



Aga Khan Education Service, Tanzania



Dear Parents and Prospective Students,

Thank you for your interest in the Aga Khan Schools. An application package for admission to the school is enclosed. If you decide to apply, you should follow the instructions provided in the information brief.



Emergency Contacts:

Name

Relationship with student

Mobile Telephone

Home/Work Telephone

Address Home/Work

Contact 1	Contact 2	Contact 3

Personal Data - Parents / Guardian

Please Complete in full

Surname

First Name (s)

Occupation

Employer

Mobile Telephone

Work Address

Business Telephone

Email Address

Father	Mother	Guardian (If applicable)

Authorisation

I/We understand that whilst the school will make all reasonable efforts to contact me / us in case of medical emergency, this is not always possible. Therefore I / we authorise the school to seek medical advice and treatment for our child if the school believes there to be an emergency and I / we hereby undertake to pay all costs incurred by the school.



Vaccinations:

The following vaccinations are required for children attending schools in Tanzania. These vaccinations can be obtained free of charge at the Aga Khan Hospital, DSM (Please provide details of the vaccinations done)

Vaccination Name	YES	NO	Date of Vaccination
1. DTP Diphtheria, Tetanus, Whooping cough	<input type="checkbox"/>	<input type="checkbox"/>	___/___/_____
2. Polio	<input type="checkbox"/>	<input type="checkbox"/>	___/___/_____
3. MMR - Measles, Mumps, Rubella	<input type="checkbox"/>	<input type="checkbox"/>	___/___/_____
4. B.C.G	<input type="checkbox"/>	<input type="checkbox"/>	___/___/_____

Medical Conditions

Does your child suffer from any of the following? If yes, please indicate level of severity.

	YES	Severe	Moderate	Mild
1. Asthma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Hearing Impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Visual Impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
5. Epilepsy	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
6. Other _____				

Known Allergies:

Please provide details if your child has any allergy:



Other Conditions:

Does your child have any other medical, physical or psychological conditions about which the school should be aware?

Yes

No

If yes, please provide details:

Medication:

Does your child take any regular medication?

If yes, please provide details:

Contact details of family doctor or preferred hospital:

Name of Doctor _____

Tel: _____ (Office) _____ (Mobile) _____ (Residence)

Physical Address: _____

Details of Previous Schools Attended by Applicant	
Name of school	Years attended
1.	
2.	
3.	
4.	
5.	

List of siblings		
Name	School	Grade/Year
1.		
2.		
3.		
4.		



I / We declare that:

- A. (i) The details given in this Application Form are true and correct.
(ii) Attached to this application are true copies of all the certificates.
- B. Should admission be granted:
- (i) My child will attend school regularly and I/we will notify the school on the first day of any absence.
 - (ii) I / We will attend parents' meetings arranged by the school, and undertake to co-operate with the school in its programmes and requirements.
 - (iii) I /We will ensure that my child/ward will observe all rules and regulations of the school, a copy of which I have read and understood (Rules and Regulations of the School are attached).
 - (iv) I / We have read and accept the school's Admission Policy.
 - (v) I / We will accept school's conditions on promotion or demotion and for registration or withdrawal from examinations, as set out in the regulations.
 - (vi) I / We authorise the schools to take photographs of my child, while engaged in school activities, for official school use eg. promotional material, website etc.
 - (vii) I / We understand and accept that my child is not permitted to have paid private tuition from any current AKEST teacher or member of staff.
 - (viii) I / We will accept any other rule or regulation as may be reasonably introduced from time to time on behalf of my child/ward.
 - (ix) I / We understand that fees once paid are not refundable.
 - (x) I / We understand that discovery of false certificates, reports etc presented for admission may lead to the subsequent removal of my child / ward from school.
 - (xi) I /We have read and understood the fee details, mode of payment and details of deadlines for payment. I/We agree to adhere to them.
 - (xii) I / We understand and accept that should my child's fees not be paid in time, she / he will be excluded from school until the full fees are paid.
 - (xiii) I / We understand that the insurance of my child against accident and loss of property is my own personal responsibility.
 - (xiv) I / We understand that while every care and precaution will be taken by the school, I will not hold the school responsible for any accident, illness or loss of personal property sustained by my child during his/her years in school.
 - (xv) I / We agree that our child will do all compulsory subjects eg. music, physical education etc.

Parent/Guardian Name: _____

Signatures of Parents: _____ Date: _____

Please note: admission to any class / grade / year is at the complete discretion of AKES,T.



