

*1961 - 2021*  
*60 years in education*

**KASA**  
High School



1961

**PROSPECTUS**  
2021 - 2022

Your Dreams  
Our Aim

*KASA High School is celebrating 60 years of education. With more than 50,000 alumni making a difference around the world, highly-qualified teachers, dedicated staff, and a diverse student body, KASA High School has been honouring everyone's right to quality education for 60 years – and counting!*

*The best is yet to come!*



Your dreams  
Our aim

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## WELCOME

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Welcome to KASA High School! I am honoured to serve as the Principal of KHS and to be part of a culture steeped in rich tradition and academic excellence. KHS is accredited by the Ministry of Education, Culture, Sport & Youth of Cyprus, and has been acknowledged to be the first private high school in the Republic of Cyprus established in 1961. We are looking forward to sharing with you our progress towards our campus and student goals.

Our teaching and administrative staff are focused on providing all students with a quality learning experience through the various curricular and extracurricular opportunities available. Our aim as educators is to develop the students' skills and qualities using creative and critical thinking activities, in order to help them thrive in this increasingly complex world. We want them to be adventurous beyond the curriculum and inspired to achieve more than they thought possible.

Our highly qualified teaching staff are dedicated to the growth of every student. Students excel because they feel valued, safe and encouraged to take an appropriate level of risk, and challenge themselves to move forward.

As the principal of KASA High School, I believe that it is my responsibility to maintain and continue to build a supportive and collaborative spirit at our School. As a school community, we will continue to build on the traditions of the past and meet the challenges of the future in innovative and exciting ways. We are very proud of our School and we invite you to join us.

Kind Regards,

Maria Yiannoullou  
Principal



## WHO WE ARE

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KASA High School was established in 1961 in Famagusta and is registered at the Ministry of Education, Culture, Sport & Youth of Cyprus. It is a four-year upper-secondary school in the category “Different” under “The Private Institutes Law of 1971-2012 article 7 (1)” of the Republic of Cyprus licensed on the 8<sup>th</sup> of February 1963 with establishment number 7.18.06.01. The syllabus of KASA High School is approved by the Ministry of Education under “The Private Schools’ and Private Institutes’ Law of 1971-2012”.

KASA High School aspires to be acknowledged as an experienced provider of quality education at an affordable cost. It is our theory that knowledge and education is a privilege for everybody. We strive to inspire students to achieve excellence by providing an independent, cross-cultural, private, and advantageously small-scale learning environment.

The High School serves a highly unique and culturally diverse student body, and endorses both academic advancements and personal growth among its students. We take pride in fulfilling the needs of each individual and the countries they originate from.





## OUR MISSION & OBJECTIVES

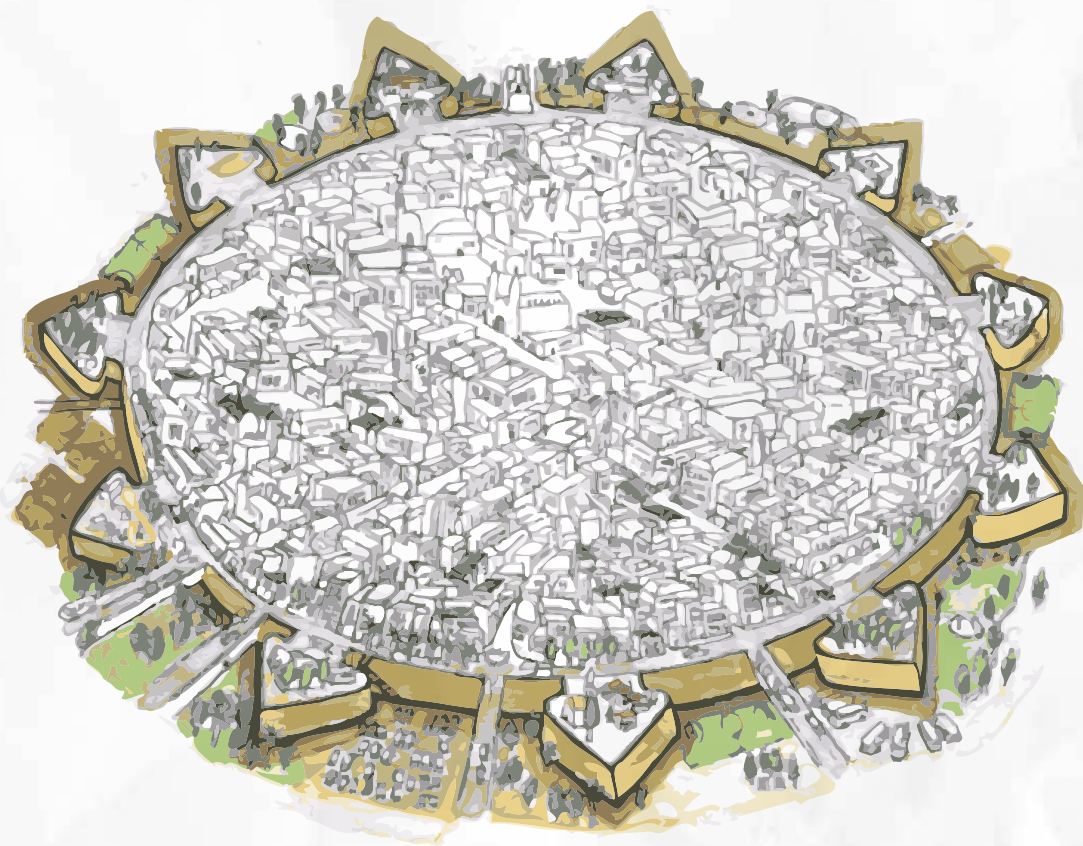
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The mission of KASA High School is to create and maintain a learning environment that fosters students' ability to make good choices; to develop the capability to respond and adapt to changing circumstances; to gain an appreciation for learning as a lifelong process; and to gain the skills and knowledge necessary for a diverse, ever-changing world.

KASA High School will provide the fundamentals of literacy, communication and mathematical applications for students to succeed in their later studies and/or career. The School staff will work towards maximising resources necessary to provide students with quality education in a supportive and positive climate. Students will develop global awareness, civic responsibility and critical thinking, as well as the necessary skills to respond and adapt to the changes of today's world.

KASA High School provides students with opportunities to acquire necessary knowledge, skills and attitudes for their mental, social, moral, physical and spiritual development. This further leads to the enhancement of understanding, acceptance and respect for social, racial, religious and cultural diversity that characterises modern society. The ultimate purpose of the School is to create responsible and well-adjusted individuals with broadened horizons and open minds that hold a constant thirst and curiosity for lifelong learning.

