



مدارس خالد العالمية  
Khaled International Schools



# REGISTRATION FORM AY 2025 - 2026

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# REGISTRATION FORM



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## LEARNER'S INFORMATION

Student's Name: \_\_\_\_\_

Gender: Male Female

Student's Nationality: \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_

Religion: \_\_\_\_\_

Previous School Attended: \_\_\_\_\_

Reason for leaving (if applicable): \_\_\_\_\_

Admission requested for class: \_\_\_\_\_

Photo of the learner here

## PARENT OR GUARDIAN INFORMATION

Father's Name: \_\_\_\_\_

Father's Nationality: \_\_\_\_\_

Father's Family card No. / Iqama No. \_\_\_\_\_

Date of Issue \_\_\_/\_\_\_/\_\_\_

Expiry Date \_\_\_/\_\_\_/\_\_\_

Mother's Name: \_\_\_\_\_

## CONTACT INFORMATION

Address: \_\_\_\_\_

Tel. (office): \_\_\_\_\_

Residence: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

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# EMERGENCY CONTACTS



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## IN CASE OF EMERGENCY, PLEASE LET US KNOW WHO TO CONTACT

Name: \_\_\_\_\_

Relationship to learner: \_\_\_\_\_

Tel. (office): \_\_\_\_\_

Mobile: \_\_\_\_\_

Residence: \_\_\_\_\_

Special Instructions in case of emergency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby verify that all of the information included in this form is accurate:

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

# REGISTRATION PROCEDURE

## آلية التسجيل



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### 1. Fill the 'Registration Form'

#### 2. Attach the following documents:

- A copy of father's passport and ID
- A copy of mother's passport and ID
- A copy of student's passport and ID
- A letter from the father's employer / sponsor
- A copy of the Birth Certificate
- A copy of the Vaccination Record

3. Foreign students coming from abroad are requested to provide the original report cards for the last two years, certified by the Ministry of Foreign Affairs of the country of origin and Saudi Embassy or Consulate of the country.

#### 4. Students coming from other schools in Saudi Arabia are required to provide the following documents (full file):

- An acceptance letter issued by the MOE for the students coming from schools in Riyadh.
- A financial clearance letter from the previous school.
- The original report card for the previous year.

5. Pay the registration fees (2000 SR +15% VAT).

6. Sit the entrance exams / interviews and wait for notification of admission.

#### 7. Remarks:

- Registration fees do not guarantee admission to school.
- Once paid, registration fees are non-refundable (and non-transferable to another student account) unless the student is not admitted to school.

### 1-أماً النموذج الخاص بالنسجیل

#### 2-أرفق المستندات التالية:

- \* نسخة عن جواز الوالدين وبطاقة الأحوال / الإقامة.
- \* نسخة عن جواز الولد وبطاقة الأحوال / الإقامة.
- \* نسخة صادرة عن مكان عمل ولي الأمر أو من الكفيل.
- \* براءة ذمة مالية من المدرسة السابقة.
- \* نسخة عن شهادة الميلاد.
- \* نسخة عن سجل التطعيمات.

3-على الطلاب القادمين من خارج المملكة احضار أصل جميع الشهادات موقعة ومختومة من وزارة الخارجية في بلد الأصدار بالإضافة الى توقيع السفارة أو القنصلية السعودية في نفس البلد.

4-على الطلاب المنتقلين من داخل مدينة الرياض احضار الملف الكامل ومن ضمنه:

- \* براءة ذمة مالية.
- \* الشهادات الأصلية السابقة موقعة ومختومة من مدير المدرسة.
- \* الموافقة الأصلية من وزارة التربية.
- \* الطلاب القادمين من خارج مدينة الرياض احضار الملف كامل الشهادات مصدقة من التعليم الأهلي والأجنبي للمدينة القادمين منها.

5-سداد رسوم التسجيل.

6-التقدم لامتحان القبول.

7-الحصول على نتيجة الأمتحان واشعار القبول لتأكيد التسجيل.

- \* رسوم التسجيل لا تسترد ولا تضمن قبول الطالب في المدرسة الا عند نجاحه في الامتحانات التقييمية ولا يحق تحويلها لحساب طالب آخر في حال لم يلتحق الطالب المقبول بالمدرسة
- تتعهد اعادة مبلغ التسجيل كاملا في حال عدم قبول الطالب.

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# SCHOOL BUS REGISTRATION



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Our dedicated school buses ensure your child / children are picked up and dropped off safely, for every school day. Should you wish to sign up your child / children for the school bus service, please fill in the below form.

