



Registration Package (in English)

(Academic Year 2018-2019)



NB.

- **One Registration Package is required for all sisters and brothers.**
 - **One Registration Form is required for each student.**

Guardian & School Contract (Academic Year 2018-2019)

I am,

, I hereby agree to undertake with Al Oruba International Schools in Riyadh , as follows:

1. My son / daughter will regularly attend the School and strictly conform to the rules and regulations, policies and instructions of the School and its staff.
2. That I will familiarize myself with the Terms and Conditions of Registration that have been mentioned on the school's website.
3. That I have read and understood the Schedule of Fees for the current academic year 2018-2019 and pledge and guarantee to pay all fees within the time mentioned in this agreement. The failure on my part to comply with any of the payment conditions of that schedule will **deprive my son / daughter of getting any reports, exam results, or files. Furthermore, the administration will take all the legal and administrative procedures to guarantee fulfilling the school fees.**
4. I acknowledge that the school's official website (www.alorubaschools.com) is the only gate to know about the school's news and announcements. Moreover, I authorize the School to contact me via mobile, email, SMS or website for emergency purposes.
5. **I hereby confirm that I have read the Parent's /Student's Handbook found on the school's website. I also confirm an utter commitment to all its terms and true application of school's policy. I acknowledge that the parent's/ student's handbook is subjected to any modifications or updates -if nessecry needed , and I am to be informed about any modifications via the school's website.**
6. I take the commitment of encouraging my child to take good care of the classroom's belongings as well as take the full responsibility of paying the costs of any damages that might happen inside the classroom whether it was done by my son/ daughter or was part of it.
8. I know that all students from grades 3 to 9 will sit for MAP assessment three times a year, and I know that this kind of assessment is an essential tool to measure the academic progress of my kids and to enhance the teaching /learning process within the school. However, due to the fact that the school pays fees for each student to participate in such a comprehensive assessment, consequently any **absent student with NO certified medical report , 1 mark will be deducted from his/her English and Math subjects quarter's mark .** (And I hereby commit to follow up on MAP Testing schedule, which will be announced on the school's website).

9. As per K.S.A regulations and the Royal decree no.78/7 issued on 11/1/1404 states that smoking is banned in all ministry offices, government departments, public institutions and their branches as well as its subordinate units. Based on that the school's administration emphasizes on the role played by the parents in strictly prohibiting their children (Grades 7 up to12) (our students) from smoking inside and outside the school or even the area around it, and I know that those who won't abide by the rules leaves no choice for the school's administration but to escalate the issue to the appropriate authority. This might lead to exclusion of the student and depriving him from continuing to pursue his studies in the school.

10. That I will give a written notification a month in advance in case I would like to withdraw my son's / daughter's files from the school so that there is a chance to finalize all documents and financial arrangements.

11. That I have disclosed all relevant medical data about the Student in the Medical Records and Authorization Form submitted herewith and will keep the School informed of any changes to the information provided.

12. In the event of an accident or serious illness, where the School is unable to contact me, I authorize the School to seek medical treatment for the Student and I agree to pay all medical fees charged in this respect.

13. Any changes to the Student's details, health or circumstances shall be informed to the School in writing.

14. Mobiles are strictly forbidden in school ,If a student is seen with a mobile phone in class or around the school campus during the school time ,the phone will be taken from the student after the second warning and held at the school until the end of the academic year.

15. Based on the regulation issued by the Saudi Ministry of Education No. (371059152) dated (14/6/1437) that prohibits taking photos and using mobiles within the school premises, I am to show full commitment that my son/daughter is NOT to violate this rule; otherwise the school has all the right to refer to the authorities in charge and to take all assigned consequences.

16. A student is considered late if she/he arrives at school after 6.45 am. In this case, she/he is to be suspended at the school gate to be registered as late. Then she/he is to be allowed to the first lesson at 7:10 or 7:30 – based on her/his arrival time .The teacher of the first lesson is to register this student late – admitted 7:10,or absent for the first lesson if admitted 7:30.

17. A student's punctuality is to be monitored through each academic quarter. In case that a student is late for 2 times for the first lesson in the same subject, a quarter of a mark is to be deducted from the participation marks. SMS are to be sent to the guardian's mobile registered at school to follow up with a student's punctuality.

Guardian's Name:.....

Signature:.....

Date:.....

Financial Contract between the parent /Guardian and Al Oruba International Schools

2018 - 2019

I am , the guardian of :.....

1. Student's Name : Grade :
2. Student's Name : Grade :
3. Student's Name : Grade :
4. Student's Name : Grade :
5. Student's Name : Grade :
6. Student's Name : Grade :

** Show full commitment to pay all school fees of the academic year 2018 / 2019 at registration.

In case that I can't afford the whole fees, I'm committed to pay as follows:

1. Paying 50 % of the fees of the academic year 2018 / 2019 at registration time or at least (minimum **3000 SR**) for each student. in advance , with commitment to fulfill the rest of the fees as follows:
2. Paying all fees of each term at the beginning of the term.
3. Paying by intervals: I am committed to paying in two installments after the first installment, taking into account that I finish paying all the installments up to a maximum of the following :

* The first term fees have to be fully paid not after the last week of November 2018.

* The second term fees have to be fully paid not after the last week of March 2019.

** **In case of the guardian pays the entire school tuitions at registration time (for all his children enrolled in the school), a discount of 5% of the value of the total fees will be gifted from OIS.**

** In case of any delay or abstain from committing to the installments' paying, I totally agree that the school has full right not to offer any reports or exam results until paying all the late fees, With taking all the administrative and legal procedures that guarantee fulfilling all the school's legal and civil rights.

** If the student joins the school in the second term, students have to pay the same full fees of the first term as the fees of the second term.

** In case of late joining, the students have to pay the full fees without any deduction due to the delay.

** The school administration has the right to stop the transportation service for the student in case of failing to complete the transportation fees before the beginning of each term.

** The K.G section fees of the second term, should be fully paid in advance (before the beginning of the second term).

School Fees academic year 2018 - 2019

School Fees 2018-2019		
Section	First Semester	Second Semester
Kindergarten Section	7500	6500
Grades 1 to 6	8500	7500
Grades 7 to 9	9750	8750
Grades 10 to 12	11250	10250

Discounts granted for guardians:

Statement	First child (Eldest)	Second Child	Third Child	Fourth Child
School Fees	Without Discount	5%	10%	10%
Bus Fees	Without Discount	5%	7%	10%

* In case of applying for the school transportation services, the fees will be as follows:

- Two-way service 3,250 SR./yearly
- One-way service 2,250 SR. / yearly

** In case of withdrawal:

First Term Date of withdrawal	Before the start of school	First Week	Second Week	Third Week	Fourth Week till the end of the First Term
Actions Taken	50% of the amount paid will be deducted	25% First Term fees should be paid	50% First Term fees should be paid	75% First Term fees should be paid	100% First Term fees should be paid
Second Term Date of withdrawal		First Week	Second Week	Third Week	Fourth Week till the end of the First Term
Actions Taken		25% Second Term fees should be paid	50% Second Term fees should be paid	75% Second Term fees should be paid	100% Second Term fees should be paid

Hereby is my acknowledgement,,

Guardian's Name:.....

Signature:.....

Date:.....