



Norma Hudson  
Superintendent

# International Schools Group-Yanbu

PO Box 30039, Yanbu Al-Sinaiyah  
Kingdom of Saudi Arabia 50057  
Tel: 966-4-392-1088 Fax: 966-4-392-1075  
www.isgyis.org



Paul Thompson  
Principal

## ENROLLMENT FORM

*School Year 2011 – 2012*

**Please complete and sign the following enclosed registration forms:**

- a. **2011-2012 Enrollment Form**
- b. **Tuition Payment Agreement Form (Company to complete, sign and stamp if applicable)**
- c. **Medical Information (Attach a copy of the Immunization Card and the Medical Insurance Card)**
- d. **Consent to Release Photo/Image**
- e. **Policies Agreement Form**

***Please complete and return the forms to the Registrar. Questions may be answered by contacting the school Registrar at (04) 392 1088 ext 116. The office hours are from 8:30am to 2:30pm, Saturday through Wednesday.***

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Yanbu International School Mission Statement:

*Yanbu International School, a K-12 college preparatory institution, is committed to providing the highest quality U.S.-based education. Dedicated professional educators will empower our community of multi-national students to achieve their wildest dreams in a world increasingly without borders.*

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## 2011 – 2012 ENROLLMENT FORM

*School Use Only*  
Excel: \_\_\_\_\_  
Skyward: \_\_\_\_\_  
ID#: \_\_\_\_\_  
Sig : \_\_\_\_\_  
Fam. #: \_\_\_\_\_

### Student Information:

Student's Last Name: \_\_\_\_\_ Student's First Name: \_\_\_\_\_  
Student's Middle Name: \_\_\_\_\_ Male / Female (Please circle) Class/Grade: \_\_\_\_\_  
Date of Birth: DD/MM/YYYY \_\_\_\_\_ Nationality: \_\_\_\_\_  
Passport No.: \_\_\_\_\_ Expiry Date: DD/MM/YYYY \_\_\_\_\_  
Iqama No.: \_\_\_\_\_ Expiry Date: DD/MM/YYYY \_\_\_\_\_  
1<sup>st</sup> Language: \_\_\_\_\_ 2<sup>nd</sup> Language: \_\_\_\_\_ Religion: \_\_\_\_\_

### Family Information:

Father's Last Name: \_\_\_\_\_ Father's First Name: \_\_\_\_\_  
Father's Middle Name: \_\_\_\_\_  
Mother's Last Name: \_\_\_\_\_ Mother's First Name: \_\_\_\_\_  
Siblings at YIS / w class level: \_\_\_\_\_  
Residence Address: \_\_\_\_\_  
Father's Work #: \_\_\_\_\_ Fax: \_\_\_\_\_ Father's Mobile#: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Mother's Mobile #: \_\_\_\_\_  
Primary E-mail: \_\_\_\_\_ Secondary Email: \_\_\_\_\_  
Emergency Contact Name and Number: #1 \_\_\_\_\_  
(Other than parents) # 2 \_\_\_\_\_

### Sponsor/Company Information:

Sponsor Company Name: \_\_\_\_\_  
Occupation/Position: \_\_\_\_\_ Employee #: \_\_\_\_\_ Department: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Name of contact in Company Human Resources/Personnel Office: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please enroll this student in Yanbu International School. I have read, understood and agreed to all related admission requirements:

Father's Name : \_\_\_\_\_ Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mother's Name : \_\_\_\_\_ Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## TUITION PAYMENT AGREEMENT FORM 2011-2012

- Initial Registration Fee:** 3,000 SR fee applicable to new enrollments at any time of school year and is collected in full with the initial payment (Junior Kindergarten – Grade 12)
- Installment Fee:** 1,000 SR fee applicable to all installment plans (Junior Kindergarten – Grade 12)
- Partial Year Enrollment Fee:** 1,000 SR fee applicable to all students planning on enrolling for less than a full year
- Late Payment Fee:** 500 SR
- Pre-Enrollment Testing Fee:** 1,500 SR is applicable to every assessment a student takes for enrollment

- A 50% tuition discount will be available to families with third child (and/or additional children) enrolled in an ISG School. **(Discount will be applied to youngest children enrolled.)**
- Students enrolling after September 30, 2011 will pay a prorated daily rate, based on the number of remaining student days in the school year.
- **Installment payment plan is not applicable to students enrolling after September 30, 2011.**
- If a student has been withdrawn with no refund or credit and then returns, the student will be considered a returning student. The installment plan has been implemented by the ISG Board of Trustees to ease the burden of paying the full tuition at one time for those parents who might find it difficult to do so. It is available only to full year students. If for any reason the student withdraws early, **all installments** must be paid by the responsible party.
- If a parent or company wishes to change their original payment plan, the parent or company must make this request within the first ten days of school.

