



BAWABAT AL MARIFA International School

Under the supervision of the Ministry of Education

Agreement for the school year 2020/2021

I _____ -the parent of the following students:

1. _____ Grade _____ 3. _____ Grade _____
2. _____ Grade _____ 4. _____ Grade _____

State that I have seen the parent/student handbook and I am committed to do the following:

1. Paying the school tuition fees according to the payment agreement and commit to pay the first lot before the beginning of the school year. I acknowledge that in case of not being committed to the above stated payment due dates, the school has the right to dismiss my child from school and withhold his/her report card also the school has the right not to accept your child the next year.
2. The student will not be allowed to enter the school unless he has an "entry card". This procedure is to guarantee the fulfillment of the registration affairs .
3. The school will not commit to register the student at a specific section or at the class of specific teacher , but the student will be arranged in classes according to the priority of registration and the coordination with the administration , regarding many considerations .
4. The contact with the school should be through official communication channels , official letters , Mobiles , Telephones and Students Agendas. The School Facebook website or any other private social Media groups will not be considered and accepted to be an official way for communication.
5. Attending scheduled parent-teachers meetings and participate positively and effectively in these meetings.
6. Respect the school's rules and regulations and encourage my child to do so.
7. Respond to school immediately in case of being called through any of the following channels, fax, phone, SMS, email, or memos and I'll be completely responsible for the consequences in case of not responding to all the previous mentioned communication ways.
8. Update my official personal information at the beginning of every academic year upon the request of the administration or in case of any changes in my official documents during the school year. As for non-Saudi students, they have to provide the school with a copy of the valid Iqama. Failing to comply shall result in cancelling the student's registration in accordance with the directives of the Ministry.
9. The previous communication with the reception section in these cases:
 - If I want to discuss any issue with the school's administration or if I have any inquiry regarding my child's academic and personal development, I must take an appointment in advance with the relevant person through the reception.
 - In case a miscommunication occurs with the school's administration or any of its representatives, an appointment with the school's principal should be requested in writing or by calling the reception within 3 days in order to look into the matter. If the need arises, the concern will be raised to the Board Committee to take the necessary action, knowing that the Parent Committee Representative and the Students' Committee Representative are official members in the School's Board Committee and their inputs are taken into consideration in many related aspects. In the case that a parent attacks the school or any of its representatives verbally or physically or tries to negatively represent the school in any shape or form, or unnecessarily raises his/her voice, such actions will not be tolerated under any circumstance and the school has the right to take any action that it finds suitable in dealing with the student and his/her parent in such cases including the apology of the school to accept the student at the end of the term and the parent has to pay the complete fees of the term.
10. Never demand to receive my child's report card for first semester before paying first term's tuition fees in full and the same applies for the second semester
11. No unexcused absence will be allowed during any Testing period. In the event of any absence, a valid medical report should be submitted in order for the test or exam to be rescheduled .
12. Any student who wants to leave early due to a scheduled appointment should bring a letter signed from the parent one day before the appointment. Parents are not allowed to send their drivers before informing the school .
13. Have my child wear the school's uniform according to the school's conditions and specifications.

Name: _____ Signature: _____ Mobile No. F/ _____ M/ _____

Reviewed/Revised Date :14-7-2020

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14. Provide my child with all the assigned school books at the beginning of the academic year otherwise the school has the right to expel my children from the school.
15. Have my child ready on time upon the arrival of the school bus and to not waste my child or other student's precious time.
16. Bring my children early to school to enable them to attend the morning assembly and pick them up at the exact time of dismissal.
17. In case of the absence of the child more than 25 days the school will not accept the child's registration for upcoming academic year.
18. Encourage my children to positively participate in all kinds of school activities, trips, and celebrations.
19. Encourage my child to follow the Saudi community's cultural customs and traditions and to stay away from any sort of discriminative actions and never to insult other religions or other nations.
20. Encourage my child to pray at school during the assigned break (for Muslims only).
21. Keep in touch with the school's administration to raise my child's academic level and help solve his/her personal, academic, and psychological problems, if any.
22. Not allow my child to bring a mobile, camera, laptop, mp3 player, or any other electronic device to school. The school is not responsible in case of losing them.
23. Pay 2,000 SR at the end of the school year to reserve a place for my child (for current and the new students) in the upcoming academic year. This 2000 SR will be deducted from the next academic year's fees. In case of leaving the school before the beginning of the school year this 2000 SR will not be refundable. In case of leaving the school a week after the beginning of the school year, I have to pay the first semester tuition fee in full.
24. In case the student withdraws one week after the commencement of school, the parent will have to pay (50%) of the school fees, not considering the academic terms.
25. If a parent is repeatedly late to make installments, the school has the right to place a law suit against the parent at the Civil Right Authority.
26. The guardian has the right to request the paid school fees to be refunded, except the 2000 SR paid for seat reservation, on condition they inform the school administration within a week from the beginning of the term according to the calendar, it will not be taken into consideration if the student attended school or not. In case of withdrawing the file of the student, the school has to receive a financial clearance, then, present an official letter to withdraw the file illustrating the reasons to the school administration.
27. KG students have to make full payment to the school no later than the end of the first term. Failing to do so, the school has the right not to allow the student to attend the second term.
28. The school continuously holds remedial classes from which weaker students can benefit, or for students who face circumstances that withhold him/her from attending classes. These remedial classes are considered a service presented from the school to the students for a small fee, hence it is the parents' responsibility to take into consideration their son/daughter's academic standing and to cooperate with the school by enrolling him/her into such programs in order to prevent the student from facing academic and/or social embarrassment.
29. In case of any financial disagreement with the school and administration the parent must provide an employment verification letter and he must write a check with the debit before taking back the student's file.
30. Make sure that I received a receipt from the accounting department for each payment. If any payment has no receipt or any other documents that prove that the payment was done and the school has no record in the accounting data base, the payment will be considered an unpaid amount.
31. According to the school's laws, administrative, financial, and staff affairs will be based on two terms in a school year as per the Ministry's system.
32. The parent has to register their son/daughter in grades 11 & 12 in the SAT program for (Math and English).
33. As a condition to participate in graduation, all students are required to pay their school fees before the graduation. In case when a parent doesn't pay, the student will not be allowed to participate, and the parent will take full responsibility for it.
34. Parents are kindly required to confirm their children's seat for the new year and register before the end of the current year in order for the school to guarantee their place, and to avoid any apologies for the new year so that a student on the waiting list can benefit from their seat who wishes to register in our schools.

Signature: _____