

# Registration Requirements

## 1) Documents needed for Registration:

- Fully completed registration form.
  - ✓ Photo copy of child's birth certificate
  - ✓ Photo copy of child's Passport
  - ✓ Photo copy of family ID card (front & back) (Saudis only)
  - ✓ Photo copy of father's ID card if child is born outside of the Kingdom (Saudis only)
  - ✓ Photo copy of parent Iqama (Non-Saudis)
  - ✓ Photo copy of child's Iqama (Non-Saudis)
  - ✓ Photo copy of father's Passport (Non-Saudis and GCC)
  - ✓ Kingdom entrance number for child (GCC)
  - ✓ Kingdom entrance number for father (GCC)
  - ✓ 12 passport pictures size 6x4 and one personal portrait picture size 15x10.
  - ✓ A student coming from abroad must bring his previous study certificate or equivalent certificate for his class documented by the Ministry of Education, the Ministry of Foreign Affairs and the Saudi Embassy or the Saudi Cultural Attaché from the country from which he comes from
  - ✓ Certificates from the previous school
  - ✓ A transfer certificate from the previous school
- Fully Completed Health Information record attached with photo copy of Vaccination record.
- Medical examination (Free of infectious diseases)

## 2) Assessment:

After Parent/Guardian has completed and submitted all needed documents for Registration, the School will arrange an appointment to assess the new applicant, School will then contact Parent/Guardian if applicant is accepted and will give the IBAN for payment.

## 3) Enrollment Fees:

Once Student has passed Assessment, Parent/Guardian will be informed to pay the first Fees installment (Non-refundable enrollment fees) to confirm a seat for the student, and in the event of non-payment, the seat is considered Vacant.

## 4) School Timing:

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

Elementary levels: from 7:00 morning to 1:15 noon from Sunday to Tuesday

And to 12:30 noon on Wednesday and Thursday.