### PAYMENT CONFIRMATION (To be signed and stamped by Sponsor/Company)

Student's Name (First Name, Last Name): \_\_\_\_\_ Class/Grade: \_\_\_\_\_

Parent's Name (First Name, Last Name): \_\_\_\_\_ Company: \_\_\_\_\_ Employee #: \_\_\_\_\_

**Payment information:** Student invoices will be prepared as selected below. The school is open year round for registration, invoice collection and payment receipts. If a parent or company wishes to change their original payment plan, the parent or company must make this request within the first ten days of school.

### Method of Payment (Please mark the appropriate selection):

COMPANY PAID:  SINGLE LUMP SUM

PARENT PAID:  SINGLE LUMP SUM  INSTALLMENT PAYMENTS  CO-PAY REQUIRING 2 INVOICES

PARENT: SR \_\_\_\_\_ COMPANY: SR \_\_\_\_\_

THE SIGNATURES OF BOTH PARENT AND/OR SPONSOR ARE REQUIRED BELOW.

I fully and completely understand that I am ultimately responsible for payment of this student's tuition and fees even if the sponsor has agreed to make payment. I acknowledge that students may not be allowed to attend class if payment is not made on time.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

The following **must be completed and signed** by an authorized Company Representative and the Company Stamp affixed.

The Company:

- Agrees to pay in full for the 2011/2012 school year.
- Acknowledges joint responsibility and agrees to pay the tuition and fees upon demand.

**It is hereby declared that the above student is an authorized dependent for this company and the company will pay the tuition fees for 2011/2012 school year.**

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Stamp/Seal

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## نموذج إتفاق دفع الرسوم الدراسية لعام 2011-2012

- رسوم التسجيل الأولي: 3000 ر.س. يدفعها الطلاب الجديد عند تسجيلهم في أي وقت من السنة الدراسية وتدفع بالكامل عند تسديد الدفعة الأولى (الحضانة - الصف الثاني عشر).  
رسوم الدفع بالأقساط: 1000 ر.س. تضاف إلى مجموع الرسوم المدرسية عند اختيار طريقة الدفع بالأقساط (الحضانة - الصف الثاني عشر).  
رسوم التسجيل الجزئي: 1000 ر.س. تضاف إلى مجموع الرسوم المدرسية لكل طالب يتسجل لأقل من سنة دراسية كاملة.  
غرامة التأخير في الدفع: 500 ر.س.  
رسوم امتحان القبول: 1500 ر.س. يدفعها كل طالب لإمتحان القبول.

- تحصل العائلات التي تسجل ثلاثة أولاد أو أكثر في مدرستنا على خصم بقيمة 50 % على الرسوم المدرسية الخاصة بالولد الثالث (و/أو أي ولد إضافي). تعنى بالخصم الرسوم الخاصة بالأولاد الأصغر سناً.  
- تحتسب الرسوم المدرسية للطلاب الذين يتسجلون في المدرسة بعد تاريخ 30 سبتمبر 2011، على أساس يومي وفقاً لعدد الأيام الدراسية المتبقية من السنة.  
- لا يطبق نظام الدفع بالأقساط على الطلاب الذين يتسجلون بعد تاريخ 30 سبتمبر 2011.  
- إذا انسحب الطالب من المدرسة بدون أن يسترد الرسوم المدرسية أو بدون أن تترتب عليه مبالغ مستحقة، ثم قرّر العودة إلى المدرسة، يعامل معاملة الطالب القديم. وقرّر مجلس الأمناء اعتماد سياسة الدفع بالأقساط للتخفيف من عبء دفع الرسوم المدرسية كاملة دفعةً واحدة، بالنسبة إلى أولياء الأمور الذين يجدون صعوبةً في ذلك. تطبق طريقة الدفع بالأقساط على الطلاب المسجلين لكامل السنة الدراسية. وفي حال انسحب الطالب من المدرسة قبل نهاية السنة الدراسية لأي سبب من الأسباب، على الجهة المسؤولة عن الدفع أن تسدّد جميع الأقساط المترتبة على الطالب.

### تأكيد الدفع

#### (توقيع وختم الكفيل/الشركة)

- اسم الطالب (الاسم والشهرة): \_\_\_\_\_  
اسم ولي الأمر (الاسم والشهرة): \_\_\_\_\_  
رقم الموظف: \_\_\_\_\_  
الشركة: \_\_\_\_\_  
تأكيد الدفع: يتم إعداد الفواتير بحسب الإمكانيات المختارة أدناه. تفتح المدرسة أبوابها للتسجيل واستلام الفواتير والدفع طوال أيام السنة. في حال أراد ولي الأمر أو الشركة تعديل خطة تسديد الرسوم المدرسية الأساسية، يجب أن يبلغ المدرسة بذلك خلال 10 أيام من اليوم الدراسي الأول.

