



مدارس الظهران الأهلية  
Dhahran Ahliyya Schools

مجتمع تعلّم غير ربحي  
A not-for-profit learning community

## ((Parents' Guide to Pay The Yearly School Fees))

Our schools strive to provide world-class education with an Arab and Islamic identity, therefore we rely on tuition fees to build and implement our educational programs in accordance with these expectations, and the academic fee is the only guaranteed source for building our budget and covering the expenses.

This guide explains the system of tuition fees payments to ensure the smooth flow of work and not to deprive applicant students of enrollment and learning chances in the schools. Here are answers to the most frequently asked questions for clarification:

\* Are the academic fees yearly or quarterly ?

An academic fee is an annual fee that is paid in advance before the start of the intended school year. No male / female student has the right to join his/her class unless he/she has paid the full academic fee.

\* What is the payment method of the yearly school fee for new students?

1- The admission of any new student is considered valid only after his/her guardian pays the full yearly academic fees.

2- If a new student is enrolled at our schools at any time during the first semester of the school year, he/she will pay the full yearly academic fee.

3- In case that a student is enrolled at our schools at any time during the second semester due to exceptional circumstances out of the admission system, the guardian pays for his/her son/daughter 50% of the total yearly school fee.

In all cases, in the event of a refund, the student's guardian will be handed the refund when he/she is receiving his/her son/daughter's file.

\* If the guardian has an inquiry about the yearly school fee or any financial matter.. to whom does he/she turn ?

Financial management is the only authority that responds to parents' inquiries about all financial matters.

To Dhahran Ahliyyah Schools

Greetings,

I am the Guardian of the Student / .....

I inform you that I have received my copy of ((The Parents' Guide to pay the yearly School Fees)), issued by DAS schools, I have read and understood it, and I pledge to abide by everything stated in it.

Note: The signature of the father or the mother, or either of them, binds them to all that is mentioned in the Guide.

Guardian's Name: .....

Signature: .....

Date: .....

\*In all cases, if there are any financial dues that have not been paid yet, the school has the right to do the necessary according to the instructions and directions of the Ministry of Education.

\* When a guardian (the Saudi employee) in Saudi Aramco knows about the date of the end of his services, it is his responsibility to inform the level principal in writing of this and to pay the resulting differences of the academic fee.

\* What should a guardian do if he wishes not to continue / withdraw his son / daughter file from school?

The guardian must go to the level principal and inform him/her in a written notification about that before the end of March.

\* Does a parent have the right to refund the paid school fee or part of it in the event that his son / daughter moves out of schools? And how is that.

Paid academic fees are not refundable or transferable except in the following cases: -

\* If the guardian informs the level principal in a written notification about his/her desire not to continue his son / daughter in schools for the next year, the discount rate will depend on the date of reporting according to the following schedule:

	<b>Date of Reporting</b>	<b>Discount Rate</b>
1	Before the first day of April	The guardian is refunded with the total school fee that he/she paid
2	During April	A deduction of 10% of the total yearly tuition fees paid by that student

3	During May	A deduction of 20% of the total yearly tuition fees paid by that student
4	During June	A deduction of 30% of the total yearly tuition fees paid by that student
5	During July	A deduction of 40% of the total yearly tuition fees paid by that student
6	During august	A deduction of 50% of the total yearly tuition fees paid by that student
7	During September	A deduction of 60% of the total yearly tuition fees paid by that student
8	After the end of September	the total yearly tuition fee that is paid by a student is deducted

### How to pay the re-registration fees for continuing students?

Parents of continuing students pay 60% of the academic fee due on their children only to reserve their places for the next academic year, according to the following:

A - For admission to kindergarten and elementary school classes, the last payment date is the end of February.

B - To join the grades from the second elementary and above, the last payment date is the end of March.

After the aforementioned two dates, the school considers any unpaid school seat as a vacant place, and the school is entitled to fill it with any student applies for it.

\* Can the re-registration fee be paid after the dates indicated above?

If the place is still vacant, it is possible, and in this case the guardian must pay the full yearly academic fee due on his son/daughter in advance.

\* How to pay the rest of the yearly required school fee?

Parents of continuing students must pay the remaining 40% of the yearly required school fee before August 15th so that their children can enter the class.

\* What do schools do if parents do not commit to pay the remaining (40%) of the yearly school fee before August 15?

If the remaining (40%) is not paid before August 15th, the school has the right to enforce one of the following options according to what the school records show:

1- Not allowing the student to enter the classroom until payment is completed.

2- Canceling the student's registration and deducting 50% of the entire yearly school fees required from that student.

3 - Allowing the student to join his class if the head of schools agreed to the payment plan that the guardian must have submitted to the school before the beginning of the school year.

In the event that the guardian does not comply with the payment plan, the school has the right to implement the following procedures:

A - Parents pay the full academic fees for the following academic year at the time the re-registration fee is paid before the end of March.

B - In the event of non-compliance until the end of the first semester, the school has the right to seize the student's result report card at the end of the first semester.

C- If parents do not pay the rest of the yearly school fees before the start of the second semester, the school has the right not to register the student for the following academic year.