “another school” name and teacher’s name if needed.



The screenshot shows a web form titled "Student Reference Form" with a "Back to dashboard" button in the top right corner. The form is divided into several sections:

- Family Information:** Fields for "Family Name" (containing "nanan") and "First Name" (containing "nnansn"), both with green checkmarks. A dropdown for "Applying to Grade" is set to "Nursery".
- School Information:** A field for "Name of School Currently Attending" is empty.
- School Address:** Fields for "Street Address 1", "Street Address 2", "City", "State", "Country" (a dropdown menu with "Select an Option"), and "Postal Code" are all empty.
- Teacher/Academic Professional Information:** Fields for "Family Name", "First Name", "School", and "Email" are all empty.

At the bottom of the form, there are two buttons: "Send Questionnaire via Email" (green) and "Export to PDF" (blue), separated by the word "or".

**A copy of the child’s passport and/or national identification card [if applicable]**

Upload a copy of your child’s passport and/or a national identification card. For preschool applicants, a copy of the birth certificate is acceptable.

**Completed health record form [Form HR1]**

Complete the Health Record form and upload.

**Completed health supplement form**

Complete the Health Supplement form and upload.

**Up-to-date vaccinations/boosters.**

Upload a copy of your child’s updated vaccinations document.

**Certified letter of grade level completion from current school needed by September 1 of initial year at Wellspring.**

Upload a certified letter of grade level completion from current school. This is needed by September 1st of the initial year at Wellspring.

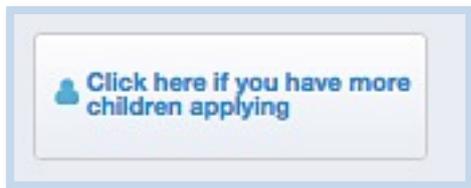
**Learning support declaration form**

Complete the learning support declaration form.

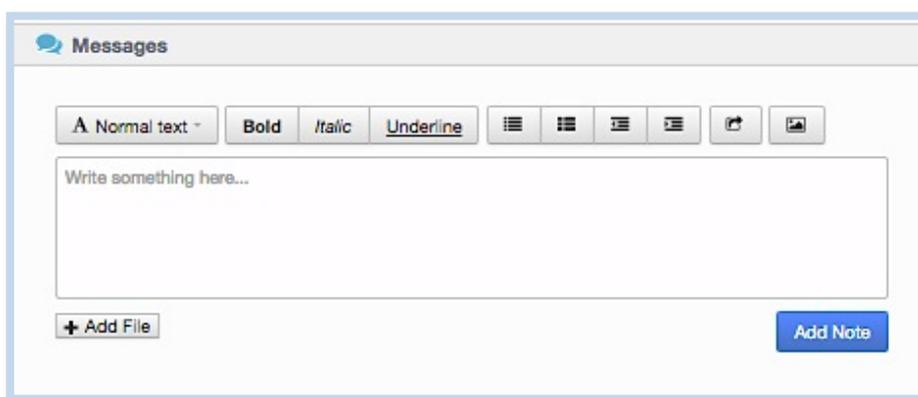
**Parental commitment form**

Upload the signed parental commitment form.

\* If you would like to apply for more than one child, please click on the button indicated under the school logo.



\* You may communicate with the admissions office, by typing a message directly into the message box at the bottom of the page.



For more information, please contact the admissions office:

E-mail: [info@wellspring.edu.lb](mailto:info@wellspring.edu.lb)

Telephone: +961-1- 423444 (Ext.106)