

# International Schools Group – Jubail

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## ISG – JUBAIL WELCOMES YOU TO THE 2011 – 2012 SCHOOL YEAR

Dear Parents,

Thank you for entrusting ISG Jubail with the education of your child(ren). We appreciate your past support and involvement in our school. Once a student is enrolled in ISG Jubail, the student will be considered permanently registered until he/she is officially withdrawn.

As an attachment, please find a letter from our Superintendent, Mrs. Norma Hudson, explaining several items of the Tuition & Fees Agreement for the 2011-2012 school year. **For all returning students, payments must be made prior to September 06, 2011 for the student to be able to attend school on the first day of classes.** If you intend for your child(ren) **not to return** to ISG Jubail for the 2011-2012 school year, **a written notification** should be sent to the Registrar's Office prior to June 1.

To provide clarity in the application of Board tuition policies, this letter is intended to explain two on-going benefits for the 2011 – 2012 school year:

- a) *Third-child tuition benefit:* For the 2011 – 2012 school year, the Board will allow a 50% tuition discount for the third child (and additional children) enrolled in an ISG school. The discount will apply to the tuition of the youngest child only.
- b) *Pro-rata tuition benefit:* For the 2011 – 2012 school year, students enrolling after September 30, 2011 will be billed on a pro-rated basis. The pro-rated tuition will be based on the number of student contact days remaining in the 2011 – 2012 school year.

ISG Board policy requires that all students be properly immunized for everyone's health and safety. Please note that students with incomplete immunization or inoculation requirements will need to be properly immunized prior to readmission for the new academic year. If you have any questions about what is needed, please contact the Dhahran campus school nurse, at 330-0555 x 2201.

Due to the required staffing and resources to operate special education classes, ISG Jubail does not provide programs to serve special needs students.

The Registration Office hours are 07H30 am till 14H20 pm Saturday through Wednesday for student registration, collection of invoices and payment receipts.

Additional information is provided about tuition and fees and the payment schedule. Please carefully review it and if you have any questions contact the Accountant's Office at 03 341 7550 ext. 107.

Again, we look forward to teaching your child(ren) during the 2011 – 2012 school year and wish him/her much success!

Respectfully,

Mark A. McDougall  
Principal  
ISG Jubail