



*Today's Learners are Tomorrow's Leaders*

## **Conditions for registering a student at Al-Kon International Schools**

**(2021/2022 AD 1442/1443 AH)**

### **Introduction:**

Due to the importance of the true, complementary, and interactive school/home partnership in the success of the educational process, and based on our awareness of this relationship as a decisive factor in ensuring the provision of effective educational experiences for students based providing them with a proper upbringing.

We are attentive that it is the school's and the home's interest that these constructive relations should be based on clear terms and conditions in the form of a contract in which both parties are bound by.

Therefore, to ensure that all parties have a clear knowledge of their responsibilities and duties, we urge parents to read this contract carefully, and do not agree nor sign it before getting adequate answers from the school to all their inquiries and questions.

The terms and conditions stipulated in this contract are references for the settlement of disputes, and the agreement stipulated in this contract will be adhered to during the discussion and resolution of disputes.

### **About Al Kon International School:**

Al Kon International School is an accredited educational institution that meets international standards and the requirements of the Saudi Ministry. Al Kon received first accreditation through the Middle States Association of Colleges and Schools during the 2002-2003 academic year and was renewed through the NCA in 2008 and again through AdvancED in 2013 and 2017.

Al Kon International School is a distinguished school both nationally and internationally. It is among the very few Saudi schools licensed to operate the American and British programs. The school is also an affiliated school of Cambridge and a center connected to the British Council. Furthermore, Al Kon has become an accredited SAT center since 2010, a CIE accredited center since 2011 and is also a certified Oxford qualifications test center since 2019.

**Important Definitions:**

**Child:** The child or children of any age who are accepted to enroll in the school to receive their education there, and whose names are expressly mentioned in this contract.

**Contract:** This document is signed between the school and the parent.

**Educational Services:** All services provided by the school to support students' learning and development.

**Parent/Second Party:** The parents of the child who have the right of permanent legal guardianship over the child or the person who has the right of guardianship by a court decision.

**Policies:** The concepts, principles, and/or rules adopted in the school, which the school seeks to circulate to all concerned parties to achieve specific goals. These objectives may be related to any aspect of the school's functioning, such as an academic, health, and behavior ones.

**School / First Party:** Al-Kon International School

**Tuition fees:** Any financial amount owed to the school for the child's joining the school, obtaining education services, and participating in the school's activities.

**Student/Students:** All those who are accepted and registered in the school to receive education in any grade/year.

**Curricula and Educational Programs:**

For parents who wish to obtain more information about the curricula and educational programs applied in the school, please refer to the table below. It also shows the organizations from which the school has received accreditation.

Grade Level	Section	License and Accreditation
Kindergarten to Grade 12	American	<ul style="list-style-type: none"><li>• License and accreditation from the Ministry of Education</li><li>• American Accreditation by Cognia (formerly AdvancED)</li><li>• An accredited center for performing SAT tests, the American section (SAT).</li></ul>
Grade 9 to Grade 12	British	<ul style="list-style-type: none"><li>• License and accreditation from the Ministry of Education</li><li>• Attached center to the British Council.</li><li>• It is also a certified SAT test center, and a certified Cambridge IGCSE/ A-Level and Oxford qualifications test center.</li></ul>

### **Students' Promotions Policy**

As per the Saudi Ministry of Education regulations, a student's success is a subject's success and not based on the final average. Accordingly, the student shall not be promoted from his class if any of the academic subjects did not have a result of 60% as a minimum (or 50% for students of the British curriculum), no matter how high the overall total is.

Make up exams are given once immediately after the first weekend that follows the end of the academic year. At the end of each academic year, the school has the right to refuse to renew the contract of any student who is not promoted.

### **Extra-Curricular Activities:**

The school provides extra-curricular activities for all grades throughout the year.

Students are given the opportunity to engage in activities that include arts, sports, educational activities, and others.

### **Tuition fee payment policy and due dates:**

The second party pays the fees owed by his son/daughter, which are shown in the approved detailed list according to the following detail:

- 1)** The second party pays an advance payment (2000 riyals non-refundable) for current students for the next academic year, to reserve a seat for his son/daughter.
- 2)** The second party pays an advance payment of 5000 riyals that is non-refundable, detailed as follows (1000 riyals for opening a file and 4000 payments from the first semester fees) for new students for the academic year.
- 3)** The second party is obligated to pay the remaining fees for the first semester one month earlier than the end of the first term.
- 4)** The second party is obligated to pay the fees for the second semester one month before the end of the academic year.