Therefore, at KASA High School, we value the development of the key skills of literacy and numeracy, enquiry and information analysis; but also, we embrace the growth of critical thinking, problem-solving, and rational judgment skills. In this way, students gain confidence in their communication while their self-esteem and self-worth are boosted. Apart from theory and guided practice, students are encouraged to nurture their talents, creativity and healthy lifestyle that add to physical and mental well-being. All in all, KASA High School aims to constitute a pleasant environment where students enjoy acquiring knowledge.





# LOCATION

## NICOSIA, CYPRUS

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Kasa High School is situated in Nicosia; capital of Cyprus.

Cyprus is an island with a rich history. Being at the crossroads of three continents, it has endured a multitude of invasions, each one leaving behind an element of its culture. Cyprus was once amongst the richest nations in the world (owing to its copper resources), not to mention the priceless history which has been enriched by its Greek heritage. For these reasons, Cyprus is today a true multicultural European country that has nothing to be jealous of its bigger counterparts.

### The Economy

The main economy of southern Cyprus is dominated by the service sector, with tourism, financial services and real estate being the most important sectors. In recent years, Cyprus has also witnessed an increase in the manufacturing industry including food and beverage processing, chemicals, pharmaceuticals, wood, paper, stone

and clay products. In addition, due to the favourable climate, agriculture has always been a big part of the island's economy with potatoes, citrus, grapes, livestock and many more benefitting from its fruitful soil. What is more, because of its convenient location, Cyprus supplies Europe and the Middle East with many of its products including vegetables, cigarettes and clothing.

### Culture & Society

In the last few years, the population of Cyprus has increased due to its accession into the European Union. This big influx of foreign people to the island has also seen an increase in the number of religions represented by their house of worship. In addition to the local Greek Orthodox churches, Cyprus boasts many mosques, as well as Russian churches, churches for Catholics, Armenians, Maronites, Jehovah's Witness, and places of worship for Buddhists, Born-Again Christians, Sikhs and many more.







Every city's infrastructure has been upgraded recently, with the addition of bicycle lanes, parks, shops and many more amenities. There are designated dog parks and parks that have been serving as a reference meeting point for Indian, Pakistani, Sri Lankan and many more ethnicities.



Sports in Cyprus—especially football—have achieved a level of professionalism in the last years comparable to big European clubs. Local clubs have earned their way into the Champion's League 32 finalists, bringing giants of the trade, like FC Barcelona and Real Madrid, to the island. Basketball, volleyball, cricket, tennis, cycling and many more have also been on the rise.

## Lifestyle

In general, life on the island is characterised by convenience afforded by its small-scale kindness, generated by the people's inherent up-bringing and cosmopolitan lifestyle. This is due to its increase in demographics and recently discovered natural gas and oil which have brought investors from all over the world. You can start your day by going to class, then grab a coffee on your way, before heading to Aphrodite's birth place to see the sunset. Then, head back home for dinner before going to the theatre, or the cinema, or your local sports bar to watch a game.



## Nicosia

The old city has become very picturesque with its graphic pedestrian brick road lined with many restaurants, cafeterias, bars and clubs. In addition, if you fancy a walk along the beach, the nearest seaside is just a thirty-minute drive away from the furthest point on the island. What is more, weekend breaks to other European capitals are feasible with many airlines flying in and out of Cyprus, not to mention the hundreds of hotels along the island's shore lines (many of which are blue flag beaches) and mountain tops.

# STUDYING AT KASA HIGH SCHOOL

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## WHAT WE OFFER

The most distinctive characteristic of KASA High School that allows it to differentiate itself from other private secondary-education schools in Cyprus is that it offers people a second chance to obtain a high school leaving certificate. Thus, people who left school prematurely for one reason or another now know that it is feasible to complete their schooling even in adulthood. Our flexible hours during evening time

enable an adult to reach their educational goal of finishing school without abandoning, neglecting or rearranging whatever else they do in their life; either this is a job or family.

Classes at KASA High School take place on campus and they are further supported by the use of Moodle platform (material delivery, announcements, results, etc.) as well as MS Terms for virtual meetings and instant communication with the teachers.



## CAMPUS & FACILITIES

### Premises

The School runs out of two locations. Campus A is centrally located and is only a two-minute walk from the main bus terminal. It holds the kitchen and restaurant labs, as well as a fully equipped computer lab, a library and classrooms. Campus B is once again centrally located, only a ten-minute walk from Campus A. The Administration Offices are located in Campus B.

Both campuses are spacious and functional. All classrooms and communal areas are fully air-conditioned and adequately lit. WiFi access is free in all areas of the School. In addition, classrooms have built-in projectors for more interactive lessons.

### Technology-Supported Learning

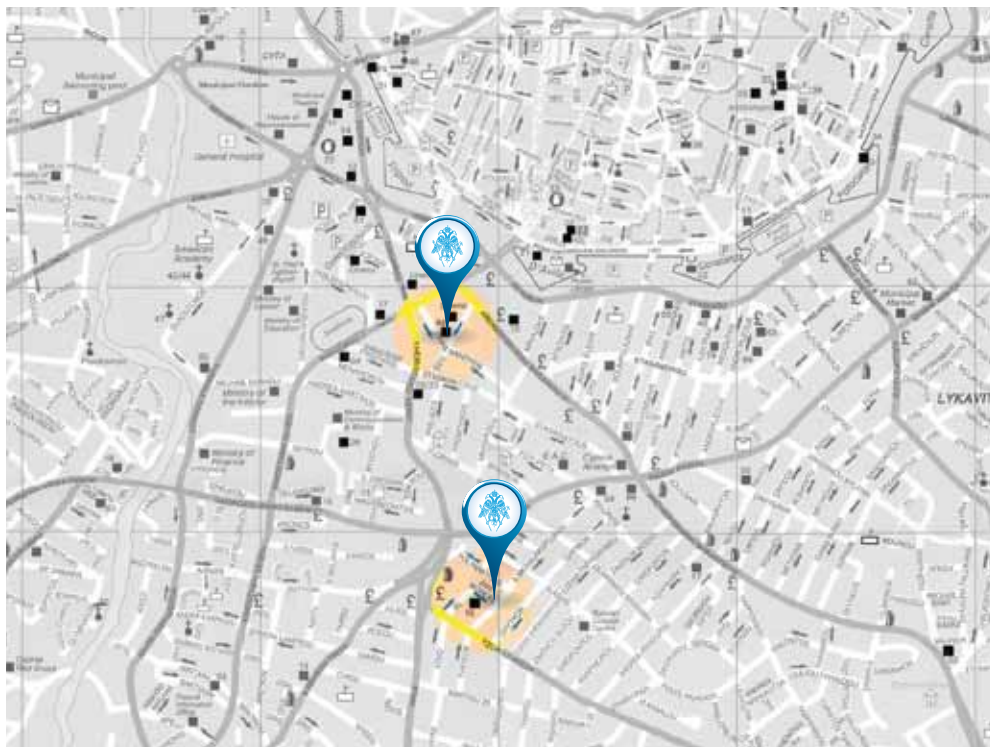
Classes are further supported by the use of Moodle as well as MS Teams.