#### طريقة الدفع (ضع علامة في الخانة المناسبة):

- تدفع الرسوم من قبل الشركة:  دفعة واحدة  
تدفع الرسوم من قبل ولي الأمر:  دفعة واحدة  
الدفع مشترك بموجب فاتورتين: ولي الأمر: ريال سعودي \_\_\_\_\_ الشركة: ريال سعودي \_\_\_\_\_  
يوقع ولي الأمر و/أو الكفيل في ما يلي.

أنا الموقع أدناه، أقر بأنني مسؤول عن تسديد الرسوم الدراسية عن الطالب حتى إن وافق الكفيل على تسديدها. وأدرك بأنه لن يسمح للطلاب بالحضور إلى المدرسة والمشاركة في الحصص إن لم تسدّد الدفعة المالية في الوقت المحدد.

توقيع ولي الأمر: \_\_\_\_\_ التاريخ: \_\_\_\_\_

يقوم فرد مصرح له من الشركة بتعبئة الخانات التالية والتوقيع ووضع ختم الشركة. إن الشركة:

توافق على تسديد كامل الرسوم المدرسية للعام الدراسي 2010-2011.

تعترف بمشاركتها في المسؤولية وتوافق على تسديد الرسوم والأقساط المدرسية عند الطلب.

أصرح في ما يلي أن الطالب المذكور أعلاه هو تابع للشركة وتتعهده الشركة بدفع الرسوم المدرسية المترتبة عليه للعام الدراسي 2010-2011.

\_\_\_\_\_ الممثل المصرح له (الاسم)  
\_\_\_\_\_ المنصب  
\_\_\_\_\_ ختم الشركة

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التاريخ

التوقيع

## 2011-2012 FEES SCHEDULE

JUNIOR KINDERGARTEN – ½ Day Program				
Tuition	**Registration Fee	Total	*Daily Rate	*** Two-Installment Payment
SR 10,994	SR 3,000	SR 13,994	SR 61.42	SR 6,497 (+ SR1,000) by September 6, 2011 SR 5,497 by November 30, 2011
KINDERGARTEN - 5 <sup>TH</sup> GRADE				
Tuition	**Registration Fee	Total	*Daily Rate	*** Two-Installment Payment
SR 46,144	SR 3,000	SR 49,144	SR 257.79	SR 24,072 (+ SR1,000) by September 6, 2011 SR 23,072 by November 30, 2011
6 <sup>th</sup> GRADE - 8 <sup>th</sup> GRADE – Middle School				
Tuition	**Registration Fee	Total	*Daily Rate	*** Two-Installment Payment
SR 47,782	SR 3,000	SR 50,782	SR 266.94	SR 24,891 (+ SR1,000) by September 6, 2011 SR 23,891 by November 30, 2011
9 <sup>th</sup> GRADE - 12 <sup>th</sup> GRADE - High School				
Tuition	**Registration Fee	Total	*Daily Rate	*** Two-Installment Payment
SR 51,446	SR 3,000	SR 54,446	SR 287.41	SR 26,723 (+ SR1,000) by September 6, 2011 SR 25,723 by November 30, 2011

### \*\*\*\* 50% DISCOUNT

JUNIOR KINDERGARTEN			
Tuition	*Daily Rate	**Registration Fee	Total
SR 5,497	SR 30.71	SR 3,000	SR 8,497
KINDERGARTEN - 5 <sup>TH</sup> GRADE			
Tuition	**Daily Rate	**Registration Fee	Total
SR 23,072	SR 128.89	SR 3,000	SR 26,072
6 <sup>th</sup> GRADE - 8 <sup>th</sup> GRADE – Middle School			
Tuition	**Daily Rate	**Registration Fee	Total
SR 23,891	SR 133.47	SR 3,000	SR 26,891
9 <sup>th</sup> GRADE - 12 <sup>th</sup> GRADE - High School			
Tuition	**Daily Rate	**Registration Fee	Total
SR 25,723	SR 143.70	SR 3,000	SR 28,723

*\*Pro-rata tuition benefit: Students enrolling after September 30, 2011 will be billed on a pro-rated basis. The pro-rated tuition will be based on the number of student contact days (179) remaining in the school year, as specified by the ISG Yanbu 2011-2012 Calendar.*

*\*\*Registration Fee is of 3,000SR applicable to new enrollments at any time of the school year and is collected in full with the initial payment (Junior Kindergarten – Grade 12)*

*\*\*\*Installment Fee of 1,000SR is applicable to all installment plans (Junior Kindergarten – Grade 12)*

*Pre-Enrollment Testing Fee of 1,500SR is applicable to every assessment a student takes for enrollment. If the student is accepted, this fee will be deducted from the Registration Fee. If the student is not accepted, the fee will be refunded.*

*\*\*\*\* The ISG Board will allow a 50% tuition discount for the third child (and/or additional children) enrolled in an ISG school. The discount will apply to the youngest child(ren) only.*

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## HEALTH INVENTORY FORM

The **HEALTH INVENTORY** should be returned to us on your child's first day at school. It is very important for the School nurse to know the medical condition of your child, especially if he/she becomes ill in school. It is also essential for the staff and the nurse to know of children who have allergic conditions.

