

Acknowledgement & Commitment Agreement for the school year 2024/2025

I, _____, _____, _____ guardian of:
(Name) (Nationality) (Relationship)

1. _____ Grade _____ 4. _____ Grade _____
2. _____ Grade _____ 5. _____ Grade _____
3. _____ Grade _____ 6. _____ Grade _____

State that I have read all the terms of this undertaking, and I acknowledge and undertake to abide by the following:

1. The student will not be allowed to enter the school without completing all the registration procedures for new students (Placement test, file submission, commitment and payment agreement) or procedure of reserving a seat for old students.
2. Paying the tuition fees on the specified dates according to the payment agreement and the first payment must be paid before the beginning of the school year. I acknowledge that in the event of not being committed to the above stated payment due dates, the school has the right to suspend the student from school. The school also has the right to withhold the student's report cards and not accept him/her for the next academic year.
3. Not demanding to receive each semester's academic report cards before paying all fees due until the end date of that semester in accordance with the final payment agreement.
4. A commitment to pay an amount of 2000 riyals for each student at the end of each academic year must be made according to the dates specified by the administration for both the current student and the new student in order to reserve a seat at the school next year. This amount is included in the fees due for next year. The amount is non-refundable if the student withdraws for any reason before the beginning of the academic year, and it is a compensation for the seat reservation.
5. If the student withdraws during the first week of the academic year, he/she is obliged to pay 50% of the fees for the academic year and If the student withdraws for any reason during the academic year, he/she is required to pay the full year's fees without any discount , and there is no consideration for the academic semesters or the discount granted.
6. If a parent is repeatedly late in paying installments, he/she shall be demanded to pay through the official authorities in the Kingdom.
7. The guardian has the right to be refunded the tuition fees paid in advance - with the exception of seat reservation fees of 2000 riyals - in the event that the guardian officially informed the school administration of his/her withdrawal before the beginning of the first semester according to the official calendar. The student's attendance will not be taken into consideration. To withdraw the student's file, an official letter with an explanation of the reasons for withdrawal and a financial clearance must be submitted to the school administration.
8. Kindergarten students must pay the full school dues no later than the end of January. Failing to do so, the school has the right not to allow the student to attend the second term.

Name: _____ **Signature:** _____

Mobile No. : Father/ _____ **Mother/** _____

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9. Ensure my child/ren wear the school's uniform according to the school's conditions and specifications, bearing in mind that the uniform package is distributed to students at the beginning of the year. It is mandatory, as is the case for activities, Male and female students must be fully committed to good personal appearance in accordance with the prevailing customs and norms and with the school system, which prevents any misdemeanor with regard to public appearance (extending hair for boys or shortening hair for girls, or wearing or putting on anything that may be considered strange or unacceptable in our society).
10. Provide my child/ren with all the assigned school books at the beginning of the academic year. Failing to do so, the school has the right to suspend them from school.
11. Ensure my child is ready on time upon the arrival of the school bus (for those using the school transport service) in order to save the time of my child/ren and their schoolmates.
12. In the event of any financial dispute between the guardian and the school administration, the guardian must bring an employment verification letter from his employer and issue a promissory note for the amount due before withdrawing the student's file
13. Ensure that I received a receipt from the accounting department for each payment. If a payment has no receipt or any proof of payment and the school has no record in the accounting data base, the payment will be considered an unpaid amount.
14. As a condition to participate in graduation, all students and their siblings are required to pay their school fees in full before the graduation. In the event of non-compliance, the student will not be allowed to participate, and the parent will take full responsibility for it.
15. As per the school's rules and regulations, all financial, administrative and staff affairs will be based on two terms in a school year. The academic semesters will not be taken into consideration.
16. The school is not obligated to register the student in a specific section or with a particular teacher. Students are assigned to classes according to the priority of registration, seat reservation and with administrative coordination, taking into account many considerations.
17. The Parents are requested to confirm their child/ren's seat for the new academic year and register before the end of the current year in order to guarantee their place and to avoid any refusals for the new year. A student on the waiting list who hopes to enroll at our schools may benefit from this seat.
18. Respect the school's rules and regulations and encourage my child/ren to do the same.
19. Attend scheduled parent-teacher's meetings and participate actively and positively in these meetings.
20. Respond to school immediately in cases of necessity when contacted through any of the following channels- letters, memos, phone calls, SMS, or the school's registered email and I'll bear responsibility for the consequences in case of not responding to the aforementioned means of communication.

