

Please attach a  
Passport-sized  
photograph here

## Application Form Ethra School

### First/Student's Information:

First Name		Middle Name		Family Name	
Date of Birth		Day	Month		Year
Nationality			<input type="checkbox"/> Male	<input type="checkbox"/> Female	

Apply for Grade:
<input type="checkbox"/> KG1 (3 years)
<input type="checkbox"/> KG2 (4 years)
<input type="checkbox"/> KG3 (5 years)
<input type="checkbox"/> Elementary (6 years & above)

### Father Information

Father's Name:		Nationality:	
Date of Birth:			
Work Telephone:		Mobile Number:	
E-Mail Address:			

### Mother Information

Mother's Name:		Nationality:	
Date of Birth:			
Work Telephone:		Mobile Number:	
E-Mail Address:			

### Address

Home Address	City:		Area:	
Home Telephone:			Other Telephone:	

**Child Information****Family Information**

Applicant lives with	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Other	<input type="checkbox"/> Adopted
Number of siblings	Sisters	Brothers	Order	

**Family's Social Information**

Parents divorced	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Either parents is deceased	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Father travels a lot	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a nanny at home	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a second wife living at home	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Did your child attend school before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer is yes, please mention the name of the school?		
Location:		

**Security Card Information**

\* (Please fill in the following carefully)

1	Name of person responsible for child's pick up	Relation
2	Name of person responsible for child's pick up	Relation

**Parent's acknowledgement:**

I, the student's guardian \_\_\_\_\_, acknowledge and give permission to the mentioned people above to pick my child up.

If others come to pick up the child, we hope the following:

\* The student is not allowed to leave until contacting and informing the school about the person authorized to receive him.

\*I acknowledge that the school has no minimum responsibility in the event that my child goes out with the one mentioned in this form or with the one you have authorized with an official letter or by phone.

The school apologizes for not allowing the child to leave school with their authorized guardian until presenting his identity and take a picture of it and if he refuses to do so, the child will only be handed over to the guardian.



## Acknowledgment

### Second / Ethra School Policies:

#### **1. School Timings:**

\*Kindergarten: from 7:30 morning to 12:30 noon.

\*Elementary levels: from 7:15 morning to 1:15 noon.

Please abide by the specified dismissal time for each level and arrange your transportation accordingly.

#### **2. Attendance and Dismissal Policy:**

The child's welfare and safety is the parent's responsibility outside the school's daily schedule. Parents must make sure that students are handed to school officials during morning arrival time. School will not be responsible for any early arrival before school hours.

Parents must arrive on time to collect their child at the end of daily school schedule.

#### **3. Absence and late attendance:**

Parent must notify school of child's absence and in case of late attendance in the morning, please inform the school about the delay, and we ask the guardian to abide by the dismissal times at noon.

#### **4. Emergency Cases:**

A permission from the student's guardian to send the child to the nearest hospital services in case of a sudden accident or an illness case that requires.

#### **5. School uniform:**

The school uniform is purchased from Al-Hashimi stores on Al-Suwaikit Street and students must abide by the school uniform as well as the P.E. uniform, which is as follow:

- Kindergarten: Red T-shirt with school logo – skort (for girls) - navy trousers (for boys).
- Elementary Levels: White shirt with school logo - blue navy uniform (for girls) – blue navy pants (for boys).

Physical Education uniform for theElementary levels: blue trousers and white T-shirt with school logo, and we hope to adhere to it according to the time table, as well it is also available from Al -Hashimi stores.

#### **6. Field Trips:**

Parents who do not wish their child to join school trips must not send them to school on that day.

### **7. Photography (Instagram):**

The school shares the beautiful moments and photos through her Instagram account and who does not want to post his Childs' pictures, please inform the school from the beginning of the school year.

### **8. Textbooks:**

- The textbooks will be distributed on the first school day, and we confirm that it is the responsibility of the parents to make sure that they label the books, and then returned them back to school to keep them from getting lost.
- Receiving the English books after payment of the second installment of the tuition.

### **9. Child with Special Needs:**

At the time being the school does not offer special education, therefore it is the parents' job to make sure that all information relevant to registration form are true and that the student does not have any learning disabilities or delays. If any become evident to the school and in the event of any learning difficulties or special needs, parents should inform the school and provide the medical and psychological reports.

Under the case and after reviewing and approval by the school administration, the guardian is informed of the possibility of enrolling and registering the student with the commitment of the parents to provide support needed, according to what the school sees it suitable to do such as:

- Guardian provides a shadow teacher to help during classes in coordination with the school.
- Conduct external treatment sessions to modify the behavior and provide the school with reports.
- Perform external treatment sessions to modify speech and provide the school with reports.
- Other, according to the child's condition and needs.

If the student's guardian does not respond, the school has the right to apologize for accepting the student, if it is found that he or she has learning difficulties or needs, especially after dealing and interacting with the child for a period of (2-4 weeks) from the date of enrollment of the student, and the guardian is entitled to a refund of the fees after 25 % off the total payment.

### **10. Continuity:**

If i want my child to continue in school, I am committed to review the financial policy for every academic year and i am committed to working on.

