



Students Contract & Registration Form

Student's Full Name: _____

Class Applied For: _____

Gender: _____

Date of Birth: _____ Country of Birth: _____

4 Photos
Attached

Student's Nationality: _____ Religion: _____

Student's Passport Number: _____ Date & Place of issue: _____

Student's Iqama Number: _____ Date & Place of Issue: _____

Parents :

Father's Name: _____ Mother's Name: _____

Father's Nationality: _____ Mother's Nationality: _____

Father's Iqama Number: _____ Mother's Iqama Number: _____

Date & Place of Issue: _____ Date & Place of Issue: _____

Occupation: _____ Occupation: _____

Company Name: _____ Company Name: _____

Tel. No.: _____ Tel No.: _____

Mobile: _____ Mobile: _____

Email: _____ Email: _____

Emergency Contact :

Name: _____ Tel. No. _____ Relationship: _____

Name: _____ Tel. No. _____ Relationship: _____

School Admissions :

Students will be placed in the appropriate class only after a placement test and an interview, and after fulfilling the application procedures.

الأوراق المطلوبة :

1. A copy of Student's passport.	صورة من جواز الطالب
2. A copy of Student's Iqama.	صورة من الإقامة
3. A copy of Birth Certificate	صورة من شهادة الميلاد
4. A copy of Last report card obtained.	صورة من الشهادة المدرسية الأخيرة
5. 4 passport size photographs.	صور شمسية عدد 4
6. A copy of Clearance Letter.	خطاب أخلاء طرف
7. Employment Certificate of the father.	خطاب تعریف من عمل الأب
8. Location map of the residence	صورة كروكي لموقع المنزل
9. Previous school Approval from MOE.	خطاب موافقة إدارة التعليم من المدرسة السابقة
10. Copy of immunization Record.	صورة من شهادة التطعيم

Notes :

- School fees must be paid in full for the whole year no matter at what date the student joins the school, and will not be refunded if the student discontinues without completing the academic year.
- Registration Fee is not refundable.
- Fees are to be paid by 5th of every month.
- If a student attends one week of an academic term and the parents' wishes to transfer his/her child only thirty percent (30%) of the term tuitions and transportation fees will be deducted. If the parent has paid full year fees, the money for the term (s) that follow the student's transfer will all be refunded.
- If a student attends two weeks of an academic term and the parent wishes to transfer his/her child forty percent (40%) of the term fees will be deducted. If the parent has paid full year fees, the money for the term (s) that follow the student's transfer will all be refunded.
- If a student attends three weeks of an academic term and the parents wishes to transfer his/her child, no term fees will be refunded. If the parent has paid full year fees, the money for the term(s) that follow the student's transfer will all be refunded.

PAYMENT SYSTEM		DISCOUNT POLICY	
GRADE	Fee	CHILD	DISCOUNT RATE
KG1	SAR 22,500	First Child	No Benefit
KG2 - 3	SAR 24,500	Siblings	10%
G1-G3	SAR 29,500		
G4-G5	SAR 31,000		
G6-G8	SAR 32,500		

Notes :

- The above annual fees are divided by 2 equal installments.
- Payments include Uniforms, Tuition fees, School Trips, School Books & Other activities, Excluding transporation & VAT.
- VAT is not applicable for Saudi National.
- The first party has the right to take memorial photographs of male and female students on national occasions, curricular and extracurricular activities. In the event that the student's guardian does not agree, he must submit a written notice to the school administration.

DECLARATION :

I state that the above information is true and accurate and that any misinformation may cause the cancellation of the application, at any time, without obligation on the part of the school. I also promise to adhere to the school payments and pay the fees regularly on time, according to the rules of the school. I understand and accept that this will be considered as a contract and agree to the school terms & conditions.

Date: _____

Parents Name: _____

Signature: _____

Management: _____

Signature: _____

ONLINE ADMISSIONS PROCESS

.01

Download the application form.

You can find it on our official website.

.02

Fill out the form:

- *Either fill it directly through your web browser, or*
- *Print it and fill it out by hand.*

.03

Attach your photo and signature:

- *Attach one photo and your signature on the application form.*
- *Submit three additional passport-size photos separately along with the form*

.04

Submit the completed application to our office.

You can submit it in person or by post