## Accommodation

KASA High School assists students in finding adequate accommodation during their studies at our School. Due to the central location of both campuses, there is a wide array of accommodation available for every need, within a reasonable distance and budget.



KASA High School has recently launched a group on social media (CKaccommodations) where the students seeking for accommodation or roommates, or people who are aware of available ones come in contact.





## Subject-Related Facilities

The institution prides itself in the facilities it has to offer the Hotel Management & Catering Supervision students. The School is equipped with a fully functional and professional kitchen, as well as a dining/restaurant-type area much like those found in hotels. Our students utilise the kitchen for their practical cooking sessions, as well as for the food-and-beverage subjects, providing them with the opportunity to practise their newly acquired skills in a real-life setting.



## Library

The Library of the School fosters independent study in a pleasant environment, suitable for learning. The Library is equipped with an excellent collection of publications and scientific journals. It also contains recreational readings from all over the world. In addition, embracing the new age of technology, many subjects offer e-books which can be readily downloaded.



There, you can find:

- at least one copy of the recommended textbook for every subject;
- a wide range of social science reading materials;
- textbooks on study skills;
- copies or online access to quality newspapers, periodicals and scientific journals;
- advice for any enquiries and loan facility; and
- security of books by the administration.

## Computer Facilities

The School campuses boast modern, fully equipped computer labs with the latest technology. Students have the opportunity to use the labs either as part of their studies to complete assignments and acquire information from the internet, or for leisure (Campus A).



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## SERVICES & SUPPORT

### Student Affairs & Welfare Service

The Student Affairs and Welfare Office serves as a liaison between students, teachers and administration. The primary function of the Student Affairs and Welfare Office is to be of assistance to students in any way possible. It leads, directs and administers overall functions of student counseling, accommodation, student societies and discipline. The important function of this office is to enhance the quality of student life both in and outside of the classroom. Overseen by the Head of Student Affairs and Welfare, this office is a central place for students where they can express and get help about any problem they encounter on campus, whether it is academic, personal or emotional. The staff and teachers involved in the Student Affairs and Welfare Service are readily available to students for sorting out problems.

The Student Affairs and Welfare Office functions as a friend and guide to a student. It administers his/her needs from the time (s)he steps in the School for admission, to the time (s)he graduates from the School. It provides forums for cultivation of literary, artistic and athletic potentials which make their stay on campus a rich experience of multi-dimensional growth. The Student Affairs and Welfare Office also provides proactive support and capacity building services to promote co-curricular activities in the School. This could enrich our graduates at every stage of their life, as well as build strong relationships with their peers, teachers, administration and others.

The Student Affairs and Welfare Office is also responsible for the organisation of the several events held throughout the year (the graduation ceremony, the Student Council elections, the end-of-year party, cultural festivals, social activities, sports events, career and open days) in collaboration with the Student Council and the Student Clubs.

### Student Clubs

The Student Clubs fall under the umbrella of the Student Affairs and Welfare Service. They include the Gastronomy Club, the Sports Club, the Social & Environmental Club, and the Arts & Culture Club. The clubs' main mission is to offer opportunities and activities to the students to develop their talents and passion. It acts as a fruitful ground of active students who aim on their personal and general development through their interests and hobbies.

### Sports Opportunities

Our School has a long-standing partnership with the Cyprus Sports Organisation. Their facilities are considered the best in Cyprus. Please visit their website at [www.cyprus-sports.org](http://www.cyprus-sports.org) for further information. We are very proud of this collaboration and we encourage our students to participate in various sports by offering scholarships and other benefits where applicable. Students also have the opportunity to become members in various sports teams such as cricket which has a local league running here. Please visit their website at [www.cyprus-cricket.com](http://www.cyprus-cricket.com) for further information. In addition, students can join gyms at a discounted price, as well as participate in sports events organised by our Sports Club.

### First Aid

The First Aid is provided in Campus A room 204 by a Certified First Aider.



# HOW TO APPLY

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The easiest way to apply is online. The Application Form, along with the additional information required for admission and entry, can be downloaded online from [www.kasahighschool.ac.cy](http://www.kasahighschool.ac.cy). Alternatively, students can contact the Director of Admissions & Enrolment at +357 22 681882 or by email at [admissions@kasahighschool.ac.cy](mailto:admissions@kasahighschool.ac.cy).

## WHEN TO APPLY

As indicated in the School Calendar of KASA High School, classes begin in September. Students' registrations take place in June and September. Supplementary off-period registrations can take place all year round upon approval from the Ministry of Education.

European Union Countries: Submit your application at least one month before the beginning of the school year.

Non-European Union Countries: Due to the fact that international deadlines are controlled by the Ministry of Education, interested applicants should contact the Director of Admissions & Enrolment, at +357 22 681882 or by email at [admissions@kasahighschool.ac.cy](mailto:admissions@kasahighschool.ac.cy).

## STEP-BY-STEP INSTRUCTIONS

- Download the Application Form from our website [www.kasahighschool.ac.cy](http://www.kasahighschool.ac.cy).
- Print and fill-in all sections, including the student signature.
- Scan the application and email it to [admissions@kasahighschool.ac.cy](mailto:admissions@kasahighschool.ac.cy).
- Attach all necessary documents to the email.

\* Please do not attach large-size files.  
Preferred file size: 300Kb-500Kb each.

Each email sent must contain information and documents referring **ONLY TO ONE STUDENT** each time.



## ADMISSION POLICY & STATEMENTS

KASA High School follows a non-discrimination admissions policy, and actively seeks to recruit and enrol students of different backgrounds, interests, talents and cultures, in order to create and sustain a multicultural environment. Therefore, the student population of our School consists of diverse and multicultural groups blending their different backgrounds, interests and heritage to create a truly global learning environment.

The School's admission policy relies on each applicant's past records— primarily high school grades—and grants admission under several categories depending on each applicant's qualifications and educational objectives. All candidates should possess a High School Leaving Certificate until Year 10 (for Hotel Management & Catering Supervision).

