

International Schools Group – Jubail

PO Box 10059
Jubail 31961
Kingdom of Saudi Arabia

Telephone: 966 3 341 7550
Fax: 966 3 341 6990
Website: www.isg-jubail.org



MARK McDOUGALL
Site Administrator
Email: mmcdougall@isgdh.org

PRE-REGISTRATION INFORMATION School Year 2010 – 2011

	<u>Royal Commission</u>	<u>Non-Royal Commission</u>
Pre-Reception	15,174 SAR	10,674 SAR
Reception – Primary 6	51,983 SAR	47,483 SAR
Primary 7, Grade 7, Grade 8	55,751 SAR	51,251 SAR
Grade 9, Grade 10	57,595 SAR	53,095 SAR

INSTRUCTIONS FOR PRE-REGISTRATION:

1. **Fill in Parents' Data as follows:** Father's Name; Employer; Badge Number; Mailing Address; Office Telephone and Mobile; Father's E-mail Address; Mother's Name; Home Telephone; Application Date; Residence Location; Religion; Emergency Contact Number; Student's Place of Birth.
 2. **Fill in Student's Data as follows:** Full Name; Nationality; Date of Birth; Sex; Grade expected; Muslim/Non-Muslim; Language Literacy.
- Sign the Undertaking of Acceptance of the Policies, Rules and Regulations.**

NOTES:

1. **If you pre-register your child(ren) and your plans change, please notify the school Registrar.**
2. If the school does **not** receive your pre-registration form, your child (ren) will **not** be placed on the projection lists. The Pre-Registration does not serve to secure or reserve a seat as ISG – Jubail operates on a first come first serve basis.
3. Following the Pre-Enrollment Assessment a new student must receive an official notification of acceptance before being enrolled. This is offered on a seat available basis only.
4. Muslim families registering a child must complete the Muslim application form and submit it together with all required documentation to the school Registrar. Muslim students can only be allowed in classes once the Muslim Approval Number has been received from the Ministry of Education in Riyadh.

INSTRUCTIONS FOR ENROLLMENT PRIOR TO FIRST DAY OF ATTENDANCE:

(PACKAGE TO BE OBTAINED FROM THE REGISTRAR'S OFFICE AND TO BE SUBMITTED UPON ACCEPTANCE)

1. Complete form containing Student Information, Family Information and Sponsor Information.
2. Company to complete, sign and stamp the Tuition Payment Agreement Form.
3. Complete and sign the Conditions of Placement, Acceptance and Continuous Registration.
4. Complete and sign the Health Inventory and attach a copy of the Vaccination Chart and the Medical Insurance Card.
5. Complete and sign the following forms:
 - (a) Authority to Release School Records (**Attach copies of all previous school records.**)
 - (b) Attendance Policy
 - (c) Acceptable Use Policy for Network/Internet and Computer Technology
 - (d) Bus Rules
 - (e) Substance Abuse and Student Discipline

*Questions may be answered by contacting Susan Van Straten, the school Registrar,
for Pre-Reception to Grade 10 at (03) 341-7550 ext 106*

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APPLICATION FOR PRE-REGISTRATION School Year 2010 – 2011

Father's Name : _____
(Family Name) (First) (Second)

Employer : _____

Badge Number : _____

Mailing Address : P.O. Box _____ City _____ Zip Code _____

Telephone : Office _____ Ext. _____ Mobile _____

Father's E-mail Address : _____

Mother's Name : _____
(Family Name) (First) (Second)

Home Telephone : _____ Ext. _____ Mobile _____

Emergency Contact : _____ Telephone _____
(Name)

Residence Location : _____

Muslim / Non-Muslim : _____ Application Date: _____

PLEASE FILL IN STUDENT DATA

Student's Full Name	Nationality	Date of Birth (dd/mm/yy)	Sex (M/F)	Grade expected	Muslim/ Non-Muslim	First Language Spoken	English Literate How Long?



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UNDERTAKING OF ACCEPTANCE OF THE POLICIES, RULES AND REGULATIONS

AS CONDITION OF THE ENROLLMENT OF MY CHILD/REN in ISG-Jubail, a private school, I agree on behalf of myself and my family to accept and to abide by all school rules, regulations and policies, as stated below and in school documents, and as may become necessary in the future.

Further, I specifically acknowledge understanding and acceptance of the following:

1. **Authority:** I understand that ISG-Jubail is a private school, and as such, it reserves the right to include or exclude students based on the laws of the Kingdom of Saudi Arabia, the policies of ISG, International Schools Group, and the rules and the regulations of the school.
2. **Religion:** I understand that ISG-Jubail is an International School, and that no religion is taught. Studies of Saudi Arabia, Arabic Culture and Arabic Language are required of each student.
3. **Curriculum:** I understand that the curriculum is set by ISG educators and approved by the ISG Board of Trustees. Parent suggestions are factored in curriculum decisions, however, final decisions remain with school authorities.
4. **Tuition:** Each year tuition is set by the Board of Trustees. I understand that tuition is assessed annually, not by the day, or month. Regardless of the type of company support, each family is wholly responsible for all tuition fees. Late payments will result in a penalty fee payable in addition to the tuition fee.
5. **Annual Installment Fee:** Is paid in one lump sum of 1,000 SAR together with the first payment.
6. **Initial Enrollment Fee:** Is paid in one lump sum of 3,000 SAR together with the first payment.
7. **Transportation Fee:** Transportation fee of 4,500 SAR is non-refundable and will not be pro-rated.
8. **Pre-Enrollment Assessment Fee:** Pre-Enrollment Assessment fee of 1,500 SAR is payable in advance of assessment date.
9. **Schedule of Payment:** I will abide by the Tuition Payment Schedule set by the school.
10. **Information:** I will supply all information required, and I understand that I am obligated to inform school staff of all changes in phone numbers, or change in my intent to withdraw my child(ren), or changes in my child(ren)'s medical status.
11. **Immunization Requirements:** As per ISG Policy 2065, I understand that my child will be excluded from school if immunization requirements are not met within 45 days of entry into school. Detailed requirements will be forwarded to you in writing once the school nurse has assessed the Immunization Records your child(ren).
12. **Student Absences:** I understand that attendance is a criterion for promotion. Excessive absence may result in non-promotion.
13. **Substance Abuse:** I understand that the laws and regulations of Saudi Arabia concerning illegal substances and alcoholic beverages are very strict. I also understand that if it is determined that my child(ren) possesses, uses or distributes alcoholic beverages or any drug not properly authorized by a medical doctor, while on school grounds, at any school-sponsored function, or while riding any vehicle being used for transportation by the school, immediate expulsion will result.

IN SUMMARY, I AGREE to abide by the administrative regulations of the school as a condition of my child's enrollment. I understand that non-compliance with the school's rules and regulations may result in the required withdrawal of my child (ren) from school.

PARENT'S SIGNATURE

DATE

PARENT'S NAME IN BLOCKLETTERS