

For Admin use  
Student file no. : \_\_\_\_\_

NO.



Al Hammad Holding co. for Educational Projects



# Application <sup>Form</sup>

International Schools 20 / 20

## Official Use Only

**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 : \_\_\_\_\_

Commitment

Kingdom of Saudi Arabia - Al Khobar 31952 - P.O.Box 1455 - Tel : 8877305 - 3311116 - Fax (Ext.) : 250

www.alhammadgroup.com - hsc@alhammadgroup.com

Admin fill in

Name : \_\_\_\_\_

Grade : \_\_\_\_\_ Boys`  Girls`  INspire  Aspire

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 (size 4x 6cm)
- Leaving certificate (+ original)
- Previous report card
- Employer's letter (ta'reef)
- Student passport
- Father's passport
- Iqama
- Student & Parent must sign a copy of the School Rules & Code of Conduct agreement.



"Promoting School Improvement for International Schools Through Accreditation"

Full Student Name (English): \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ G Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Religion: \_\_\_\_\_ Mother Tongue: \_\_\_\_\_

Passport No.: \_\_\_\_\_ Place of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Iqama/ I.D. No.: \_\_\_\_\_ Place of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name : \_\_\_\_\_ Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relation: \_\_\_\_\_

Work place : \_\_\_\_\_ Work Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

Mob : \_\_\_\_\_ Home Phone : \_\_\_\_\_ Home Address : \_\_\_\_\_

Street : \_\_\_\_\_ Zip Code : \_\_\_\_\_ P.O.Box : \_\_\_\_\_ City : \_\_\_\_\_

E-mail Addresses (1) : \_\_\_\_\_

E-mail Addresses (2) : \_\_\_\_\_

Emergency Contact Information ( Name ) : \_\_\_\_\_ Relation : \_\_\_\_\_

Mob : \_\_\_\_\_ Phone : \_\_\_\_\_

I, the father of the student : \_\_\_\_\_ hereby pledge that:-

I have no right to withdraw the student's file, request a report card or its copy, or transfer the student to another school until all the school fees are paid, and thus the school has the authority to apply whatever suitable procedures and not to release the student's file so as the company's rights are guaranteed according to the Minister of Education decision in this regard.

**This is an acknowledgment of me.**

Name : \_\_\_\_\_ signature : \_\_\_\_\_ Date : \_\_\_\_\_

## Agreement Contract

It has been agreed on : \_\_\_\_\_ dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ G - \_\_\_\_ / \_\_\_\_ / \_\_\_\_ H between:

**First Party :** \_\_\_\_\_ Schools Company ( \_\_\_\_\_ ) School

**Second Party :** \_\_\_\_\_ to enroll the second party's kid 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 School 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 school bus.  Yes  No

**Second -** The second party is obligated to pay the tuition fees by the Ministry of Education in advance in two installments before the beginning of each semester

**Third -** In the case of the second party delay in paying the due installments within the specified 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 , it is not eligible for the second party to claim a refund of the paid fees in any way except in accordance with the following withdrawal strategy :

	Withdrawal CaseTiming	In case of transferring IN or OUT of KSA
1 <sup>st</sup> or 2 <sup>nd</sup> Term	New Registration Before the beginning of the 1 <sup>st</sup> or 2 <sup>nd</sup> Term	Registration Fees will be deducted.
	Before the beginning of the 2 <sup>nd</sup> Term	1 <sup>st</sup> Term Whole Fees are to be paid.
	During the 1 <sup>st</sup> week of the 1 <sup>st</sup> or the 2 <sup>nd</sup> Term	25 % of the fees is to be paid + Registration Fees
	During the 2 <sup>nd</sup> week of the 1 <sup>st</sup> or the 2 <sup>nd</sup> Term	50 % of the fees is to be paid + Registration Fees
	By the end of the 2 <sup>nd</sup> Week of the 1 <sup>st</sup> or the 2 <sup>nd</sup> Term	The whole term fees is to be paid + Registration Form

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

**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 Tution fees for thecurrent academic year \_\_\_\_ / \_\_\_\_ are paid in advance.

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

**Ninth -** This is a valid contract unless one of the parties does cancel it notifying the other party in writing not 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 mean of communication between the two parties is the registered e-mails in this application.

**First Party**

**Second Party**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_