

For Admin use

Student file no. :



Al Hammad International Academy

Application 20 / 20 Form

Admin fill in

Name :

Grade : Male Female

Previous School :

Documents Required

Students are not considered as registered unless all of these documents have been provided.
Please provide two copies.

Birth Certificate (+Original) Vaccination Record 6 Photographs (Size4x6cm)

Leaving Certificate (+Original) Previous Report Card Employer's Letter (Ta'areef)

Student Passport Father's Passport Iqama

Student & Parent / Guardian must sign a copy of the School Rules & Code of Conduct agreement.

2016-2017 AHIA TEMPORARY ENROLLMENT FORM

Student Information:

Student's Name (as appears on passport): _____ Male | Female
Date of Birth: DD/MM/YYYY _____ Nationality: _____ Grade applying for: _____
Passport No: _____ Expiry Date: dd/mm/yyyy _____ Muslim | Non-Muslim
Iqama No: _____ Place of Issue: _____ Date of Issue: _____
Language(s) Spoken: _____

Family Information:

Father's Name (as appears on passport): _____
Mother's Name (as appears on passport): _____
Sibling(s) attending AHIA (Name w/grade level): _____
Residence Address: _____

Father's Work No: _____ Father's Mobile No: _____ Home Phone No: _____
Mother's Work No: _____ Mother's Mobile No: _____ Home Phone No: _____
Primary E-mail: _____
Secondary E-mail: _____

Emergency Contact Information: (Other than parents)

(1) Name: _____ Relation: _____ Mobile: _____
(2) Name: _____ Relation: _____ Mobile: _____

Company Information:

Company Name: _____
Occupation/Position: _____ Employee No: _____ Department: _____
Company Address: _____ Company Phone: _____
Company Email: _____

I have read, understood and agree to all related admission requirements.

Father's Name (print): _____
Father's Signature: _____ Date: _____
Mother's Name (print): _____
Mother's Signature: _____ Date: _____

TUITION PAYMENT CONTRACT

It has been agreed on: _____ Date: ____/____/____ G - ____/____/____ H between:

FIRST PARTY : AL HAMMAD INTERNATIONAL ACADEMY

SECOND PARTY : _____ to enroll the second party's child in the school in accordance with the following conditions :

First -At the behest of the second party who has accepted and agreed to register the student: _____ at AHIA in grade _____ as follows:

A. Tuition fees amount value (_____) SR. for the academic year 20____/ 20____ G.

B. In the case of increasing tuition fees by the Ministry of Education, the second party is committed to pay the value of the increase.

C. I would like to use the bus. Yes No

D. Tuition will be paid in : 1 Payment 4 Installments

Second - The second party is obligated to pay the tuition fees by the Ministry of Education in advance in four installments before the beginning of each quarter.

Third -In the case of the second party delay in paying the due installments within the specific period, it will be the right of the first party to take all the necessary legal procedures that will keep the dues taken.

Fourth -In the case of the withdrawal of the student at any time during the school year or discontinue of the study for any reason, the second party is not eligible to claim a refund of the paid fees in any way except in accordance with the following withdrawal strategy : **Students withdrawing after the first week of any quarter will be refunded for that quarter only.**

Fifth -The second party is not entitled to cancel the contract solely from one side. The first party has the right to request payment of due fees, regardless of whether or not the student attended the school.

Sixth - The previously delayed fees on the second party are considered the right of the first party which are to be paid and requested anytime regardless its date. This is part of the whole agreement.

Seventh - The second party agreed without force or unfairness that the student is not officially registered until the previously delayed fees are paid – if there is any – and the 1st Term whole Tuition fees for the current academic year 20____/ 20____ are paid in advance.

Eighth -The two parties have agreed that this agreement is valid and must be renewed when the student is transferred to the next grade.

Ninth –This is a valid contract unless one of the parties cancels it notifying the other party in writing no later than thirty days and in accordance with the systems followed in this regard. Note that the cancellation of this contract does not absolve the second party of its obligations to the first party, and the first party has the right to keep full legal and financial rights against the second party, even in the case of increasing tuition fees by the Ministry of Education. It was agreed that the means of communication between the two parties is the registered e-mails mentioned in this application.

First Party

Second Party

Name: _____ Date: _____ Name: _____ Date: _____

Signature: _____ Signature: _____

TUITION FEE SCHEDULE

FEE SCHEDULE 2016-2017

KINDERGARTEN 1 -3				
Tuition	Registration Fee	E-Learning Fee	Installment Fee (if applicable)	Four-Installment Payment
SR 40,000	SR 3,000	SR 1,000	SR 1,000	SR 10,000 at the beginning of each quarter
1st GRADE – 3RD GRADE				
Tuition	Registration Fee	E-Learning Fee	Installment Fee (if applicable)	Four-Installment Payment
SR 45,000	SR 3,000	SR 1,000	SR 1,000	SR 11,250 at the beginning of each quarter

THIRD CHILD - 25% DISCOUNT

KINDERGARTEN 1 -3				
Tuition	Registration Fee	E-Learning Fee	Installment Fee (if applicable)	Four-Installment Payment
SR 30,000	SR 3,000	SR 1,000	SR 1,000	SR 7,500 at the beginning of each quarter
1st GRADE – 3RD GRADE				
Tuition	Registration Fee	E-Learning Fee	Installment Fee (if applicable)	Four-Installment Payment
SR 33,750	SR 3,000	SR 1,000	SR 1,000	SR 8,438 at the beginning of each quarter

All fees are nonrefundable and applicable to all new enrollees at any time of school year and due in full with the initial payment.

Late Payment Fee: SR 500 (nonrefundable) – applicable for each month and any portion of a month that tuition and or fees are past due.

A 25% tuition discount is available to families with a third child (and/or additional children) enrolled in AHIA. (The discount will be applied to youngest child / children enrolled)

Official Use Only

Commitment	This is to certify that, this application has been thoroughly checked and is accurately signed by the Parent / Guardian of the student under our supervision and commitment.	
	School Principal	School Accountant
	Name :	Name :
	Date :	Date :
Signature :	Signature :	