- _____
Fully completed and signed application form
- _____
Copy of most recent academic results (examination results, school reports, etc)
- _____
Three passport sized photographs of the applicant (one affixed to the
Bank pay-in slip for Good Faith Deposit)
- _____
Indication of subject combination form (For AKMSS only)
- _____
Signed declaration form

For Non-AKMSS students

- _____
Copy of birth certificate
- _____
Original transfer / leaving certificate
- _____
Copy of official school records
(last two years and CSEE results, if applicable)

For Foreign Nationals only

- _____
Copy of passport and visa / students' permit

All copies of documents will be verified against originals at the time of submission of the application form.

For office use only

Details of documents

		For Non-Tanzanians only	For Non-Tanzanians only
Details	Birth Certificate	Passport	Students' Permit
Number			
Date of Issue			
Place of Issue			
Date of expiry			
Place of birth (Town & Hospital)			

Verification:

- All parts of application form fully completed Yes No
- All originals of documents checked Yes No

_____ _____ _____
Name Signature Date



Education Stages		US\$		
		School Fees	Maint. Fees	Total
Nursery	Nursery Class 1 - 3	1,795	100	1,895
Keystage 1	Primary Grds 1 - 2	2,310	100	2,410
Keystage 2	Primary Grds 3 - 6	2,310	100	2,410
Keystage 3	Secondary Yrs 7 - 9	2,530	100	2,630
Keystage 4	Secondary Yrs 10 - 11	2,530	100	2,630
Keystage 5	Secondary Yr 12	6,270	100	6,370
Keystage 5	Secondary Yr 13	5,700	100	5,800

For new students joining the AKES schools, Parents will have to pay in addition to the above fees, a one time payment for admission and caution fees (see rates below):

Education Stages		US\$		
Grades/Years		Admission Fees	Caution Fees	Total
Nursery	Nursery Class 1 - 3	100	100	200
Keystage 1	Primary Grds 1 - 2	300	100	400
Keystage 2	Primary Grds 3 - 6	300	100	400
Keystage 3	Secondary Yrs 7 - 9	500	100	600
Keystage 4	Secondary Yrs 10 - 11	500	100	600
Keystage 5	Secondary Yrs 12 - 13	500	100	600

The Good Faith Deposit for each level is as follows:

Nursery / Primary	US\$ 500
Secondary (Year 7, 8, 9)	US\$ 500
Secondary IB (Year 12)	US\$ 1000

Good Faith Deposit to be paid prior to the Application form being returned duly completed.

Fee payment dates (International)

August – December 2009	August 2, 2009
Jan – March 2010	December 10 2009
April – July 2010	April 01, 2010

For secondary students only – Year Book charges US\$ 15

Last date to submit the Application forms to each unit _____



School fees are payable in advance as per the fee schedule. Fees once paid are non-refundable and non-transferable. Full term fees are applicable for all mid-term enrollments.

Maintenance fees are payable by each student once per annum at the beginning of the academic year and are non-refundable

Admission fees are payable on admission and are non-refundable. Students who are continuing within the AKES,T schools are only required to pay this fee once during enrollment at the admission level. A fee of TSH 10,000 will be charged for application forms.

Caution fees are refundable without interest, when the child leaves at any level subject to payment of all chargeable penalties.

Good Faith deposit is payable before admission is processed. On confirmation of admission the amount is deducted from the first term fees payment. The good faith deposit for each level has been provided in the fee schedule. The deposit will only be refunded if the applicant is not selected. Selected applicants who decline the offer, for whatever reason, will not be refunded the deposit.

A Year Book is compiled and printed each year in Secondary School. A fee is charged for this book, per child per annum and is payable at the start of the academic year.

Payment Plan:

In order to provide parents with the option of payments, the school has outlined three payment plans, which are as follows:

1. Annual fees to be paid before the start of the academic year;
2. Termly fees to be paid in advance before the start of each term (see fee schedule for dates). A late payment fee of 5% will be charged on any fees outstanding after the due dates.
3. Eight monthly payments in equal installments starting on the first day of the new academic year, may be made plus an additional administrative fee of 10% over and above the annual fees.

Refunds for any advance fees paid will only be considered if the school has received a written notification of the withdrawal of the child at least one term in advance and that all fees chargeable have been paid in full.