## ADMISSION REQUIREMENTS

### Local & European Union Applicants

#### 1. Application Form

- It must be completed and signed by the applicant.
- It must be accompanied by a receipt of fees payment including the non-refundable application fee of 180€.

#### 2. Academic Records

Applicants must present an English-translated High School Leaving Certificate, certifying that the student has completed Year 10. The certificate must be attested by the Ministry of Foreign Affairs and the Consulate/Embassy at the student's country or Apostille.

#### 3. Passport/ID Card Copy

- Local and European Union students must submit a passport copy with at least a two-year validity.
- Local students must submit a valid ID card.

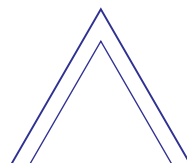
#### 4. Photographs

Students must submit six recent passport-size photographs.

Upon receipt of all necessary documents, the Admissions & Enrolment Office will consider the application and, if successful, a conditional offer letter will be issued and mailed to the student, along with information regarding registration dates, orientation and commencement of classes. Accepted local and European Union students need to pay tuition and other fees.



*\* **Please note** that although European Union citizens do not require a visa to study in Cyprus, they are still required to submit an application for Issue of Residence Permit to the Migration Department. This application must be submitted within three months of the student's entry to Cyprus.*



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## International Applicants

The following documents are required by all international students:

### 1. Application Form

- It must be completed and signed by the student. It includes the rules and regulations of the School.
- It must be accompanied by a receipt of fees payment including the non-refundable application fee (and migration fee) of 180€ collectively.

### 2. Academic Records

Applicants need to present an English-translated High School Leaving Certificate, certifying that the student has completed Year 10. The certificate must be attested by the Ministry of Foreign Affairs and the Consulate of Cyprus in the country of origin.

### 3. Passport Copy

International students must submit a passport copy with at least a two-year validity, and attested by the Ministry of Foreign Affairs, a Notary Public and the Consulate of Cyprus in the country of origin.

### 4. Police Clearance

International students must submit a copy of a Police Clearance Certificate attested by the Ministry of Foreign Affairs and the Consulate of Cyprus in the country of origin, confirming that the applicant has no criminal record. The validity of this certificate should not exceed six months and must be in English.

### 5. Bank Letter of Financial Support/ Bank Statement

- International students must submit an English-translated bank letter confirming that the student or the student's guardian, sponsor or parents have the ability to finance the applicant's studies. This letter should clearly state the applicant's name and his/her relationship with the sponsor.

- The bank certificate must be accompanied by an original and fully certified bank account statement with a minimum balance of 7000 €, a month before the document's submission to a Notary Public and the Cyprus Embassy or Consulate in their country for attestation. Its validity should not exceed six months.

### 6. Medical Certificates

International students must submit an English-translated copy of a blood test and chest x-ray attested by the the Ministry of Health (Nepal), or Ministry of oreign Affairs (Pakistan), and the Cyprus Embassy or Consulate. For students from India, medical certificates must be issued by government hospitals and must be attested with an Apostille stamp. These tests should confirm that the applicant is not infected with:

- HIV 1 & 2 = AIDS
- Hepatitis B & C
- VDRL = Syphilis
- Tuberculosis

The validity of these medical tests should not exceed four months.

### 7. Declaration Form

Applicants receive this form along with the offer letter. They must complete and sign it, as it must be presented to the Migration Authorities.

### 8. Photographs

Six recent passport-size photographs must be submitted with your application.

All countries which signed the Hague Convention must attest the documents with an Apostille stamp.

*\* **Please note** that incomplete applications will not be processed by the Admissions & Enrolment Office and will not be sent to the Ministry of Education and Culture or the Migration Authorities.*

International citizens from countries which are not members of the European Union require a visa in order to study in Cyprus. For this reason, upon receipt of the necessary documents, the Admissions & Enrolment Office will consider the application and, if successful, a conditional offer letter will be issued and mailed to the candidate. After that, a prospective student must have all his/her documents attested before his/her final enrolment. Then, the applicant's file will be sent to the Migration Authorities in Cyprus by the School in order to check the authenticity of the applicant's documents. Upon approval of the candidate's documents, the entry permit visa is granted with a deadline to enter Cyprus. The Admissions & Enrolment Office will notify students when their entry visa is approved and mail it to them. Following the visa approval, the applicant must pay the tuition and other fees to the School.

*\* **Please note** that if a student fails to show all necessary documents, (s)he will not be permitted to enter Cyprus upon arrival.*



*Student's temporary visa will be converted into a student visa with a maximum of one-year validity and will be renewed annually for the duration of his/her studies.*



### Upon Arrival in Cyprus

Accepted international students must notify the Admissions & Enrolment Office as soon as they make their travel arrangements. The following documents must be presented to Immigration Officials at the airport:

- a copy of the entry visa,
- a copy of the tuition and other fees receipt, and
- at least 2000€ cash.

**NO STUDENT SHOULD TRAVEL TO CYPRUS WITHOUT A COPY OF HIS/HER ENTRY VISA.**

### Enrolment

When a student enrolls, (s)he completes and signs the Student Regulations Form that constitutes a contract between the student and KASA High School. By signing this form, the student agrees to abide with the rules and regulations of the School.



# PATHS OF STUDY

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## HOTEL MANAGEMENT & CATERING SUPERVISION



For the first year (Year 10), students must attend 28 periods of classes per week; 15 periods of compulsory subjects, 7 periods of English Language and 6 periods of technology and lab subjects of specialty. Each teaching period is 45 minutes.

For the second year (Year 11), students must attend 27 periods of classes per week; 13 periods of compulsory subjects, 5 periods of English Language, 2 periods of German Language (elective) and 7 periods of technology and lab subjects of specialty.

For the third year (Year 12), 19 periods of compulsory subjects, 5 periods of English Language and 4 periods of elective subjects to choose from (German, Marketing Principles, Chemistry and Biology) are taught. Students will also attend 15 periods of technology and lab subjects of specialty. The total teaching periods for Year 12 are 43.

The final year (Year 13) consists of 44 teaching periods. 19 periods are given to compulsory subjects while 5 periods are given to the English Language. Similarly, students will be spending 16 periods per week on technology and lab subjects of specialty and must choose 2 elective subjects from the elective subjects list.

After the successful completion of the final school year, students will receive the High School Leaving Certificate. Therefore, students will be able to continue their studies in higher education, in colleges and universities in Cyprus and abroad.

### Language of Instruction

The language of instruction is both English and Greek.

