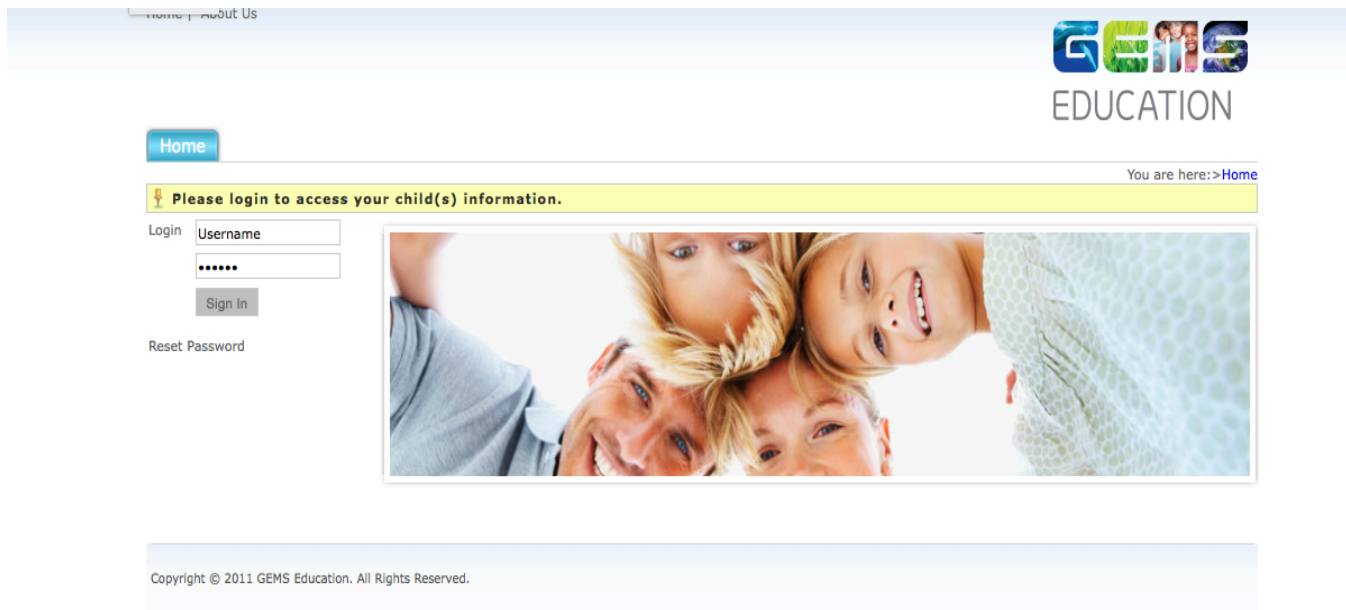


### Step by Step Re-Enrolment Guide for Parents

**You must complete this process before you can make a payment at the Accounts Department or make payment online. Your child is not re-enrolled until you have paid the 5% deposit**

**Step 1:** Go to <https://oasis.gemseducation.com/General/Home.aspx> and sign in using your GLG OASIS username and password.



Home | About Us

**GEMS**  
EDUCATION

Home

You are here: > Home

Please login to access your child(s) information.

Login Username

\*\*\*\*\*

Sign In

Reset Password

Copyright © 2011 GEMS Education. All Rights Reserved.

**Step 2:** Once you have accessed OASIS please, click on "Re-Enrolments" located in the "Easy Access Menu". Please note, you will not be able to do this step if you have not updated the "Parents Details section". If this is the case, please update accordingly.

Home | About Us | Alerts | Sign out

Learn. Aspire. Be.

Home Fees Curriculum Child's Profile Update Information Others Extra School Provision Welcome [User Name] You are here: > Home

**Child's Basic Information**

- Click on Easy Access link to access key services.
- Click on View Profile to view your child's profile.

**Easy Access**

Student Id	125015000	Parent Details
Grade	09	Fee Payment
Section	B	Immunization Details
GLG Login Id		Re-Enrolment
Teacher Incharge		View Profile
Primary Contact	Father	
Preferred Contact	Email	

Alerts for [User Name]

Please click

**Step 3:** Follow the directions on screen to complete the first part of re-enrolment. Payment either online or at the accounts department will complete re-enrolment which will guarantee your child's place for the next academic year.

Home | About Us | Alerts | Sign out

Learn. Aspire. Be.

Home Fees Curriculum Child's Profile Update Information Others Extra School Provision Welcome [User Name] You are here: > Home > Others > Re-Enrolment

**Re-Enrolment**

Currently we are enrolling and recruiting for the next academic year. We ask that you please indicate your intention regarding your child's re-enrolment/re-registration of your child for September 2012-2013 by submitting this form

**Please select the appropriate box**

Is Father or Mother a GEMS staff?  YES  NO

If you choose 'YES', please enter GEMS GLG id and password

Enter GEMS official id \*  Enter 8 digit Staff No \*   
Format ( e.g. mohd\_i\_cis / m.iqbal\_cis)

YES My child will be returning to WELLINGTON INTERNATIONAL SCHOOL - DUBAI for the academic year 2012-2013, and request a seat for September 2012. In order to secure the seat, I agree to pay the required AED 2500.00 (non-refundable) fee, which is adjustable against the 1<sup>st</sup> term/semester fees.

NO My child will not be returning to WELLINGTON INTERNATIONAL SCHOOL - DUBAI for the academic year 2012-2013, and will require a transfer certificate. If this request is not made by 1<sup>st</sup> of June 2012, your transfer certificate will be ready after commencing of the academic year.

Proceed

1. Unregistered students or students with an outstanding fee balance as of the 1<sup>st</sup> of May 2012, will not be able to be re-enrolled.  
2. At this time, tuition fees for the next academic year have not been determined. Should there be a fee increase prior to the start of the academic year, as a result of which you wish to withdraw your request for re-enrolment, please notify the Registrar's Office as soon as possible.