Student Name : \_\_\_\_\_ Date of Birth : \_\_\_\_\_  
(Family Name) (First name) (Middle) Month / Day / Year

Sex : (circle) **M** or **F** Grade / Year : \_\_\_\_\_

Father's name : \_\_\_\_\_ Work Telephone : \_\_\_\_\_ Mobile Phone : \_\_\_\_\_

Mother's name : \_\_\_\_\_ Work Telephone : \_\_\_\_\_ Mobile Phone : \_\_\_\_\_

Family email address : \_\_\_\_\_

In the event parents cannot be reached, please provide the following :

Emergency name and telephone number :

\_\_\_\_\_ (someone other than parents when parents cannot be reached)

Please circle YES or NO to the questions below :

Does your child have any medical conditions that require special attention (ie. Asthma, seizures, cardiac problems, diabetes, etc.) ?

**YES NO** If yes, please explain : \_\_\_\_\_

Is your child allergic to any medication, food or other substances ? **YES NO**

If yes, please list allergies : \_\_\_\_\_

Is your child taking any daily medications ? **YES NO**

If yes, please list medications and explain reasons : \_\_\_\_\_

Does your child wear glasses, contact lenses, hearing aide or other assistive devices ? **YES NO**

If yes, please specify : \_\_\_\_\_

Has your child been hospitalized, undergone an operation or acquired any major illness within the last two years ?

**YES NO** If yes, please explain : \_\_\_\_\_

If your child becomes ill at school, does the school nurse have permission to give Paracetamol based medication at her discretion ?

**YES NO**

*\*\*Students should inform the school nurse about injuries and medical conditions. Students with medical complications such as asthma, diabetes and allergies should have necessary medications (ie. Inhalers, topical creams, etc.) stored in the Nurse's Clinic at all times.*

I am the Parent/Guardian of the above named child. I give permission for the information provided about my child to be reviewed and utilized only by the staff of this school and any school health personnel providing school health services for the limited purpose of meeting my child's health and educational needs.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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## MEDICAL FORM

Student Name : \_\_\_\_\_ Date of Birth (dd/mm/yyyy): \_\_\_\_\_

Please complete the following vaccination history :

### Immunizations are mandatory to school admittance.

Immunizations	Immunization Dates (dd/mm/yyyy)			Booster (dd/mm/yyyy)	
	1st	2nd	3rd	4-6 years	14-16 years
DPT (Diphtheria, Pertussis, tetanus)					
Td (Tetanus diphtheria)					
Polio (OPV/IPV)					
MMR (Measles, Mumps, Rubella)					
Tuberculin Skin Test (M) **	Date :	Pos :	Neg :		
BCG Vaccination					
Meningitis (every 5 years)					

- Meningococcal ACWY is the recommended vaccine for Saudi Arabia
- \*\* TB Test must be given within last 12 months. Exceptions to TB Skin test will be made **ONLY** if student has had BCG Vaccination

Does the student have a history of any of the following :

	YES	NO		YES	NO
Measles			Convulsions (including FEBRILE)		
Mumps			Hearing Problems		
Rubella			Vision Problems		
Chicken Pox			Surgery		
Allergies			OTHER SERIOUS ILLNESS :		
Asthma					
Skin Problems					

NOTE : IT IS MANDATORY THAT THIS FORM BE REVIEWED AND SIGNED BY A **MEDICAL DOCTOR** :

Based on information provided above and a physical examination, I find the above named student, free of contagious disease, vaccinated in accordance with the ISG Board Policy 2065 and fit for all usual school activities.

Signed : \_\_\_\_\_ MD.

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

(Include physician or clinic stamp)

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## **VACCINATIONS AND INOCULATIONS REQUIRED FOR ADMISSION TO ISG FOR PARENT INFORMATION ONLY**

School environments need to be free from dangerous infectious diseases. At the time of application for admission to a school, the parent must provide a written history of the child's vaccinations and inoculations. Any time those inoculations and/or vaccinations for infectious diseases are required to protect the health of students and staff, the administration will institute appropriate action to ensure compliance.

At the time of **initial enrolment**, parents are required to submit acceptable written documentation of their child's immunization records. The school nurse will review documentation records and advise parents of remaining compulsory vaccinations and inoculations. The age of the child and the previous vaccinations and inoculations will be taken into account. If records have not been provided within the said 45 calendar day period, the parents will be notified of non-compliance with policy (#2065) and exclusion of their child from school will follow until required documentation of immunizations and inoculations are provided to the Site Administrator.

**Board policy #2065** applies to all students seeking admission at any of the district schools. Additionally, children attending ISG operated nurseries will be required to comply with this policy.