Please note that all fees are payable in US dollars. However, parents wishing to pay in local shillings can make a request in writing to the school. On approval, such payments made in local shillings will be converted at the prevailing AKES,T rates. AKES,T will endeavor to align its conversion rates within the market rates but will not be responsible for any foreign exchange differences.

Payment Procedures:

1. Payments to be made by cash or by “Banker’s Cheques”;
2. Payments to be made by Personal cheques, only if –
 - The account is within the same bank; and
 - By obtaining prior approval of the AKES,T Manager, Finance and Administration.
3. Payments transferred direct into the AKES,T bank account will have an additional charge of US\$20 to accommodate the bank telegraphic transfer charges.



1. Fees are paid in advance before the start of the school term, unless a payment plan has been agreed with AKES,T. There are three terms in an academic year.
2. All fees are to be paid directly into the AKES,T bank account. Details are shown below

Aga Khan Education Service, Tanzania
Diamond Trust Bank of Tanzania
Mosque Street
US\$ Account No: 0400062048
Swift Code DTKETZTZ

3. All fees should be in cash and deposited directly into the school bank account by using the bank pay-in slip which should be obtained from the school Reception. The bank pay-in slips will bear a serial number with the admission code number and should have the student's full name and amount deposited in words and figures. Any direct banking without using the school bank pay-in slips may result in a delay of updating the student records and thus inconveniencing the student concerned.
4. At the time of making payment into the bank, please ensure that the bank computer verification endorsement is printed on the pay-in slip. Please note that fees payments will not be credited, if the bank slips presented do not have the computer verification endorsement as stated below:

Please note that the endorsed student copy of the bank pay-in slip is an important document and has to be kept in safe custody for future reference if required.

5. After receipt of the two bank pay-in slips, the said should be brought to the school for acknowledgment by the School Fee Collector. All deposits will be received by AKES,T.

Please ensure that at the time of making payment at the bank, the computer verification endorsement (as shown on the specimen endorsement) is printed on the paid bank pay-in slip. AKES,T will not be responsible for any credits if the above computer bank endorsement is not printed on the pay-in slip.

Diamond Trust Bank
P.O.Box 115
Dar Es Salaam
Tanzania

TXN No	:	22831201002	:
Date	:	00 Jan 0000	:
Time	:	0:00:00	:
A/C No	:	4000610008	:
Txn Amt	:	1,990,000.00	:
Curr: Tzs	:	TSH	:
Teller	:	000 Good Luck	:
Entry Type	:	Cash Deposit - Teller 2	:



Admission:

- Admission to the school is based on merit and is highly competitive.
- Applicants may be required to undergo an interview as part of the selection procedure.
- Parents or guardians should read the rules and regulations of the school carefully and then fill in the declaration form. The signatures on the declaration form confirm the acceptance to all the rules for admission and the school rules.
- AKES,T reserves the right to refuse admittance of any student.

Fees:

- The fee schedule is included in this application pack. Parents are requested to read all details carefully. The fee schedule is reviewed annually by the Board of Directors of AKES,T.
- Every applicant is required to pay a Good Faith Deposit at the time of submission of the completed application form. The applicant must submit proof of having paid the above deposit. The deposit will only be refunded if the applicant is not selected. For selected applicants, the deposit will be adjusted against the school fees. Selected applicants who decline the place offered, for whatever reason, will not be refunded the deposit.

Procedure for Admission:

- Application forms are available at the school on payment of Tshs. 10,000 for which an official receipt is issued. This payment is non-refundable.
- Application forms should be returned to the school by the stipulated date (see separate sheet for date) along with all other documents as mentioned in the check list and the pay-in-slip of the good faith deposit endorsed by the bank as proof of payment.
- Once admission is granted, students and parents will also be asked to sign the student Code of Conduct, and the Library and Computer Users' Policy.
- Parents residing outside Dar es Salaam are required to appoint an adult in Dar es Salaam to act as the guardian of the child admitted.



