

## Step by Step Re-Enrollment 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 GEMS OASIS username and password.



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Please login to access your child(s) information.

Login Username

\*\*\*\*\*

Sign In

Reset Password

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**Step 2:** Once you have accessed OASIS please, click on "Re-Enrollments" 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.

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**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	<b>Parent Details</b> <a href="#">Fee Payment</a> <a href="#">Immunization Details</a> <a href="#">Re-Enrolment</a> <a href="#">View Profile</a>
Grade	09	
Section	B	
GLG Login Id		
Teacher Incharge		
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.

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**Re-Enrolment**

We are currently enrolling for the next academic year. Please indicate your intention regarding your child's re-enrolment/re-registration for September 2017-2018 by submitting this form.

**PLEASE SELECT THE APPROPRIATE BOX:**

**YES** My child will be returning to GEMS AMERICAN ACADEMY - ABU DHABI for the academic year 2017-2018. In order to secure the seat, I agree to pay the required AED 3505.00 (non-refundable) fee, which is adjustable against the 1<sup>st</sup> term/semester fees.

**NO** My child will not be returning to GEMS AMERICAN ACADEMY - ABU DHABI for the academic year 2017-2018, and I will complete the necessary withdrawal process prior to the 1st of June 2017.

**Declaration**

**I understand and agree that:**

- Unregistered children, as well as, children with an outstanding tuition fee balance will not be able to be enrolled.
- Tuition fees for the next academic year have not been determined.
- Terms and conditions communicated by the school in writing at the time of admissions, continue to apply.
- My child's seat is not secured, unless I pay the re-enrolment fee by the date indicated by the school.

Ticking the declaration box (as a substitute for your signature) is to confirm that you agree to the above declaration.

Proceed