### **VACCINATIONS AND INNOCULATIONS**

<b>DISEASES</b>	<b>MINIMUM DOSES</b>
Diphtheria Pertussis Tetanus Polio	<b>Four (4) inoculations including a preschool inoculation between ages 4-6years. A fifth (5) inoculation may be recommended, if needed.</b>
Measles Mumps Rubella (German Measles)	<b>Two inoculations</b>
Tuberculosis (BCG or recent Skin test)	<b>BCG vaccine or TB skin test within the last year.</b>
Meningococcal - meningitis	<b>One (1) within the last five (5) years prior to enrolling and every subsequent five (5) years.</b>

#### **Documentation :**

Any of the following documentation will be acceptable to the school :

1. Prior immunization records
2. Prior school medical records which include immunization records
3. Completed ISG Medical Form signed by a qualified medical examiner

**I hereby certify that I have read, understand and agree to the policy.**

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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## CONSENT TO RELEASE PHOTO/IMAGE

Dear Parent:

A photograph of your child or his/her work may be included in a classroom or school project that could be used either as a demonstration project/activity in educational workshops/classes/conferences, or posted on the school or district web site. When publishing on the internet your child's first name may accompany the photo, but no last name or address will be included with your child's picture.

Please sign the release form below.

### Release Form

\_\_\_\_\_ I DO give permission for a photograph of my child or his/her work to be included in a classroom or school project as described above. I am willing to release this into the public domain and understand that no monetary compensation will be given for the use of the materials.

\_\_\_\_\_ I DO NOT give permission for a photograph of my child or his/her work to be included in a classroom or school project as described above.

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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Superintendent

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PO Box 30039, Yanbu Al-Sinaiyah  
Kingdom of Saudi Arabia 50057  
Tel: 966-4-392-1088 Fax: 966-4-392-1075  
www.isgyis.org



Paul Thompson  
Principal

## POLICIES AGREEMENT FORM

Dear Parent,

Please read the following seven conditions and policies:

1. Superintendent's Letter on Tuition and Fees
2. Principal's Welcome Letter
3. Conditions of Placement, Acceptance and Continuous Registration
4. Attendance Policy
5. Responsible Use Policy and Contract (Elementary School)
6. Responsible Use Policy and Contract (Middle and High School)
7. Substance Abuse and Student Discipline

**I hereby certify that I have read, understand and agree to these seven conditions and policies.**

\_\_\_\_\_  
**Student's Printed Name**

\_\_\_\_\_  
**Parent's Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent's Signature**

Yanbu International School Mission Statement:

*Yanbu International School, a K-12 college preparatory institution, is committed to providing the highest quality U.S.-based education. Dedicated professional educators will empower our community of multi-national students to achieve their wildest dreams in a world increasingly without borders.*



ACCREDITED BY MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS

# INTERNATIONAL SCHOOLS GROUP Saudi Arabia

**Norma Hudson**  
Superintendent



**District Office**  
Box 31677  
Al Khobar 31952  
Saudi Arabia

**Douglas R. Holroyd**  
President  
Board of Trustees

*(ISG is a not-for-profit Educational System  
for the Kingdom of Saudi Arabia.)*

Phone: 966-3-330-0555 x 3225  
Fax: 966-3-330-0555 x 3270  
E-mail: [nhudson@isgdh.org](mailto:nhudson@isgdh.org)

***“Committed to Educational Excellence”***

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May 8, 2011

Dear Parents and Sponsoring Companies:

We are pleased that you are enrolling your child(ren) in Yanbu International School (YIS) for the 2011 – 2012 school year.

YIS is one of seven schools operated by ISG in the Kingdom. ISG is licensed by the Ministry of Education and operates as a “not-for-profit” educational organization. Our programs utilize the best educational resources taught by qualified educators who receive on-going professional development in educational best practices. YIS is fully accredited by the Middle States Association of Colleges and Schools. We are proud that our graduates attend colleges and universities around the world!

Recently the Board of Trustees approved the tuition and fees for YIS for 2011 – 2012. This year’s tuition rates represent approximately a 3% increase. The building fee has been eliminated for 2011 – 2012.

This letter is intended to explain several items:

a) *Tuition and fee structure for 2011 – 2012:* The tuition set by the ISG Board of Trustees for Yanbu International School for 2011 – 2012 is:

<i>Grade Level</i>	<i>Tuition</i>	<i>Change</i>
Pre-Kg ½ Day	SR 10,994	+ SR 320
Kg – Grade 5	SR 46,144	+ SR 1,344
Grades 6 – 8	SR 47,782	+ SR 1,392
Grades 9 – 12	SR 51,446	+ SR 1,498

The following fees are set for YIS for 2011 – 2012:

<i>Type of Fee</i>	<i>Amount</i>	<i>Change</i>
Initial Registration (KG – 12)	SR 3,000	NC
Installment Fee	SR 1,000	NC
Partial Year Enrollment Fee	SR 1,000	NC
Late Payment Fee	SR 500	NC
Pre-Enrollment Testing Fee	SR 1,500	NC

*b) Third-child tuition benefit:* For the 2011 – 2012 school year, the Board continues with a 50% tuition discount for the third child (and additional children) enrolled in an ISG school. The discount will apply to the tuition of the youngest child(ren) only.