**Rules and provisions of the Elementary Levels attendance List**

	<b>Cases</b>	<b>Action taken</b>
<b>1</b>	If the student's absence is <b>5%</b> from school (equivalent to 8 days) without an acceptable excuse whether his days of absence are continuous or intermittent during the school year.	-Call up the student's guardian to school to clarify the procedures taken due to the absence. -A written pledge is taken for a regular attendance.
<b>2</b>	If the student's absence is <b>10%</b> from school (equivalent to 17 days) without an acceptable excuse whether his days of absence are continuous or intermittent during the school year.	-The Guidance committee meets to study a repeat case absence. -Student written Warning -Call up the student's guardian to school to clarify the procedures taken due to the absence.
<b>3</b>	If the student's absence is <b>15%</b> from school (equivalent to 25 days (without an acceptable excuse whether his days of absence are continuous or intermittent during the school year.	-Call up the student's guardian to school to clarify the procedures taken due to the absence. -Transfer the student to the guidance services unit in the Education Office to study and follow up his situation .
<b>4</b>	If the student's absence is <b>20%</b> from school (equivalent to 34 days (without an acceptable excuse whether his days of absence are continuous or intermittent during the school year.	-Meeting of the guidance committee at the school to study the evidence and the documents that were taken on the student and his guardian. -Article 3 of the Child Protection System is applied by lifting to the competent authorities (The Center for The Response of Communications 1919 ) where this is prepared of neglect and causing the student to drop out of education. -Notify the Guardian of the actions taken regarding the absence of the student without excuse.

## Ethra School Financial system policy and registration fees Year 2023/2024 - 1445 AH

Payment Method	1 <sup>st</sup> payment (20% of tuition fees) At the Registration	2 <sup>nd</sup> payment (45% of tuition fees) Three weeks before the start of the new academic year	3 <sup>rd</sup> payment (35% of tuition fees) At the End of the 1 <sup>st</sup> Semester	Total Fees Tuition
Kindergarten Fees	SR 3,500	SR 7,500	SR 6,000	SR 17,000
Elementary Fees	SR 4,000	SR 8,000	SR 7,000	SR 19,000

### ❖ Important Notes:

- In case the tuition fees are paid in full as one payment upon registration, **a deduction of 1,000 SAR** will be made from the tuition fees.
- We offer a **discount for brothers** (5% for the second child - 10% for the third child – 15% for the fourth child).
- More than one discount is not combined.
- **Facilities** for those wishing to install tuition fees (**special payment plan**).
- A **15% value-added tax** is added to the tuition fee (for non-Saudi students only).

### ❖ Fees policy:

- 1) Student Admissions is based on **a full academic year** and payment will be applied accordingly.
- 2) The student's guardian is obliged to pay the tuition in three installments according to the dates set by the school administration.
  - First installment (upon the opening of registration for the new academic year).
  - Second installment (three weeks prior to the first day of school).
  - Third installment (at the end of the first semester).
- 3) The student's guardian must ensure that the first and second installments are **due three weeks prior to the start of** the first day of school, No student will be admitted until these fees are paid in full, and the student's seat will be vacant if Failure to pay on time. The first installment is non-refundable. School Textbooks will be distributed after 2<sup>nd</sup> installment is paid.
- 4) All payments must be paid through **bank transfer only** and a copy of the transaction receipt must be sent to the finance department, the school does not accept cash or bank cheque.
- 5) The student will not be admitted until fees are paid and it is Guardians' responsibility to provide a copy of the transaction in order to confirm the student's seat.

### ❖ Payment method:

1. Each student will get a special IBAN and account number assigned to them and fees will be transferred through it.
2. All new admissions will have an IBAN assigned after the acceptance test.
3. Guardians should send a copy of the deposit or transfer to the finance department or to

e-mail: [accountant@ethraschool.edu.sa](mailto:accountant@ethraschool.edu.sa)

I, the student's guardian \_\_\_\_\_ have read and agreed to the tuition policy, withdrawal system, and other requirements.

Guardian name (Father or mother only)	Signature	Date

## ❖ Withdrawal and School fees refunds policy:

Withdrawal procedures are as follows:

- An official withdrawal notice form must be reported to the school administration by the student's guardian.
- Compliance with the withdrawal deadlines set by the school administration.
- The guardian is liable to pay full fees in the event of a transfer during school year and according to payment policy and withdrawal deadlines.
- School Textbooks fees are not refundable if withdrawal is after first day of school.

Date of notification of withdrawal	Refunded fees
At the end of the school year and a week before students' first day of school according to the school calendar.	Full amount of tuition fees will be refunded excluding 1st installment.
The week before the first day of school according to the school calendar.	Fees are refunded with a 10% deduction of total fees excluding 1st installment
Period during the first day of school to the third week	Fees are refunded with a 25% deduction of total fees excluding 1st installment
Period during the fourth and fifth week	Fees are refunded with a 50% deduction of total fees excluding 1st installment
Period during the sixth week	Fees are non-refundable, and guardian will be liable to pay remaining fees.

## ❖ Payment method:

1. Each student will get a special IBAN and account number assigned for them and fees will be transferred through it.
2. All new admissions will have an IBAN assigned after acceptance test.
3. Guardians should send a copy of the deposit or transfer to finance department or to e-mail : [accountant@ethraschool.edu.sa](mailto:accountant@ethraschool.edu.sa)

## Undertaking and acknowledgment

I, the student's parent, acknowledge: \_\_\_\_\_ Class: \_\_\_\_\_

I have reviewed the financial policy of Ethra Schools for the academic year 1445 AH / 2023-2024 AD and pledge to abide by it.

I am fully responsible for any breach of what is stated in it, and the school has the right to follow the necessary procedures to ensure its rights, and on this I sign.

Name of the student's parent, mother or father only: \_\_\_\_\_

ID Number: \_\_\_\_\_

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

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