SUBJECTS	Year 10	Year 11	Year 12	Year 13
Compulsory Subjects				
History	2	2	2	2
Greek Language as a Second Language	-	-	6	6
Greek Language for Native Speakers	6	6	6	6
Information Communications Technology	3	3	3	3
Economics	2	-	-	-
Mathematics	2	2	2	2
Related Subjects ( <i>compulsory</i> )				
English Language	7	5	5	5
Elective Subjects of General Knowledge ( <i>select 2</i> )				
German Language	-	2	2	2
Marketing Principles	-	-	2	2
Chemistry	-	-	2	2
Biology	-	-	2	2
Technology and Lab Subjects of Specialty				
Accounting Principles	3	-	-	-
Principles of Hotel Management	-	3	-	-
Food Hygiene and Nutrition	-	2	2	-
Tourism and Economy	-	2	2	-
Front Office	-	-	2	2
Food and Beverage Costing	-	-	-	2
Hotel Technology and Culinary Arts	-	-	3	4
Table Service	-	-	2	2
Oenology and Other Types of Beverages (Bar)	-	-	2	2
Hotel Administration and Business Management	-	-	-	2
Typing in ICT	3	-	-	-
Public Relations	-	-	2	2

## OPEN DOORS

KASA High School supports the social integration of refugees and asylum seekers through education with the slogan “education empowers you” and “education is everyone’s privilege”. For KHS, which has been operating since 1961, the process of supporting refugees comes naturally, given the displacement experience that the founder of the School and his family went through themselves because of the Turkish invasion in Cyprus in 1974.

‘Open Doors’ is an innovative secondary education programme introduced by KASA High School and supported by UNHCR and the organisation “Hope for Children”. The Memorandum of Understanding which was signed on Thursday, the 8<sup>th</sup> of March 2018, between the UNHCR and KASA High School, ensures the protection of refugees in Cyprus and offers them access to quality learning, education and skill-building opportunities.

The High School offers a four-year school programme, from Year 10 to Year 13. After the successful completion of Year 13, students can receive a High School Leaving Certificate which is accredited by the Ministry of Education of Cyprus, and they can, therefore, pursue their studies in a college or university in Cyprus or abroad.

Due to the fact that most refugees do not have any school documents certifying previous education, KASA High School has been granted special permission from the Ministry of Education of Cyprus to accept students after successfully passing a placement test in Mathematics, English, Computer Literacy and History.

KASA High School, recognising the significance of education and considering it a basic human right, has initially offered 20 scholarships to refugees and asylum seekers for the school year 2018-2019.

The syllabus of the Open Doors programme is approved by the Ministry of Education and Culture of Cyprus, and it is designed to address current issues that refugees and asylum seekers experience all over the world, such as social anthropology, post-traumatic stress disorder, victimology, civic orientation, and personal, social and health education.

Additionally, students have compulsory subjects such as Mathematics, History and Informatics (from beginner to advanced level), as well as Greek as a Foreign Language (four levels). Students gain a basic understanding and knowledge on these subjects which help them to integrate better in society. First-year students have 31 teaching periods per week. 20 periods are given to compulsory subjects, 2 periods to elective subjects and 9 periods to technology and lab subjects of specialty. For the second year, 17 periods per week are given to compulsory subjects while students can choose 1 elective subject taught for 2 teaching periods per week.

Students also attend their technology and lab subjects of specialty for 9 periods per week. In total, they must complete 28 teaching periods.

The syllabus of the last two years of Open Doors is the same with regard to the allocation of teaching periods: 13 periods given to compulsory subjects, 4 periods to elective subjects and 10 periods to technology and lab subjects of specialty.



SUBJECTS	Year 10	Year 11	Year 12	Year 13
Compulsory Subjects				
History	2	2	2	2
Greek Language as a Second Language	6	5	6	6
ICT	2	3	3	3
Mathematics	2	2	2	2
Related subjects ( <i>compulsory</i> )				
English Language	6	2	4	4
Music	2	2	2	2
Sports	1	1	1	1
Elective Subjects of General Knowledge ( <i>select 1</i> )				
German Language	2	2	2	2
Marketing Principles	2	2	2	2
Chemistry	2	2	2	2
Biology	2	2	2	2
Culinary Arts (Lab)	-	2	2	2
Technology and Lab Subjects of Specialty				
Social Anthropology	3	3	2	2
Social Psychology	2	3	1	1
Post-Traumatic Stress Disorder	-	3	3	-
Victimology	3	2	2	1
Personal, Social and Health Education	-	-	2	3
Civic Orientation	1	2	1	1



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SCHOOL LEAVING CERTIFICATE SAMPLE

KASA  
High School



1961

ESPERINO LYKIO

APOLYTERIO  
LEAVING CERTIFICATE

School Year:

Certificate No: 120

Registration No: 411

File No: C-xxxx-xxxx

This is to certify that

*Name*

From: Country | Date of Birth: dd/mm/yyyy

has successfully completed KASA HIGH SCHOOL (Upper Secondary School Leaving Certificate)

**Hotel Management & Catering Supervision**

with the general mark: XX (Excellent) A

He/she has obtained the marks indicated in the following subjects:

Subject	Year Average	Retake
English Language		
Food & Beverage Costing		
Front Office		
German Language		
Greek Language as a Second Language		
History		
Hotel Technology and Culinary Arts		
Management and Organisation of Hotel and Other Industries		
Marketing Principles		
Mathematics		
Oenology and Other Types of Beverages (Bar)		
Public Relations		
Table Service		



.....  
Maria Yiannoullou (Principal)

.....  
Date

/KHS14 KASA High School is a Four-year Upper Secondary School in Category "Different" under "The Private Institutes Law of 1971-2012 article 7 (1)" of the Republic of Cyprus licensed on the 8<sup>th</sup> of February 1963 with establishment number 7.18.06.01



## CERTIFICATE OF STUDIES SAMPLE

**KASA**  
HIGH SCHOOL



1961

SCHOOL: KASA HIGH SCHOOL

PROTOCOL NUMBER: .....

## CERTIFICATE OF STUDIES

We hereby certify that the student below has successfully attended the last two years of high school, from 20..... - 20.....

Surname: .....

Name: .....

Father's Name: .....

Passport Number: .....