Name of Student: \_\_\_\_\_

Gender: Male Female

Grade: \_\_\_\_\_

Section: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nationality: \_\_\_\_\_

Name of Guardian: \_\_\_\_\_

ID No: \_\_\_\_\_

## CONTACT INFORMATION

Address: \_\_\_\_\_

Tel. (office): \_\_\_\_\_

Residence: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

## I WOULD LIKE MY CHILD TO BE

a) Only picked up from home (one way)

b) Only dropped off after school (one way)

c) Both picked up and dropped off (two ways)



Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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# TUITION FEES

## GIRLS' SCHOOL (K1 - 12)

### ACADEMIC YEAR 2025 - 2026



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GRADE	Tuition Fees 2025/2026	Tuition fees including VAT (15%)	01/09/2025	01/12/2025	01/03/2026
KG 1, 2 & 3	21,500	24,725	8,242	8,242	8,241
Grades 1, 2 & 3	24,500	28,175	9,392	9,392	9,391
Grades 4 & 5	25,000	28,750	9,584	9,583	9,583
Grades 6, 7, 8 & 9	26,500	30,475	10,159	10,158	10,158
Grades 10, 11 & 12	29,000	33,350	11,117	11,117	11,116

- Additional amount of 15% VAT will be added to books and bus fees.
- Saudi students will be exempted from the 15% VAT on the tuition fees.

*All tuition fees are in SAR*

#### Payment Policy:

- New learners (KG1 through Grade 12) are required to pay an amount of SR 2,000 before taking the entrance exams. This fee is broken down as follows:
  - SR 1,000: Diagnostic Test Fee (refundable only if the student is not admitted to school)
  - SR 1,000: Down Payment (to be deducted from the tuition fees)
- Tuition fees exclude transportation, books, stationery, art materials and copy books.
- Two-way bus fees SR 7,000 per year. An amount of SR 3,500, as bus registration fees, is required to be paid before June 1st, 2025 to ensure a seat on the bus. This amount will be deducted from the total bus fees.
- Fees are to be paid prior to the start of each term, as outlined in the school calendar.
- A service charge of SR 200 will be applied to dishonored checks.
- A refund will only be granted if the parents withdraw students within one week from the date the installment was settled. In case parents withdraw students during the academic year, no fees will be refunded.
- Parents/Guardians who choose to submit documents and tuition fees online either new or re-registering for the AY 25-26 must pass by the registrar's office to sign the school contract which should be renewed every year.

#### Discount Policy for Siblings

Families who have siblings enrolled in our school will benefit from a discount in the following manner:

- 10% of the tuition fees for the child in the second higher grade.
- 15% of the tuition fees for the third child in the lowest grade.
- 20% of the tuition fees for the fourth, fifth and sixth child in the lowest grade

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# TUITION FEES

## BOYS' SCHOOL (GR. 7 - 12)

### ACADEMIC YEAR 2025 - 2026



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GRADE	Tuition Fees 2025/2026	Tuition fees including VAT (15%)	01/09/2025	01/12/2025	01/03/2026
Grades 7, 8 & 9	26,500	30,475	10,159	10,158	10,158
Grades 10, 11 & 12	30,000	34,500	11,500	11,500	11,500

All tuition fees are in SAR

- Additional amount of 15% VAT will be added to books and bus fees.
- Saudi students will be exempted from the 15% VAT on the tuition fees.

#### Payment Policy:

- New learners (KG1 through Grade 12) are required to pay an amount of SR 2,000 before taking the entrance exams. This fee is broken down as follows:
  - SR 1,000: Diagnostic Test Fee (refundable only if the student is not admitted to school)
  - SR 1,000: Down Payment (to be deducted from the tuition fees)
- Tuition fees exclude transportation, books, stationery, art materials and copy books.
- Two-way bus fees SR 7,000 per year. An amount of SR 3,500, as bus registration fees, is required to be paid before June 1st, 2025 to ensure a seat on the bus. This amount will be deducted from the total bus fees.
- Fees are to be paid prior to the start of each term, as outlined in the school calendar.
- A service charge of SR 200 will be applied to dishonored checks.
- A refund will only be granted if the parents withdraw students within one week from the date the installment was settled. In case parents withdraw students during the academic year, no fees will be refunded.
- Parents/Guardians who choose to submit documents and tuition fees online either new or re-registering for the AY 25-26 must pass by the registrar's office to sign the school contract which should be renewed every year.

#### Discount Policy for Siblings

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- 15% of the tuition fees for the third child in the lowest grade.
- 20% of the tuition fees for the fourth, fifth and sixth child in the lowest grade.

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## Visit us:

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Street, Nahda Road, Riyadh, KSA

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*We measure  
success one happy  
learner at a time!*