*c) Pro-rata tuition benefit:* For the 2011 – 2012 school year, students enrolling after September 30, 2011 will be billed on a pro-rated basis. The pro-rated tuition will be based on the number of student contact days remaining in the 2011 – 2012 school year.

If a parent or company wishes to enroll a student for a specified portion of the school year, the parent or company is responsible for making these intentions clear at the time of initial registration or before the beginning of the new school year. Payment provisions can be arranged for this circumstance only when it is declared in advance. Installment payments are not allowed when “*Less than full year enrollment*” is declared. If a parent or company wishes to change their original payment plan, the parent or company is responsible for making these intentions clear within the first ten days of school.

Again, we are pleased to offer an educational program of the highest quality in the Kingdom. Our students experience great success and they enjoy learning while attending YIS. The mission of the school is clear: to “*...empower our community of multi-national students to achieve their wildest dreams in a world increasingly without borders.*”

If you have questions regarding the tuition, fees, or policies, please contact YIS Registrar Nadia Hussain (ext 116); Principal Paul Thompson (ext 104); or call Director of Business Operations David R. Whitaker at 03-330-0555 ext 3254.

Thank you.

Respectfully,



Norma Hudson  
Superintendent

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Norma Hudson  
Superintendent



Principal

Dear Parents,

Please find attached the Tuition Agreement Form for school year 2011 – 2012. We would appreciate it if you would complete and return this form to the Registrar's Office so that we can issue the proper invoice for your selected method of payment. Once a method of payment has been selected it is set for the school year. Also, payments must be made prior to September 06, 2011 for the student to attend school on the first day of classes.

To provide clarity in the application of Board tuition policies, this letter is intended to explain two on-going benefits for the 2011 – 2012 school year:

- a) *Third-child tuition benefit:* For the 2011 – 2012 school year, the Board will allow a 50% tuition discount for the third child (and additional children) enrolled in an ISG school. The discount will apply to the tuition of the youngest child only.
- b) *Pro-rata tuition benefit:* For the 2011 – 2012 school year, students enrolling after September 30, 2011 will be billed on a pro-rated basis. The pro-rated tuition will be based on the number of student contact days remaining in the 2011 – 2012 school year.

ISG Board policy requires that all students be properly immunized for everyone's health and safety. Please note that students with incomplete immunization or inoculation requirements will need to be properly immunized prior to readmission for the new academic year. If you have any questions about what is needed, please contact the School Nurse, at 04-391 1088 x 106.

Due to the required staffing and resources to operate special education classes, Yanbu International School does not provide programs to serve special needs students.

The Registrar's hours are 8:30am – 2:30pm Saturday through Wednesday for student registration, collection of invoices and payment receipts.

Finally, additional information is provided about tuition and fees and the payment schedule in the letter from the superintendent. Please carefully review it and if you have questions contact the Registrar's Office 04-392 1088 ext 116.

Again, we look forward to teaching your child(ren) during the 2011 – 2012 school year and wish him/her much success!

Respectfully,

Paul Thompson  
Principal

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## CONDITIONS OF PLACEMENT, ACCEPTANCE & CONTINUOUS REGISTRATION

### STUDENT PLACEMENT/EXCLUSION:

Initial acceptance and placement of new students by ISG schools are tentative and based primarily upon records presented and age appropriateness. The site administrator of the school in which the student is to be enrolled shall have the responsibility to review the suitability of a provisional acceptance and placement. ISG reserves the right to make a change in the placement as the site administrator deems appropriate and in the best interest of the student and the school.

### ISG RESERVES THE RIGHT TO ADMINISTER ACADEMIC AND PSYCHOLOGICAL TESTS:

ISG reserves the right to test students for the purpose of establishing their ability to perform within ISG academic standards and to exclude students with academic deficiencies. During the academic year a number of different standardized tests are also given. In addition, it may be necessary to give individual intelligence and personality tests from time to time. In some cases, a psychological interview may be scheduled with the district psychologist. When test or psychological interviews are given, the data will be made available to parents.

Please be assured that if anything other than normal diagnostic testing is indicated, you will be notified by our school administration. I hereby give ISG permission for the administration of tests necessary for the educational and psychological assessment for my son/daughter.

### SPECIAL EDUCATION CLASSES NOT OFFERED:

**Yanbu International School will not accept, and will exclude, students identified as having special education needs or requiring special education services outside of the scope of education services customary offered by Yanbu International School.**

### MEDICAL INSURANCE/ASSUMPTION OF RISK:

ISG does not provide medical insurance for students and disclaims any financial responsibility for sickness, accident or injury sustained by a student at any ISG site unless caused by negligence on the part of the school or its staff.