The Principal

.....  
Date

.....  
(KASA High School seal)

# PROGRESS REPORT SAMPLE

## KASA HIGH SCHOOL

### PROGRESS REPORT

Registration Serial No	File No	Full Name	Date of Birth
	K-2019-XXXX	Name	dd/mm/yyyy
Passport No	Country	MP No	ARC No
PASSPORT	COUNTRY	XXXXXX	xxxxxxxx
Programme of Study		Class	School Year
THE HOTEL MANAGEMENT AND CATERING SUPERVISION		Class 6	XXXX-XXXX

Code	Subject	1st Semester	2nd Semester			
		Semester Average 100%	Semester Average 100%	Final Exam Grade 100%	Final Year Grade 100%	Retake Exam Grade 100%
CE-BIOL	Biology					
CE-CULA	Hotel Technology and Culinary Arts					
CE-ENG	English Language					
CE-FBS	Table Service					
CE-FGRE	Greek Language as a Second Language					
CE-FHIN	Food Hygiene and Nutrition					
CE-FO	Front Office					
CE-HIS	History					
CE-ICT	Information Communications Technology					
CE-MATH	Mathematics					
CE-MKTG	Marketing Principles					
CE-PR	Public Relations					
CE-TECON	Tourism and Economy					
CE-WSB	Oenology and Other Types of Beverages (Bar)					

Signature

The Registrar

Date : XX/XX/XXXX



# POLICIES & REGULATIONS

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## REGISTRATION

Registration is a standard procedure between the Head Registrar and a student which is carried out every year. When a student registers, a timetable is issued with information about the times of classes, the teachers' names and the rooms in which the classes are held. Timetable changes are likely to occur during the first two weeks of classes and are publicised on the notice boards. Students may not be able to register if they have been suspended from the School or if their names are on the Registration Stop List. Students will be stop-listed if they owe money to the School.

### Periods of Registration

The school year is divided into two terms. The first term (Term A) begins in September and finishes by the end of January. The second term (Term B) begins in February and finishes by the end of May. Lessons for the first term begin on the 20<sup>th</sup> of September and finish on the 21<sup>st</sup> of January. Lessons for the second term begin on the 24<sup>th</sup> of January and finish on the 31<sup>st</sup> of May.

Students are always admitted in Term A of the corresponding year. Registration takes place before the beginning of lessons.

### Late Registration

Students who did not register during the designated registration period will be charged with a late registration fee. The teachers are not obliged to give any make-up lessons, tests or homework to a student who registered after the late registration period.

## RE-REGISTRATION

If a student's registration expires and the student wishes to continue his/her studies at the School, (s)he must complete a Re-registration Form.

If a student chooses to seize his/her studies—either for academic or personal reasons—and later wishes to **re-join** the School, (s)he must complete a new Application Form for consideration. Students from non-European countries wishing to re-apply must also follow the procedures for an entry visa as if they were applying for the first time.

For the re-registration of a student in the following school year, the following are required:

- a certificate of successful completion of the previous year of study,
- a receipt of the fees payment for the year of study, and
- the student's European Youth Card or Student Identity Card, which was given to him/her upon registration for the first time.

For the registration of students who have failed in their subjects of the previous school year, the following are required:

- a certificate of failure in their subjects of the previous year,
- a receipt of the fees payment and other charges, and
- the student's European Youth Card or Student Identity Card, which was given to him/her upon registration for the first time.

## STUDENTS' RIGHTS

### 1. The right to education

The right that a person has for free study at school, from pre-primary to secondary and high school or technical school, is very important.

### 2. Freedom of expression

The right to express one's opinion or views freely at school, in a way that does not harm other people's reputation and personality. (S)he can also look for, receive and share any kind of information and ideas, orally, in writing, in print, in artistic form or in any other way. These must be carried out without the freedom of expression intending to impose or promote political ideologies, that target to bigotry or conversion, and without being promoted to hatred because of racial, gender, religious, political or ethnic diversity.

### 3. Freedom of thought, conscience and religion

Another important right that one has is the freedom of thought, conscience and religion. The freedom of expression of his/her religion or beliefs is subject only to the restrictions that are defined by law and are necessary to maintain public security, public order, public health and public morals or freedoms, and the fundamental rights of others.

### 4. The student as a European citizen

The European Union has compiled all European citizens' rights into a single document, the Charter of Fundamental Rights. The charter includes a special article for young people's rights which — among everything else — contains the following:

- the right for personal development;

- the right for their views to be respected and the right for their interests to be always taken into consideration;
- the right to have a name and nationality, freedom of expression and access to information that concerns them;
- the right to live in a family environment or environment of alternative welfare and come in contact with both their parents, if possible;
- the right for health and prosperity that includes rights for children with disability, as well as the right for medical treatment and social insurance;
- the right for education, free time and access to arts and culture, as well as
- special protection for refugee children, children at juvenile correctional homes, children who have been denied their freedom and children who suffer from financial, sexual or any other kind of abuse.

### 5. The right to private life

According to the Operational Regulations of KASA Evening High School, the student has the right to live and enjoy his/her own private life. Nobody has the right to intervene arbitrarily or illegally in his/her private life, family or correspondence, or to offend his/her honour, personality and reputation.

### 6. Protection from violence, exploitation, abuse

The School must take all the appropriate measures — administrative and pedagogical — to protect the student from every type of violence, abuse, exploitation or lack of care.



## STUDENTS' OBLIGATIONS

### Attendance



Regular attendance at School is one of the basic obligations of the student and his/her most important right. In case his/her attendance is not always regular (for any reason)—i.e. (s)he is absent—(s)he must be aware of the consequences. A student who is absent even for a single teaching period, as soon as (s)he returns to School, and no later than five days long, must present to the Head Teacher, according to the situation:

- a sick note from the attended physician,
- a signed declaration from the parents or guardians (a special form issued by the School), or
- a certificate of attendance in formal external exams, sports, or other events.

Other important regulations about attendance and absences:

- For the student who participates in a School's special mission abroad or locally as decided by the Ministry of Education, or (s)he engages in a School activity that was assigned by the School management, the absence is not recorded, provided that the student informs the School in time. For a student who participates in events organised by the Pancyprrian Students Coordinating Committee, the absence is not recorded.
- Absence as a result of School punishment is regarded as explained.
- Absence that is not accompanied by an explanation is regarded as unexplained. Unexplained absence from School, as well as deliberate or selective absence from classes, constitutes a serious disciplinary

offence, for which the School imposes the relevant punishment. Absence in such a case is considered unexplained.

- For any delayed arrival in class, the student needs to receive entry permit from the Head Registrar. Apparently, repeated delay, even less than five minutes, constitutes a disciplinary offence.
- Signature forgery, or alteration/spoiling of an explanatory document, and intervention in the attendance record constitute serious disciplinary and criminal offences that are strictly punished.
- Finally, it is stated that the absence problem is very serious and every possible effort must be made to minimise it to the least possible extent. The student must also take into consideration that for every teaching period that (s)he is absent, this is recorded as one absence.

