Attached along with the registration form

Alia National School CR No. 46089-2 – First Party

2- Mr. / Student's guardian - or his Custodian_____

for student name_____. **CPR no**_____ **Second Party**

Mechanism to collect tuition fees for the Academic year_____/_____

1- For new students - new registration

A-The first semester fees should be paid in full upon registration; otherwise the student would not be considered registered and no seat would be reserved for him.

B - The fees for the second and third semester of teachingshould be paid two months before the start of the semester.

2- For the promoted students

A - The full fees for the first semester should be paid at least four months before its start, and the second and third installments should be paid two months before the start of the semester.

B - The students would not be considered registered in the school rolls for the new academic year if the tuition fees are not paid according to the above mentioned paragraph.

3- Annual educational fees

First semester teaching fees

Educational level	First semester teaching fees
1- Kindergarten:	
First grade of Kindergarten	25 Dinar book costs + 506 dinars charges for first term
Second grade of Kindergarten	50 Dinar book costs + 506 dinars charges for first term
2- Primary level:	
From the first grade to the second primary grade	80 Dinar book costs + 531.200 dinars charges for first term
From the third grade to the sixth primary grade	100 Dinar book costs + 531.200 dinars charges for first term
3- Preparatory level	150 Dinar book costs + 880 dinars charges for first term
3- Secondary level	300 Dinar book costs + 1000 dinars charges for first term

Second semester teaching fees

Educational level	Second semester teaching fees
1- Kindergarten, first and second grade	379.500 Dinars

_____ (Signature/Initials)

2- Primary level:	398.400 Dinars
3- Preparatory level	660 Dinars
3- Secondary level	750 Dinars

Third semester teaching fees

Educational level	Third semester teaching fees
1- Kindergarten, first and second grade	379.500 Dinars
2- Primary level:	398.400 Dinars
3- Preparatory level	660 Dinars
3- Secondary level	750 Dinars

4- Mechanism for the payment of teaching fees

A- The payment should be made in the school's accounting department in cash or through check or bank transfer in the account of high school. The school would not be responsible for not registering the student except only after cashing the check from the bank and after the name of the student's guardian or his custodian appears in the school's account at the time of the bank transfer.

B- For students enrolled in the school and according to the framework for adjusting the annual school fees approved by the school, the school can impose additional fees for re-registration after the Ministry of Education approves them. These fees should be paid within the time set by the school.

5- School's fees are not refundable

A- These fees are not refundable and the claim to recover them could not be made while canceling student's registration from the school as long as the semester had already begun.

B-The student's guardian or his custodian hereby agrees not to claim a refund of the fees and charges paid by him when submitting a written request to withdraw the student's file or cancel the student's registration at school one day after the start of the semester.

B- The student's guardian or his custodian agrees that he is entitled to recover the fees for the first semester after deducting 5% administrative fees provided that he informs the school in writing about withdrawing the student's file and canceling his enrollment at least (30 days) before the start of the school year.

6- School's claim to recover the fees

A- The guardian agrees that in the absence of the student from school for any reason, whether due to force majeure or due to a reason attributed to the school, ministry or kingdom of Bahrain or because of a reason attributed to the student or his guardian and whatever the absence period may be, however, that does not give the guardian the right to deduct any amount from the fees and charges due to the school and he undertakes to pay the semester fees in full.

B- The student's guardian or his custodian agrees that in case the teaching fees for the first semester or charges are not paid in their due dates, the school has the right to refuse to the guardian to withdraw the file except after paying the fees as per the mechanism mentioned above in the previous clause.

_____ (Signature/Initials)

C- The student's guardian or his custodian hereby agrees that the high school is entitled to claim above mentioned teaching fees in case he fails to pay for a period of 15 days from the due date, which is the first day of January of every year and acknowledges that the school has the right to stop delivering student's certificate for the semester until the full fees are paid.

D- The charges of the first semester are not combined with the charges of the second or third semester.

E- The school has the right to take the matter to the competent court to oblige the student's guardian or his custodian to pay teaching fees if he fails to pay on the due dates.

7- Documents required to enroll the students

A- The guardian undertakes to provide all the above mentioned required documents within seven days from the date of signing the contract. And in case the guardian does not provide the necessary documents on the due date, the school would not be responsible for approving the file from the Ministry of Education. And as such the file wouldbe returned and the student would not be admitted while the guardian would be obliged to pay the semester fees.

B- In case the student or the guardian commits any of the official or ethical violations or breaks the rules of the general system of the school, then the school has the right, whatever the timing, while obliging him to pay the full semester fees.

C- In case the guardian is informed about the student's learning problems without success or improvement, the schoolshall have the right to terminate this contract at the end of the school year.

8- Guardian's Responsibilities

A- To provide to the school copies of all the medical, psychological or educational reports of the student before he joins it. These documents are deemed necessary to enable the school to provide the best educational services to these students.

B- To submit a letter to the school principal stating that the student has difficulties in learning and the guardian must provide the school with the copies of all his medical reports. And in case the guardian intentionally hides this information, then the schools shall have the right to ask the guardian to withdraw the student from the school and he cannot claim a refund of the tuition fees he had paid.

9- Communication between the school and the guardian

Effective communication is considered an essential pillar in building partnerships between the school and the guardians that contribute to enhancing student learning experiences. This will be done through school's website, publications or periodicals in a way that allows communication with all the guardians and using all contact addresses provided by them to inform them about the ability of the students to follow the lessons as well as informing them about their children's progress levels by sending periodic reports and holding meetings with them by providing assessments about the student.

_____ (Signature/Initials)

10- Guardians' Responsibilities

The guardian undertakes to informthe schoolabout any change in the contact information and behave appropriately with the staff of the school when inquiring about their children, and to attend all meetings and reviews related to the progress of their children and their performance as well as notifying the school about the reason for the absence of their children and support school's policy that calls for strict actionsin cases of delay and continuous absence from the school.

The guardianstates that he has read and knows what is written and undertakes to abide by it

Guardian's Name: _____

Signature: _____

Date: _____

CPR:_____

_____ (Signature/Initials)