**Transportation Policy:**

- 1) The second party is obligated to fill out the approved form for registration, which is available on the school's website.
- 2) The transportation fee is determined according to the region of residence (the approved detailed transportation fee list is attached).
- 3) The second party is obligated to pay the school transportation fees for the first semester during registration.
- 4) If you want to register for school transportation for the second semester, the second party is obligated to pay the fees before the start of the second semester.

**Discounts:**

- 1) Siblings receive a discount on tuition fees only, the amount of which is (10% for the second brother/sister) and (15% for the third brother/sister or more), provided that the discount rate is applied to the student with the lowest tuition fees.
- 2) No discounts on school transportation.
- 3) The first party has the right to rescind the contract in case the second party fails to pay.

**Conditions for the withdrawal of a registered student:**

- 1) If the student withdraws before starting any semester, seat reservation fees (2000 riyals) and administrative fees for the new student (1,000 riyals) will be deducted, and the rest of the amount (if any) will be refunded to the parent/guardian.
- 2) If the student withdraws during the first two weeks of the semester start, seat reservation fees (2000 riyals), administrative fees for the new student (1,000 riyals), 25% of the total for the first semester.
- 3) If the student withdraws during the third week, seat reservation fees (2000 riyals), administrative fees for the new student (1000 riyals), 50% of the total of the first semester will be deducted.
- 4) In the event the student withdraws during the fourth week (and thereafter), seat reservation fees (2000 riyals), administrative fees for the new student (1000), the full fees for the first semester, and school transportation fees (if any) will be deducted.
- 5) If the student withdraws during the first two weeks of the semester start, the whole term transportation fees (if any) are deducted.

### **Documents Required as per the Saudi Ministry of Education:**

- 1) The parent/ guardian will provide all the required documents, which are:
  - A copy of the parent's passport
  - A copy of the student's passport
  - A copy of the parents' valid Iqama
  - A copy of the student's valid Iqama
  - A copy of the student's birth certificate.
  - A copy of the vaccination card for the kindergarten, and GR1 - 2GR -3GR
  - Original school report cards from grade 1 until the current level (attested from the Ministry of Education)
  - Leaving certificate from the previous school
  - Transcript starting from grade 9
  - Two passport-size student photos.
  - A statement signed by the entrance exams department of the student's success
- ❖ The parent/guardian pledges to provide the missing documents mentioned above, not later than 14 days from the date of signing the contract.
- 2) Al Kon International Schools are international (private) schools whose management has the right to accept or reject any new student who applies for registration. The school administration does not accept any new student until after the student passes entrance exams in English and mathematics, with a fee of 400 Saudi riyals that is non-refundable (200 riyals for applicants to the kindergarten department), and the student must obtain a minimum of 60% on each subject separately as a condition essential to accept it. Neither the student nor the guardian may question the credibility of the entrance exams correctionor request to see the exams that the student has taken. A seat will not be reserved for a student who succeeds in the entrance exams until he has brought all the required documents.
- 3) Schools have the right not to deliver the student's result to the guardian if he does not pay the fees.

- 4) The first party has the right to apologize for the student's continuation in schools during the school year or the following academic year whenever it considers that it negatively affects the reputation of the school and its students, and it is obliged to pay the prescribed fees until the date of his dismissal in the following cases:
- ❖ The abuse of the first party by the second party or one of his children through the media, social media, or others.
  - ❖ In the case of verbal or physical assault by the parent/guardian or one of his children on a school employee, either directly or indirectly, such as through social media
  - ❖ The student's low level of achievement despite the school's follow-up and continuous support and implementation of all remedial plans
  - ❖ The parent's failure to pay the tuition fees due on the dates specified for payment, whether during the academic year or at the end of it
  - ❖ The first party has the right to apologize for the student's continuation in schools without giving reasons at the end of the school year.
  - ❖ If the parent/guardian is repeatedly informed of the student's academic problems without success or improvement, the school has the right to terminate this contract at the end of the academic year.
- 5) The student's absence from school for any reason and no matter how long the absence is, does not give the parent/guardian the right to deduct any amount from the fees due.
- 6) Every student who misuses or sabotages any of the school's contents, equipment or facilities is required to pay all costs of the damage he caused. The school has the right to ask the parent/guardian to pay the entire value of the damage.