### Number of absences / Repeating the class:

The student is referred to examination in September for the subjects that involve a written examination and any others that the Teachers Board decides upon:

- if (s)he has 42-50 unexplained absences, including the two numbers;
- if (s)he has 152-160 absences from which at least 110 are explained, including the three numbers;
- if (s)he has absences seven times more than the teaching periods per week in a subject or subjects, as they are defined on the timetable; or
- if (s)he has 14 to 17 unexplained absences in the second term, including the two numbers, or the total number of absences is 51 to 54 from which 37 are explained.

In very rare cases, (s)he may be referred to examination in September, if (s)he has a total number of absences not bigger than 275, from which the unexplained ones do not overcome 50, upon suggestion from the Teachers Board and the Ministry's approval.

Considering the above, the student repeats the class:

- if (s)he has more than 50 unexplained absences;
- if (s)he has more than 160 absences (explained or unexplained);
- if during the second term (s)he has more than 17 unexplained absences or more than 54 explained or unexplained absences.

The student must be aware that in case (s)he does not complete the school year because of unsatisfactory attendance, (s)he must repeat only the corresponding school year.



### Explanation of Absence

When a student is absent, (s)he has the right and obligation to explain his/her absence with a sick note or with a specific declaration from his/her parent or guardian (in case the student is underage). (S)he must present the note or declaration to the Head Registrar, when (s)he returns to School, and surely no later than five days after the day of absence.

\* **Please note** that a parent's or guardian's (if existent) declaration cannot explain absence for more than two consecutive days and it must not exceed twelve days in total per year.

### Plagiarism

If a student is caught plagiarising during a test exam, (s)he commits a serious offence and (s)he is punished according to the existing regulations, as follows:

- immediate termination of the test; and
- marking of the test or the examination during which (s)he committed plagiarism with 1.



Similar measures are also taken for the students who communicate orally or in any other way during the examination. Such kinds of offence, if they are repeated, may lead to other pedagogical measures to be taken, after the Teachers Board's decision.

### Disciplinary Board

KASA High School has a Disciplinary Board, with the Principal as the president, and two teachers or instructors as members, the Head Teacher of the class and the president of the Student Council. Cases of serious form of offence are referred to the Disciplinary Board and they are investigated within 15-30 working days, based on their seriousness. In case a student is referred to the Disciplinary Board, (s)he must be aware that, according to the regulations, (s)he will have the chance to expose the facts and develop his/her arguments. The President of the Board can receive relevant information from the School of Counsellor, the Educational Psychologist or any other specialist, before the evaluation of the offence, if this is requested by a member or the student who is referred to the Board.

# ASSESSMENT

A student's final grade consists of the marks obtained from the six tests that take place during a school year (two announced and one unannounced each term), the oral mark (continuous assessment) of each term, and the final exam mark for subjects that are examined at the end of the school year.

The oral mark consists of:

- the student's attendance (40%),
- his/her in-class participation (30%),
- homework and quizzes (30%).

The term mark is calculated as follows:  
 $(\text{Test 1} + \text{Test 2} + \text{Test 3} + \text{Oral}) / 4 = \text{Term Mark}$

The final mark for subjects that do not have a final exam is calculated as follows:

$(\text{Term A} + \text{Term B}) / 2 = \text{Final Mark (no exam)}$

The final mark for subjects that have a final exam is calculated as follows:

$(\text{Term A} + \text{Term B} + \text{Final Exam}) / 3 = \text{Final Mark (with exam)}$

The assessment of a student's performance is based on the following grading scale:

GRADING SYSTEM		
A	19-20	EXCELLENT
B	16-18	VERY GOOD
C	13-15	GOOD
D	10-12	SATISFACTORY
F	1-9	FAIL

The lowest passing grade is 'Satisfactory' 10/20. In case a student is deficient and his/her annual progress is under 10/20 in subjects that do not have a final examination at the end of the school year, (s)he is obliged to take a written examination (referred exam) for these subjects in June.



## Final Exams

The subjects for which students take a final examination at the end of the school year are selected according to the existing operational regulations of the School.

## Tests

The tests can be:

- on the previous lesson, up to 45 minutes long (pop quiz),
- one teaching period (45 minutes) long, on the previous lesson (students are informed about it in advance), or
- one teaching period (45 minutes) long, on a whole unit (students are informed about it in advance).



# FINANCIAL INFORMATION

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## TUITION FEES FOR SCHOOL YEAR 2021 - 2022

Year	Tuition	After arrival fees*		
		Europe	Asia	Africa
11	6000€	600€	600€	600€
12	6000€	600€	600€	600€
13	6000€	600€	600€	600€

\* After arrival fees apply to international students.



## OTHER CHARGES

Charge	Fee	Details
Registration Fee	50€	payable in full on registration
Application Fee	180€	payable once in full with application
Late Registration Fee	50€	payable in full on registration
Issue of High School Leaving Certificate	100€	payable in full upon receiving the document
* Annual Insurance Fee	170€	payable in full upon receiving the document
Subject Outline/School Curriculum Fee	50€	payable in full upon receiving the document
Make-up Exam Fee	150€	payable in full on the date of the exam
Referred/Retake Exam Fee	30€	payable in full on the date of the exam
Issue of School certificates and true copies	10€	payable in full upon receiving the document
Fee for Uniforms	50€	for food preparation classes
* Medical Fee for Blood Test and X-Ray	60€	payable in full upon student's first registration
Fee for evaluation of documents/certificates/degrees	50€	

\* This applies for the international students only.

## PAYMENT & REFUND POLICY

### Payment Options

#### Local & EU Students

We offer students three methods to pay (than Payment & Refund Policy) their tuition fees:

#### Yearly Payment

This payment plan rewards a 10% discount if the tuition and fees are settled by July 15<sup>th</sup> for the next academic year. In case this date is a weekend or public holiday the full amount must be settled by the first working day before this date in order for the discount to be applicable.

#### Three Instalments Payment Plan

A 500€ prepayment reservation fee MUST be paid by July 15<sup>th</sup> in order to secure your seat for the next academic year. This amount is deducted from the tuition fees.

Instalment due dates are: September 1<sup>st</sup>, December 1<sup>st</sup> and March 1<sup>st</sup>. In case these dates are a weekend or public holiday the instalment amount must be paid by the first working day before the above dates. Late instalment payments will incur an additional 50€ charge.

#### Monthly Payment Plan

A 500€ prepayment reservation fee MUST be paid by July 15<sup>th</sup> in order to secure your seat for the next academic year. This amount is deducted from the tuition fees.

Monthly payment plans are available in the form of 10 monthly payments from August through May, due on the 1<sup>st</sup> of every month. In case this date is a weekend or public holiday the instalment must be settled by the first working day before the 1<sup>st</sup> of every month. Late instalment payments will incur an additional 50€ charge.