### FIELD TRIP AUTHORISATION

My son/daughter has my permission to participate in properly planned and supervised study or recreational trips sponsored by ISG and I assume full responsibility for him/her on these trips. I give my permission for him/her to use transportation provided by ISG or endorsed contract organizations with or at any ISG site. I hereby hold harmless ISG, the Saudi Government or other Government body for any claims resulting from accidents while using the transport provided, unless caused by negligence on the part of the school or its representatives.

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Superintendent



Paul Thompson  
Principal

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## ATTENDANCE POLICY

*To benefit from their education, students should attend every day of the school year and attend every class every day on time.*

- **Middle and High School students will not receive credits or a grade for any class upon the 11<sup>th</sup> absence from that class in a semester.**
- **Any exceptions, such as serious illness, can be made only if the student and his/her parents contact the school as soon as possible.**
- **Absences due to school sports or other school functions will not count toward this total of absences. It would be considered “SA,” Student Activity.**
- Report cards will not be issued prior to the last day of school for returning students. Final report cards will be posted on Skyward Family Access.
- We ask for at least two weeks advanced notice of planned absences. Make-up work and deadlines will be determined at teacher’s discretion. It is the student’s responsibility to inquire about missed assignments. Families should not plan to arrive late or leave early at the beginning or end of school or at holidays. Students who miss class time are responsible to complete all missed assignments and may cause themselves to earn no grade or lose a recommendation for promotion.
- Families must officially notify [visregistrar@isgdh.org](mailto:visregistrar@isgdh.org) when they intend to withdraw.

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## Responsible Use Policy and Contract (Elementary School) 2011-2012

Yanbu International School uses Information Technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. The school's technology infrastructure and network provides many opportunities to explore and use a variety of exciting resources.

Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the school's technology system and network for not respecting these guidelines.

Using the computer correctly and responsibly is very important. As a student at YIS I promise to follow these rules:

1. I promise to use all technology equipment carefully.
2. I promise to print only when my teacher has given permission.
3. I promise to use the computer and the Internet for school work only. I will use the programs and websites that my teacher has approved.
4. I promise to tell my teacher if I read or see something on the computer that is inappropriate.
5. I promise never to use the computer to be hurtful to others. I will not view, send, or display inappropriate messages or pictures.
6. I promise to only use my own account on the student server.
7. I promise not to share my password.
8. I promise not to damage or tamper with the hardware, software or the network.
9. I promise to obey copyright laws.
10. I understand that if I break any of my promises, I might not be able to use the computers.

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Paul Thompson  
Principal

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## Responsible Use Policy and Contract (Middle and High School) 2011-2012

Yanbu International School uses Information Technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. The school's technology infrastructure and network provides many opportunities to explore and use a variety of exciting resources including software, electronic resources on CDs, and the Internet. In order to make these resources available to everyone, the school expects students and staff to use the technology in a way that is consistent with our educational mission.

Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

### Technology User Guidelines

- a. Respect and maintain school property.
  - Students are expected to use all technology equipment carefully.
  - Food and drink is not permitted in the three computer labs.
  - Any electronic device brought onto an ISG campus must have up to date antivirus software installed

- b. Printing control

Printing is strictly controlled at Yanbu International School in order to maximize printer and ink resources and to minimize paper use. Special print monitoring software will keep track of the number of pages each student prints at school. Students are encouraged to print hard copy homework assignments at home, both to save on school resources and to also help with students' time management skills.

Students may use color printing on school printers only with permission from teachers or librarians. Color printing should be reserved for special purposes.

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Teachers should consider how projects and assignments might be presented digitally to promote environmental awareness, or hand-drawn to encourage creativity and eye-hand skill development.

c. Online courses

As YIS moves towards adapting requiring becoming all students to complete a full online course for graduation, we encourage teachers and students to operate within a blended classroom. In blended classrooms, parts of the face-to-face class are delivered using the Moodle platform, including teacher-student-parent communication, class resources, assignments, both assigned and graded, and other final assessments. The graduation requirement is important as a vast majority of Western universities now require online coursework for graduation. We believe students should be accomplished online learners and content producers.

d. Maintain integrity and lawfulness.

In order to insure the integrity of the school and continued access to licensed software, users may not use the school's technology network for illegal purposes or for any other activity prohibited by Yanbu International School.

e. Educational focus

As a mission driven school, the internet should be used to promote the instructional mission of YIS.

The Internet should be used for the following:

- Researching
- Communicating
- Web-based learning applications
- Responsible social networking
- Educational learning networks

Online gaming and downloading music/videos/software from the internet is permitted only with teacher permission and should serve an educational purpose.

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Using computers for the following activities is not permitted during class time, except as a part of an assigned class activity, or with teacher's permission.

