



REGISTRATION FORM

Pupil Information		
First Name	Middle Name	Last Name
Name to be used in school (if different to first name above)	Date of Birth (DD/MM/YYYY)	Gender <input type="checkbox"/> F <input type="checkbox"/> M

Nationality	Nationality	
First Language spoken at home	Other Language spoken	Other Language spoken
Passport No.	Passport Expiry Date	Passport Issue Date
Iqama (if currently available)	Iqama No.	Iqama Expiry Date

If UK National, please provide LEA (Local Education Authority)		
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Name:	Date of Birth (DD/MM/YYYY)	Class
Name:	Date of Birth (DD/MM/YYYY)	Class
Name:	Date of Birth (DD/MM/YYYY)	Class

Ministry Approval Required	<input type="checkbox"/> Yes - NON-British Passport holder	<input type="checkbox"/> No – British Passport holder	Date child arrived in Kingdom DD/MM/YYYY
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Academic year or Date required for placement: ____ / ____ / _____	<input type="checkbox"/> As soon as a place is available	<input type="checkbox"/> Next academic TERM	<input type="checkbox"/> Next academic YEAR
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Details of all previous schooling (if more than 3 please provide on a separate sheet)

Dates attended:	Name and address of school:
Dates attended:	Name and address of school:
Dates attended:	Name and address of school:

Details of any learning difficulties and special requirements

Affix Photo of Pupil Here

Parent Details	
Father's Name	Mother's Name
Father's Profession	Company Name
Mother's Profession	Company Name
Company Postal Address	
Telephone Home	Office
Father's mobile	Mother's mobile
Father's Email address	Mother's Email address
Residential Address (include Villa No. if applicable)	
Mode of Transport to School (bus, car, walk etc.)	
Doctor Name and/or Clinic	Dr/Clinic Telephone
Emergency Contact other than Parents – please inform the person listed that you have given their name to BISAk.	
Contact Name	Contact Telephone
Email/Alternate Telephone	Relationship to Pupil

Payment of School Fees
<p>To assist the school in its forward fiscal planning, please select one of the options below to indicate how the school fees will be paid.</p> <p><input type="checkbox"/> Company will cover FULL fees.</p> <p><input type="checkbox"/> I will cover fees privately.</p> <p><input type="checkbox"/> Company will PARTLY subsidise fees.</p> <p>Company/Billing Name:</p> <p>Billing Address:</p> <p>Email address to send the invoice:</p> <p>Please tick 1 box in below option of payment</p> <p><input type="checkbox"/> The fees will be paid by Term</p> <p><input type="checkbox"/> The fees will be paid Yearly.</p>

IMPORTANT – Please read the following carefully.

INITIAL REGISTRATION OR RE-REGISTRATION AFTER 12 MONTHS:

On submission of your application a Capitation fee of 16,000 SAR is required. This is a one-off payment to support the school in the purchasing of resources. The Capitation fee payment places your child on the Waiting List, it does not guarantee a place in the school. Should your child obtain a place at BISAK the Capitation fee does not form part of the tuition fees, these are separate fees.

If the child has not undertaken the Entrance Assessment the full Capitation fee is refundable.

If you wish to withdraw from the waiting list and your child has undertaken the Entrance Assessment administration charge of 2500 SAR and will be deducted from the Capitation fee.

If the child has been assessed and offered a place in school the Capitation fee is non-refundable.

RE-REGISTRATION IF RETURNING BEFORE 12 MONTHS:

On submission of an application to return to the school within 12 months of leaving a Re-Capitation fee of 10,000 SAR is required. This is a one-off fee which places your child on the Waiting List, it does not guarantee a place in the school. The same criteria for assessment and refunds of initial registration apply.

Half Term Fees

Pupils who commence school after half term pay half the term's fees. Half -term is defined as per the school calendar as published on the school's website. Please note that other than these there are no further fees discounts.

By signing below, both my child and I hereby agree to abide by all School rules and regulations as laid out in the British International School Al Khobar (BISAK) PARENT – PUPIL HANDBOOK. Additionally, this includes a requirement that all pupils are expected fully to participate in all areas of the curriculum including Music and Physical Education (PE).

Copies of the Handbook are available from the school's website www.bisak.org.

Parent/Guardian Signature

Print Name

Date:

Please read the following notes as your signature on this form is binding in all cases below.

- I AM AWARE THAT BY SIGNING THIS FORM THAT THE PROVISION OF EDUCATION CONTRACT IS WITH ME, NOT MY COMPANY.
- I AGREE THAT ALL INVOICES WILL BE SETTLED WITHIN THE TERMS AND CONDITIONS OF THE INVOICES RECEIVED FROM BISAK.
- SHOULD I NOT PAY INVOICES ON TIME, I UNDERSTAND FULLY THAT BISAK WILL CONTACT ME AND MAY REMOVE MY CHILD(REN) FROM SCHOOL WITHOUT RECOURSE
- IT IS NOT THE RESPONSIBILITY OF BISAK TO CHASE ME FOR PAYMENT OF INVOICES
- SHOULD I DEFAULT ON ANY PAYMENT TERMS, BISAK HAS THE RIGHT TO PUT ME IMMEDIATELY, AND FOR EVERMORE, ONTO AN ANNUAL PAYMENT
- PAYMENT PLANS WILL NOT BE CONSIDERED FROM 2024/25

BISAK will provide all invoices in line with detail provided on the school's website.