



Ideal KG International School Al-Madinah

REGISTRATION FORM

Academic Year 20____ - 20_____

Stick Here
(Photograph)

Roll No.		Class	
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Documents Required for Enrollment

- I. Father's passport & Iqama Mother's passport & Iqama Child's passport & Iqama
- II. Four recent photos
- III. All original report cards
- IV. Original immunization record (KG + Grade 1 only)
- V. Original birth certificate (need to see and copy in file)
- VI. Medical Report
- VII. Map of Home
- VIII. If child from different curriculum / or coming from outside KSA then 'MOHADILA' is required.
- IX. If child from another school in Madinah Saudi Arabia; British Curriculum; Leaving Certificate (transfer certificate)
- X. If Saudi, a copy of parents' ID and child's ID
- XI. Registration fee non-refundable
- XII. Admissions test completed.

Student's Name				
	First name	Second name	Third name	Family name

Date of	Day	Month	Year	Place of birth	
				Nationality	

Iqama No.										Expiry Date		Sex	Boy / Girl
Religion	Passport No								1st Language	2nd Language			

FAMILY INFORMATION			
Father's Name			
Nationality		Occupation	
Office Tel		Email	
Mobile		Iqama No.	
Home Address			

Mother's Name			
Nationality		Occupation	
Office Tel		Home Tel	
Mobile No		Iqama No.	
Home Address			

Previous Schools (If applicable). (Please begin with the present school)				
S. No	Name of School	Location	Level completed	Year
1				
2				
3				

Emergency Contact Person (One other Number)				
Name			Relationship to student	
Office No		Mobile No		Home No

Are there any special medical problem? : (e.g. Asthma, allergy) Yes / No

If Yes, please specify:

..... Does the child

require bus: Yes/No One Way / Two way

Declaration

I, the undersigned, being the lawful parent of _____ hereby agree on Hera International School Payment Policy. I also agree, if I do not fulfill my financial commitments, the school has the right to take legal actions against me.

I confirm to the best of my knowledge that all the information supplied by me is true and accurate record.

Signature: _____

Date _____

PAYMENT POLICY

Please read the conditions before signing:

1. Non - refundable Registration fee 500SR is payable by all new students filling the Registration Form for the first time.
2. School fees are non- refundable and non transferable. They are paid in two installments in the beginning of each term of the academic year.
3. All other fees are to be paid at the start of the academic year. (Books, computer, uniform).
4. Students may not attend classes or sit exams until all fees have been paid as scheduled.
5. If the fees remain unpaid up to the end of the month, the child will be expelled from the school.
6. If the school fees is paid after the child is expelled there will be a SR. 500/- re-joining fee per child.
7. No further reminders will be sent, and no discussion entered into.
8. The school reserves right to take legal action in case of non-payment of fee.

I have examined the above policies and agree to all its conditions.

Name of parent: _____

Date: __/__/____

Signature: _____