- Listening to music
- Watching movies or videos
- Instant messaging and joining chatrooms

f. Respect privacy and others' property.

Computers are tools that supplement our daily life and learning. Like any other resource tool, they deserve respect and responsible use.

## Forgery

- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Reading, deleting, copying, or modifying any electronic documents of other users is prohibited.
- All research used in an academic work, must be properly cited, including information from the Internet.
- There should be no copyright law violations with regard to software or Internet-based information. Copyright information is available in the library as well as the computer labs.

## Privacy

- In order to respect the privacy of community members, technology users may not use another person's ID or password.
- Accessing other people's accounts in any form is not allowed.

## Etiquette

- Any online communication should be something you could say in person: this includes emails, instant messages, digital images/videos, or web postings.
- Use only those school networks which you have legal access to (your student profile and certain shared drives to which you have permission.)

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- 
- Be aware that anything posted on the internet is permanent.

## Cyber-Bullying

- Derogatory, obscene, or otherwise inappropriate e-mail exchanges, instant messages, digital images, or web postings are prohibited.

Security risks or violations should be reported to a teacher or network administrator.

### g. Appropriate use of the Internet.

As a mission driven school, technology users may not access portions of the Internet that do not promote the instructional mission of YIS. Although the Internet can provide access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, and the like) that is inconsistent with YIS's mission, any school technology user may not access, store, share, or display such information.

### h. Monitored Use

Please understand that email and any other use of the electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes.

### i. Consequences

Deliberate attempts to violate YIS's acceptable use guidelines, or compromise, degrade, or disrupt system performance will result in restricted use of computers at school or other appropriate consequences.

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## SUBSTANCE ABUSE AND STUDENT DISCIPLINE

Dear Parents and Students,

The administrators of Yanbu International School wish to inform you of a recent amendment to the ISG Board of Trustees policies regarding Substance Abuse Policy # 2040 and Student Discipline Policy # 2050 copies of which are attached.

The Board of Trustees regularly reviews and modifies policies in accordance with a systematic schedule of review. We want to assure you that the attached amendments occurred within the context of that process and were not precipitated by an incident or problem in the ISG District. Rather, these amendments are intended to inform and ultimately protect ISG students and their families.

These policies derive from the philosophy that it is the joint responsibility of parents and the school administration to inform students of behaviors which put them and their families at risk and to assist students in assuming responsibility for their personal health and safety.

Accordingly, students age 11 and above and their parents are requested to read and sign the attached Statement of Understanding and return it to the school registrar.

If you have any concerns or questions, please contact the school and we will be very willing to discuss your concerns.

### SUBSTANCE ABUSE (POLICY # 2040)

ISG Board of Trustees prohibits the use of mood altering substances. Board policies apply to students during school hours, while on school grounds, attending any school-sponsored functions, while in any school provided vehicle used for school related transportation, or while representing the school for any purpose.

Mood altering substance use constitutes a potential hazard to the user and others. The Laws of Saudi Arabia pertaining to mood altering substance use are strict. Students and parents are to be notified of the Board of Trustees Policy 2040 and 2050 before enrollment.

The possession, use, sale, or distribution of tobacco products or alcoholic beverages, and any mood altering substance not properly authorized by a medical doctor is strictly prohibited. A student in violation of this policy will be subject to immediate disciplinary action.

The Superintendent may expel a student for possession, distribution, or use of any mood altering substance (e.g., alcohol or illegal drugs).

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The Site Administrator may suspend a student from school for possession, distribution, or use of tobacco products  
Reference Policy # 2050

## STUDENT DISCIPLINE (POLICY # 2050)

Each site administrator (principal/homeroom teacher) is responsible for establishing rules and regulations to aid students in the development of sound interpersonal skills and good academic work habits.

Input from parents, teachers, and students will be used in formulating a discipline code, which specifies the disciplinary philosophy, behavioral standards, and the range of consequences for misbehavior. The disciplinary code is to be communicated effectively to all staff members, students, and parents. Staff members are responsible for enforcing the discipline code of the school. The code is reviewed on an annual basis.

The principal/homeroom teacher, with input from teachers, is responsible for establishing a site academic probation policy. The policy must be clearly communicated to parents and students using such methods as the parent and student handbooks, open house, and/or student orientation.

Disciplinary measures can range from verbal correction, to suspension or expulsion. Under no circumstances may staff use corporal punishment. Physically restraining students may be necessary to prevent physical harm to self, others, or property.

I, the parent/guardian of the mentioned student, have read and discussed ISG Board Policies #2040 and #2050 with my child and therefore understand that he/she will be subject to immediate expulsion if the Superintendent determines he/she has possessed, used, or distributed any alcoholic beverage or any drug not properly authorized by a medical doctor while on the school grounds, at any school-sponsored function, or while riding any vehicle being used for transportation by the school.

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