



# HERA INTERNATIONAL SCHOOL

## REGISTRATION FORM

Academic Year 20\_\_ - 20\_\_

(Photograph)

Roll No.		Class	
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### Documents Required for Enrollment

- Father's passport & Iqama     Mother's passport & Iqama     Child's passport & Iqama
- Four recent photos
- All original report cards attested by the respective official sectors
- Original immunization record (KG + Grade 1 only)
- Original birth certificate (need to see and copy in file)
- Medical Report
- Map of Home
- If child from different curriculum / or coming from outside KSA then 'MOHADILA' is required.
- If child from another school in Jeddah; British Curriculum; Leaving Certificate (transfer certificate)
- If Saudi, a copy of parents' ID and child's ID
- Admissions test completed.
- Registration fee non-refundable

Student's Name				
	First name	Second name	Third name	Family name

Date of birth	Day	Month	Year	Place of birth	Nationality		
Iqama No.					Expiry Date	Sex	Boy / Girl
Religion	Passport No			1 <sup>st</sup> Language	2 <sup>nd</sup> Language		

### FAMILY INFORMATION

Father's Name			
Nationality	Occupation		
Office Tel	Home Tel		
Mobile	Iqama No.		
Home Address			

Mother's Name			
Nationality		Occupation	
Office Tel		Home Tel	
Mobile No		Iqama No.	
Home Address			

Previous Schools (If applicable). (Please begin with the present school)				
S. No	Name of School	Location	Level completed	Year
1				
2				
3				

Emergency Contact Person (One other Number)					
Name			Relationship to student		
Office No			Mobile No		
			Home No		

Are there any special medical problem? : (e.g. Asthma, allergy) Yes / No

If Yes, please specify: .....

Does the child require bus: Yes/No One Way / Two way

Declaration	
<p>I, the undersigned, being the lawful parent of _____ hereby agree on Hera International School Payment Policy. I also agree, if I do not fulfill my financial commitments, the school has the right to take legal actions against me.</p> <p>I confirm to the best of my knowledge that all the information supplied by me is true and accurate record.</p> <p>Signature: _____ <span style="float: right;">Date _____</span></p>	

### PAYMENT POLICY

**Please read the conditions before signing:**

1. Non - refundable Registration fee is payable by all new students filling the Registration Form for the first time.
2. School fees are non- refundable and non transferable. They are paid in two installments in the beginning of each term of the academic year.
3. All other fees are to be paid at the start of the academic year. (Books, computer, uniform).
4. Students may not attend classes or sit exams until all fees have been paid as scheduled.
5. If the fees remain unpaid up to the end of the month, the child will be expelled from the school.
6. If the school fees is paid after the child is expelled there will be a SR. 500/- re-joining fee per child.
7. No further reminders will be sent, and no discussion entered into.
8. The school reserves right to take legal action in case of non-payment of fee.

I have examined the above policies and agree to all its conditions.

Name of parent: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ Signature: \_\_\_\_\_