- 1 The acceptance by the school of a completed application form is no guarantee that admission will be granted.
- 2 The application form will be considered and the decision regarding admission communicated to you in due course.
- 3 Please note that students will be required to use the name shown on the application form for the whole period of attendance at this school. The only exception to this rule that will be allowed is where the name has been changed by legal process in which case the school should be informed in writing. The same name should appear on all official documents submitted to the school.
- 4 A high standard of student conduct and of academic effort will be required. Student and parents/guardians must accept the advice offered by the school in respect of these and also any disciplinary sanction thought appropriate. You will be required to sign your acceptance on the Consent Form.
- 5 The school not only discourages private tuition, but forbids any student from being privately tutored by the teachers employed by AKES,T.
- 6 If, in the opinion of the school, a child shows any signs of needing a full medical examination or requires any sort of medical advice, parents will be required to do so and submit a medical report to the Headteacher.
- 7 The school reserves the right to suspend or expel any student who, in the opinion of the Headteacher, behaves in such a manner as to prejudice the welfare of other students in the school or otherwise prejudices the good name of the school. An appeal may be made against any such decision by the Headteacher to the Chief Executive Officer, Aga Khan Education Service, Tanzania, whose decision shall be final.
- 8 Under no circumstances will the fees paid to the school be refunded if a student withdraws admission at any time during the year or even before the commencement of the academic year.



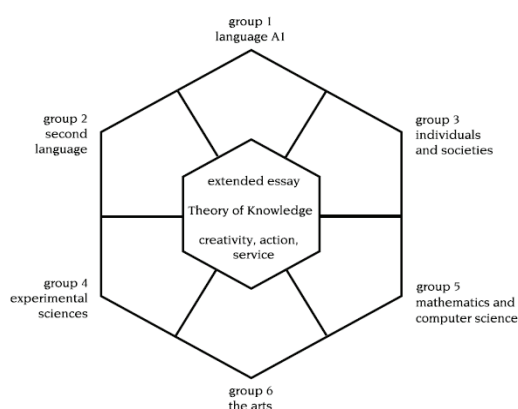
INTRODUCTION

Welcome to the International Baccalaureate Diploma Programme at Aga Khan Mzizima Secondary School! The IB Diploma, created in 1968, is a demanding pre-university course of study that leads to examinations. It is designed for highly motivated students aged 16 to 19.

THE CURRICULUM

CURRENT COURSE OPTIONS

The Diploma Programme is displayed in the shape of a hexagon with six academic areas or subject groups surrounding a core of requirements; students study the subjects concurrently.



Students must select one subject from each of the six subject groups. At least three, and not more than four, are taken at Higher Level (HL) and others at Standard Level (SL). HL courses represent a recommended 240 teaching hours, SL courses 150 hours. Courses are assessed both externally (approximately 80%) and internally (approximately 20%) using a range of assessment strategies.

Group 1 – Language 1	English A1	HL	SL
Group 2 – Language 2	Kiswahili B French B French Ab Initio	HL HL	SL SL SL
Group 3 – Individuals & Societies	Economics Business & Management Psychology ITGS	HL HL HL HL	SL SL SL SL
Group 4 – Experimental Sciences	Physics Chemistry Biology	HL HL HL	SL SL SL
Group 5 – Math	Mathematics Math Studies	HL	SL SL
Group 6	CHOOSE 1 ADDITIONAL SUBJECT FROM GROUP 3 or-4		

ADDITIONAL REQUIREMENTS

Additionally, a student must complete:

- A) **Theory of Knowledge (TOK)**, a critical thinking course.
- B) **An Extended Essay** of 4000 words on a topic of special interest.
- C) **Creativity, Action, Service** – 150 hours of CAS over a 2-years period.

NB:

Course options may change following periodic reviews of subject offerings. Some combinations of courses may not be possible



COURSE SELECTION

- Select six subjects by placing a (✓) in the appropriate box. Please note that three subjects must be at Higher Level (HL) and three at Standard Level (SL). It is possible to take four HL subjects but due to the workload, it is not recommended.
- When determining which HL and which SL subjects to select, consider both your academic results in these subjects from previous years of study as well as the requirements for your chosen field of study at university. It is not recommended that students study subjects in which they are weak at HL.
- You must select at least one subject from Groups 1 to 5. The sixth subject must be an additional subject from either Group 3 or 4. You will find a description of these subjects on the following page.

Group	Subject	Higher Level	Standard Level
Group 1 - First Language	English		
Group 2 - Second Language	French B (at least 2-5 years of previous study; 4-5 for HL)		
	French Ab Initio (beginner level, no previous experience)		
	Kiswahili B (at least 2-5 years of study; 4-5 for HL)		
Group 3: Individuals and Societies	Information Technology in a Global Society (ITGS)		
	Economics		
	Psychology Business Management		
Group 4: Experimental Sciences	Biology		
	Chemistry		
	Physics		
Group 5: Mathematics	Mathematics HL and SL		
	Math Studies		
Group 6:	Choose an additional subject from Groups 2-4.		