### International Students

The full settlement of the tuition fees is obligatory by the Migration authorities of the Republic of Cyprus in order to issue their student visa.

Deposits and fees are non-refundable and non-transferable after the commencement of classes.

#### Withdrawal & Refund Policy

Students are reminded that a term's notice must be given to the Principal stating their intention to withdraw from the class or school during the school year. If no written notice is presented to the Principal, this will result in the compulsory charge for the following school term. If the student has not completed class requirements, he/she will be assigned an F as a final grade too.

Once enrolled and accepted, students that withdraw between September 1<sup>st</sup>, and the last day of the school year will be imposed a withdrawal fee of €100 to cover administrative costs even when a term's notice of withdrawal is provided. Deposits and fees are non-refundable and non-transferable.

School records and transcripts may be held until all balances have been paid in full.



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## SCHOLARSHIPS

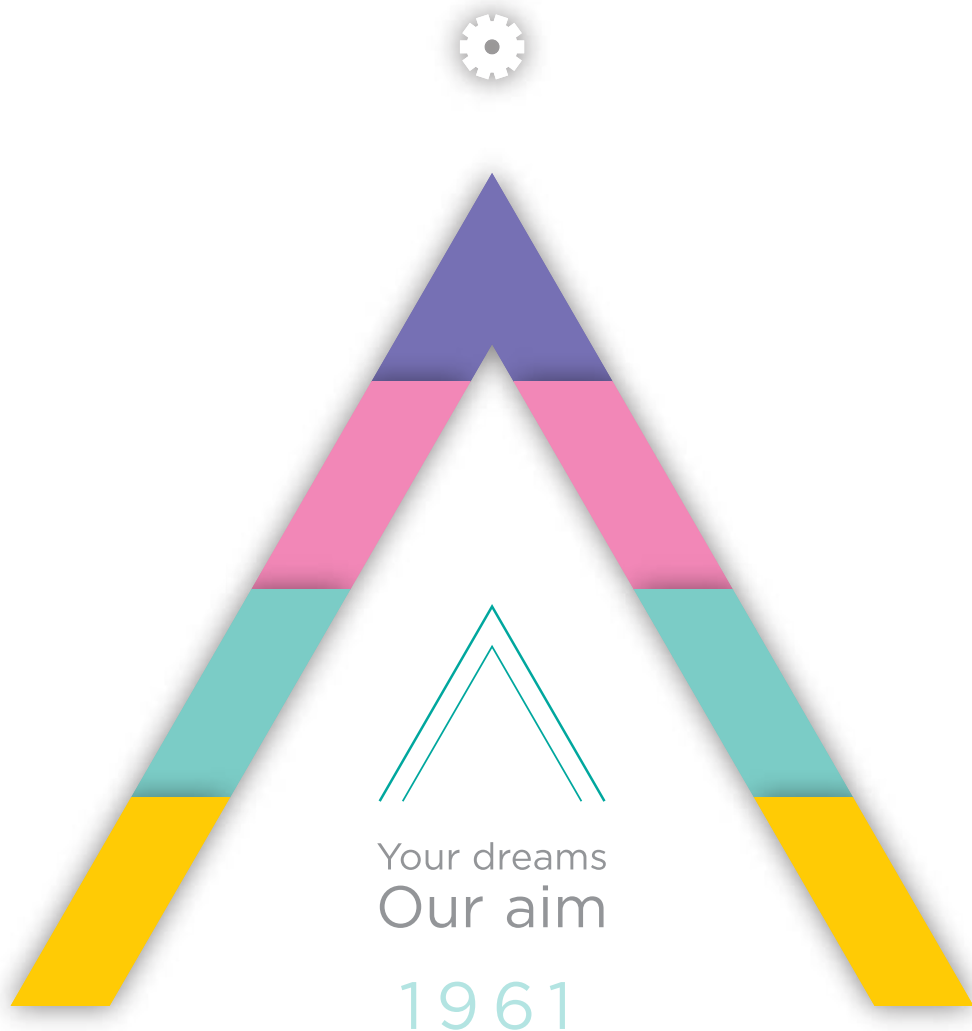
KASA High School offers students awards and scholarships according to:

- their school performance during their studies,
- their family and social situation, and

- their individual or family income.

The aim of these awards and scholarships is to praise exceptional effort, morality and performance, and to support financially the students who stand out in adverse conditions.

For scholarship applications, please complete the Scholarship Application Form.



## SCHOOL STRUCTURE

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## SCHOOL MANAGEMENT

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### COUNSELLOR

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---

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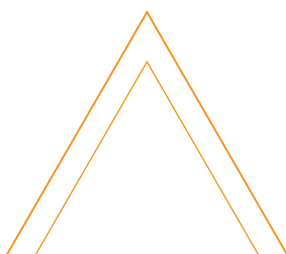


# SCHOOL CALENDAR 2021 - 2022

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TERM A		
20 SEP 2021		Commencement of classes
01 OCT 2021		Cyprus Independence Day (public holiday)
28 OCT 2021		OCHI Day (public holiday)
24 DEC 2021	through 06 JAN 2022	Christmas Holiday
21 JAN 2022		Last day of classes

TERM B		
24 JAN 2022		Commencement of classes
07 MAR 2022		Green Monday (public holiday)
25 MAR 2022		Greek Independence Day (public holiday)
01 APR 2022		EOKA Day (public holiday)
16 APR 2022	through 01 MAY 2022	Easter Holiday
01 MAY 2022		May Day (public holiday)
27 MAY 2022		Last day of classes
06 JUN 2022	through 10 JUN 2022	Final Exams period
13 JUN 2022		Pentecost (public holiday)
17 JUN 2022		Announcement of results of Final Exams
20 JUN 2022	through 24 JUN 2022	Retake Exams period
30 JUN 2022		Announcement of results of Retake Exams



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PROSPECTUS 2021 - 2022  
SCHOOL YEAR 2021 - 2022

KASA HIGH SCHOOL  
18 Theophani Theodotou street  
1065, Nicosia  
Tel: +357 22 681882 | +357 22 355023  
Fax: +357 22 662414  
Email: [info@kasahighschool.ac.cy](mailto:info@kasahighschool.ac.cy)  
Website: [www.kasahighschool.ac.cy](http://www.kasahighschool.ac.cy)



KASA High School was established in 1961 in Famagusta and in 1974 it moved to two new locations in Nicosia.

The Educational Organisation Chr.K.Saveriades Ltd is the responsible party by law for KASA High School.

The current prospectus was submitted on the 31<sup>st</sup> of March , 2021 and was approved by the Ministry of Education, Culture, Sport & Youth on the 15<sup>th</sup> of April, 2021.



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