### **Registration Requirements for Cambridge Exams**

We would like to note that registration for the Cambridge exams will be limited only for students who have registered in our school for 2021-2022 academic year.

Home study students who are not registered in our school will not have the chance to register for these exams.

## **Second Party Responsibilities:**

- ❖ The student must abide by the rules and internal regulations of the schools.
- ❖ The second party is obligated to update its data with the files department (residence address, employer, contact numbers, residence, passport renewal, ...), and the second party is responsible for all the consequences of inaccurate or updating the data.
- ❖ Communicate with the school administration, accept, and support its decisions. Follow the school website and check the latest information.
- ❖ Dealing appropriately with school staff when inquiring about their children.
- ❖ Attending all meetings related to their children's progress and performance, and their failure to attend these events may negatively affect their children's academic progress. Parents should realize that their levels of participation and interference in their children's education and their ability to assume their responsibilities in this aspect will have a role in enhancing or reducing the chances of enrolling their children in the coming year.
- ❖ The commitment of the student to personal hygiene and general appearance.
- ❖ A student is not allowed to leave school with a classmate at the end of the official school hours.
- ❖ The school has the right to search students and confiscate mobile phones, cameras, audio devices, or anything classified on the prohibited list according to what is stated in the code of conduct and attendance.
- ❖ It is strictly forbidden for the parent/guardian to choose a particular class or teacher.

## **Attendance Policy**

Student's absence and tardiness negatively affect the school's ability to provide effective educational services, as well as negatively affect the students' achievements.

Students, parents and the school should work together to promote and maintain high attendance rates.

### **The school's responsibility includes the following aspects:**

- ❖ The school has to provide parents and students with a clear and detailed attendance policy.

### **Parents' responsibilities include the following aspects:**

- ❖ Reading carefully the school's attendance policy, approving and implementing it.
- ❖ Support the school's policy, which stipulates that strict actions will be taken in cases of persistent tardiness and absence from school which in turn will negatively affect the student's chance to register for the next academic year.
- ❖ Ensure the student's safety from any contagious or epidemic disease, with an emphasis on that the student does not attend classes or exams during his illness. Follow up with the school after their child's recovery by submitting a medical report.

**Health and Safety:**

Providing the students with a safe and healthy learning environment is the responsibility of the school and parents, and accordingly, rests with the school preparation and implementation of all policies and procedures, while parents and their children are expected to apply the commitment to school policies.

**The school's responsibilities include the following aspects:**

- ❖ Providing appropriate medical care for students as per the applicable laws.
- ❖ Providing conditions that grant the necessary care and attention for all students and dealing confidentially with medical issues related to them.
- ❖ Encouraging students to follow healthy lifestyles and enhancing their awareness of this aspect, including eating healthy food and exercising.

**The parents' responsibilities include the following aspects:**

- ❖ Informing the school of all information related to the medical conditions of their children and their medical history.
- ❖ Ensuring that all meals they provide to their children are in line with the school's policies and guidelines in this regard.
- ❖ Supporting the school's decision to confiscate food and drink items that are inconsistent with the school's standards in this regard.



**Transportation:**

The school is responsible for maintaining the safety of students on school buses, whether the bus is managed by a third party. In addition to implementing strict safety procedures as stipulated in the school's policy in this regard, the school must also implement all instructions of the Ministry of Transport in Jeddah in this regard.

**School expectations from parents in this aspect:****1) Private vehicles:**

- ❖ Parents are obligated to use the entrances and exits specified by the school.
- ❖ Parents must abide by the instructions of the school staff, who are in charge of supervising and organizing the students' arrival and departure.

**2) School buses:**

- ❖ Under all circumstances and regardless of the purposes and objectives, school buses are considered part of the school facilities.
- ❖ Students and parents are obligated to follow all safety conditions and rules of conduct adopted by the school in school transportation.
- ❖ The school has the right to prevent the student from using or continuing to use school transport at any time if he/she does not comply with any of the SchoolTransport Department's instruction mentioned below:
  - Respecting the driver and his assistance in the kindergarten department.
  - Respecting all other passengers, and avoid causing any noise.
  - Maintaining all the bus's contents and avoid any damage.
  - Keeping the aisle of the bus clear all the time and staying in the seat designated for the student while the bus is in motion.
- ❖ The first party is not obligated to secure transportation for the student in case the second party does not fill out the school transport registration form and pay the fees within the specified time (attached the school transport registration form)