NB: -Students who need to take three science subjects because of the entry requirement for some universities may do so at the discretion of the school / IBO. The IBO may grant permission for students to do this after submitting the appropriate application and documentary evidence. Students should not expect permission to be automatic. Until such time as an exemption is granted, students would be expected to take the full Diploma Programme (6 subjects) and one extra subject. The timetabling of a 7th subject will create administrative difficulties and may involve students taking after-school classes.

This schedule is only tentative. Course offerings may change as a result of staffing, timetabling or review.



COURSE DESCRIPTIONS

English: Every diploma candidate is required to study English. The range of texts is broad: students grow to appreciate the language's complexity, wealth and subtleties in a variety of contexts. Confidence and competence in oral and written communication skills are fostered. One of the explicit aims of this course is to engender a lifelong interest in literature and a love for the elegance and richness of human expression.

French / Kiswahili: Second-language courses develop students' powers of expression, provide them with a resource for the study of other subjects, and bring them into contact with ways of thought which may differ from their own, while also enabling students to use the language in a range of contexts and for many purposes. The courses focus on written and spoken communication. Language B students must have some previous experience (ie 2 to 5 years; 4 to 5 years for HL courses), while Ab Initio courses are for students who have little or no previous experience. Please note that due to IB exam timetabling, Kiswahili students will take their exams during the November session of their second year of study.

Information Technology in a Global Society (ITGS): The ITGS course focuses on the study and evaluation of the impact of information technology on individuals and society. It explores the advantages and disadvantages of the use of digitized information at the local and global level. ITGS provides a framework for the student to make informed judgments and decisions about the use of IT within social contexts.

Business Management: This course is the rigorous and critical study of the ways in which individuals and groups interact in a dynamic business environment. It examines how business decisions are made and how these decisions make an impact on internal and external environments. The course is designed to give students an understanding of business principles and skills, while also emphasizing such as technical innovation, marketing, HR management, finance, and the concept of synergy.

Economics: The study of economics focuses on the concept of scarcity and the problem of resource allocation. Although economics involves the formulation of theory, it is not a purely theoretical subject: economic theories can be applied to real-world examples while also incorporating elements of history, geography, psychology, sociology, political studies and many other fields of study.

Biology: Biology is the study of living organisms. The course aims to provide both a specific and general understanding of the principles of the subject. Students focus on themes such as structure and function, universality versus diversity, equilibrium within systems, and evolution. These themes unify the various topics that make up the three sections of the course: the core, the additional higher level material and the options.

Chemistry: Chemistry is an experimental science that combines academic study with the acquisition of practical and investigational skills. Chemical principles underpin both the physical environment and all biological systems. The IB Chemistry course includes the essential principles of the subject but also, through selection of options, allows some flexibility to suit student needs.

Physics: Physics seeks to explain the universe itself, from the very smallest particles to the vast distances between galaxies. The IB Physics course allows students to develop traditional practical skills and techniques and increase facility in the use of mathematics, while also assisting students to understand the processes of physics in a context of dynamic change. Depending on the level studied, topics may include a selection of: measurement, mechanics, thermal physics, waves, electricity and magnetism, optics, electromagnetism, quantum, atomic and nuclear physics.

Psychology is the systematic study of behaviour and experience. Psychology has taken a leading role in the investigation of the relationship between physiological processes and human experiences. It offers the opportunity to focus on individuals and societies in the context of a social science, which is an integral part of the diploma program. The aim of the psychology curriculum is to help students interpret and conduct psychological research, to apply the resulting knowledge for the benefit of human beings and understand the applications of psychology to everyday life.

Mathematics HL: This course caters for students with a good background in mathematics who are competent in a range of analytical and technical skills. The majority of these students will be expecting to include mathematics as a major component of their university studies, either as a subject in its own right or within courses such as physics, engineering and technology. Others may take this subject because they have a strong interest in mathematics and enjoy its challenges.

Mathematics SL: This course caters for students who already possess knowledge of basic mathematical concepts, and who are equipped with the skills needed to apply simple mathematical techniques correctly. The majority of these students will need a sound mathematical background as they prepare for future studies in subjects such as chemistry, economics, psychology and business administration. This course is only available at SL. It caters for students with varied backgrounds and abilities. More specifically, it is designed to build confidence and encourage an appreciation of mathematics in students who do not anticipate a need for mathematics in their future studies. Students taking this course need to be already equipped with the fundamental skills and a rudimentary knowledge of basic processes.