Name: _____ **Signature:** _____

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21. The school administration should be contacted through official communication channels (official letters, landline, mobile phones, and student's agendas). The School's Facebook website or any private social media group will not be accepted as an official means of communication to express complaints or suggestions.
22. Updating 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 of Education.
23. Prior communication and coordination is required with the school's reception and supervisors in these cases:
 - If the parent wishes to discuss any issue with the school's administration or has any inquiry, suggestion or recommendation regarding the student's academic and personal development, he/she must take an appointment in advance with the relevant person through the administration.
 - In the event of any complaint or miscommunication with the school's administration or any of its representatives, the school's reception must be informed or a written request should be submitted for an appointment with the school's principal within 3 days in order to look into the matter. If the need arises, the concern will be raised to the Board of Directors to take necessary action, bearing in mind that the Parent Committee Representative and the Student Committee Representative are official members of the School's Board Committee and their inputs are taken into consideration in many related aspects.
 - In case a parent attacks the school or any of its representatives verbally or physically or tries to negatively represent the school in any way including social media, or unnecessarily raises his/her voice at the reception or in front of the school gates, the school will not tolerate such actions under any circumstances and they are in clear violation of the terms of the school's internal regulations and the regulations of the Ministry of Education. In such cases, the school has the right to take any action that it finds appropriate in dealing with the student and his/her parent including not accepting the student at the end of the term. The parent must pay the full-term fees.
24. Commitment to the official examination dates specified by the school administration in coordination with the Ministry of Education; An unjustified absence with an excuse is not accepted during the probationary period. In the event of absence, the school must be provided with a medical report to reschedule the test, and in the event of absence without a valid excuse during the final exams, the student is considered to have failed and the guardian bears full responsibility in the event of non-compliance.

Name: _____ **Signature:** _____

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25. Any student who wants to leave early during a regular school day due to a scheduled appointment should bring a letter signed by the parent one day before the appointment. Parents are not allowed to send their drivers before informing the school.
26. Ensure my children reach school early to enable them to attend the morning assembly and pick them up at the exact time of dismissal.
27. If the student's absence is for more than 25 days, the school will not accept the child's registration for the next academic year.
28. Encourage my child/ren to positively participate in all kinds of school activities, events, celebrations and school trips.
29. Encourage my child/ren to follow the Saudi community's cultural customs and traditions and to stay away from any sort of discriminative actions or political activities and to never insult other religions or other nations.
30. Encourage my child to pray at school during the assigned break (for Muslims only).
31. 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.
32. Not allow my child to bring a mobile, camera, laptop, mp3 player, or any other electronic device to school. The school has the right to confiscate them if found in possession and is not responsible in case of losing them, and the guardian bears the full legal responsibility for initiating its use inside the school.
33. The school continuously holds remedial classes from which weaker students can benefit, or for students who face circumstances that withholds them 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 the student's academic standing into consideration and to cooperate with the school by enrolling him/her into such programs. Failure to participate in the program may affect the student's achievement level and impede his/her academic and social progress, and the guardian bears the consequences of that.
34. The parent has to register their son/daughter in grades 11 & 12 in the SAT program (for Math and English).
35. This agreement is binding on both parties, and the parent's failure to attend at the end of the current year to sign the new year agreement is considered an implicit approval of this agreement for the new academic year.

Name: _____ **Signature:** _____

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Commitment

I, the guardian of the student/s, undertake to pay the seat reservation fee of Saudi Riyals 2000/- for each one of my children, and not to demand the refund of seat reservation fee, in case I want to:

- ✓ withdraw the student's file whether in Jeddah or abroad
- ✓ leave on final exit
- ✓ transfer file to another school ✓ any other reason
- ✓ Leave during the school year

I acknowledge that this fee is the right of the school to compensate for the seat reservation for the student.

Also, the books and school uniforms cannot be returned after receipt in any case (even in the event of a clearing from the school).

Guardian name: -----

Guardian signature: -----

Date: -----

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Payment Terms and Conditions Agreement with the guardian

Based on the payment schedule, I will abide by the following:

1. In the event of delay in paying the agreed payments, the discount (exemption) is canceled and it is entitled to be claimed as an outstanding payment.
2. Payment is made according to the payment agreement and the official price/fee list, and there is no consideration for academic semesters.
3. All fees due must be paid no later than January 1, 2025 for the kindergarten stage and March 1, 2025 for the other stages.
4. There is no combination of two types of discounts. The discount granted is only applicable to tuition fees and is according to the school system.
5. The full payment discount of 10% is only applicable to tuition fees if all academic year payments have been paid before the beginning of the academic year.
6. If the student withdraws for any reason during the academic year, the discount granted to the student is canceled and he/she is required to pay the full year's fees without any discount.
7. The student seat reservation fee is an amount of 2000 riyals from the total fees due, which is a non-refundable amount and is considered a compensation for the seat reservation in the event of withdrawal at any time.
8. In the event of non-compliance with the payment dates, the school has the right to withdraw the student's academic report cards without any objection from the guardian.
9. The amount due on **the payment schedule** does not include book fees, school transportation fee, graduation fee, SAT fee, or reports/transcripts attestation fees.
10. Text reminders of payment dates (WhatsApp and SMS) will be sent with the students present at school.

I, the guardian of the student, received a copy of this agreement after reviewing it and agreeing to abide by it.

Guardian Name: _____

Guardian Signature: _____