Mathematics Studies: It caters for students with varied background and abilities. More specially, it is designed to build confidence and encourage an appreciation of mathematics in students who do not anticipate a need for mathematics in their future studies. Students taking this course need to be already equipped with fundamental skills and a rudimentary knowledge of basic processes.



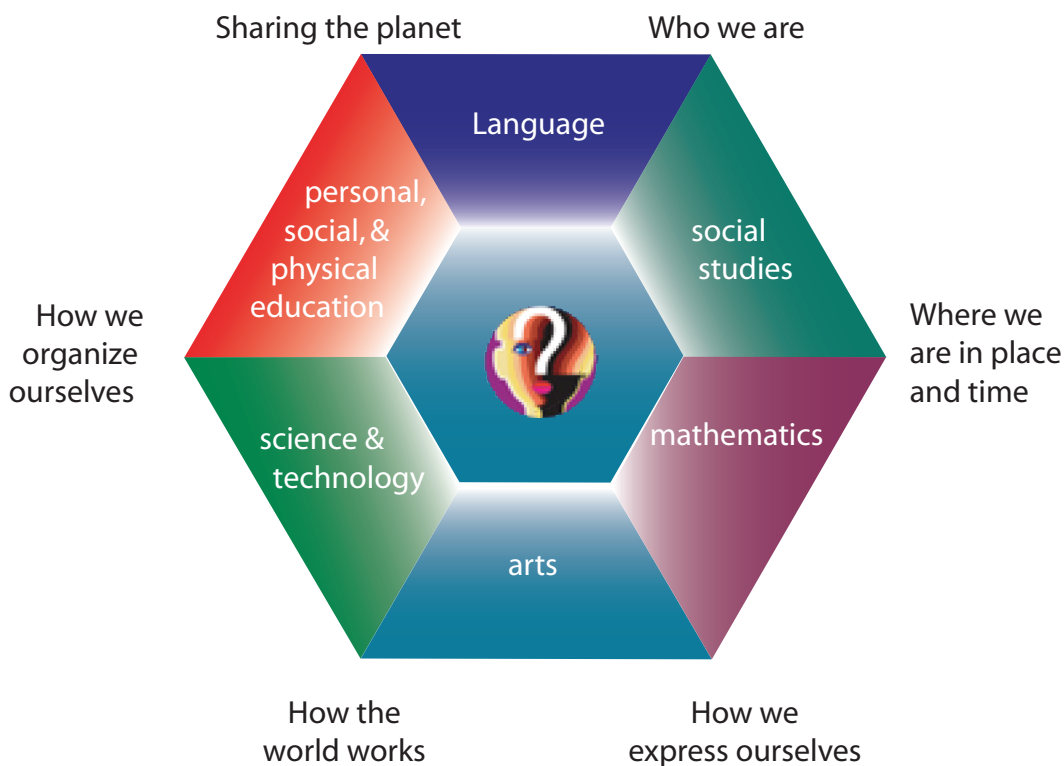
The mission statement of the International Baccalaureate Organisation

The International Baccalaureate Organisation aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The PYP curriculum:

At the centre of the PYP curriculum are five essential elements: knowledge, concepts, skills, attitudes, and action. The aim of the programme is to help students acquire a holistic understanding of six main themes, shown on the outside of the programme model (below), through the interrelatedness of these essential elements.





The PYP has designed a transdisciplinary curriculum which draws the individual disciplines together while preserving the essence of each subject.

Your child will:

- Develop a deep understanding of important concepts
- Conduct research into knowledge which has local and global significance
- Acquire and practice a range of essential skills
- Be encouraged to develop positive attitudes towards learning, the environment and other people
- Have the opportunity for involvement in responsible action and social service.

The PYP identifies a body of knowledge for all students in all cultures, in six subject areas.

- Language
- Social Studies
- Mathematics
- Arts
- Science & Technology
- Personal Social & Physical education

The essential elements at the centre of the curriculum model are developed and applied in a context defined by the six transdisciplinary themes.

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet

How can I support my child's learning?

The PYP sees learning as a partnership between student, parent and school. The degree of parental involvement may vary from school to school but the fundamentals of parental support remain the same.

You can help your child by:

- Maintaining regular contact with the school
- Sharing books with your child
- Supporting your child's mother tongue
- Assisting your child with research projects
- Attending curriculum information sessions at school and parent/teacher conferences
- Providing an appropriate setting and structured routine for doing homework.