

Child Enrollment Agreement

Kindergarten of the Royal Commission in Jubail aims to serve our sons and daughters to provide them with excellent education, through creating distinct educational environment.

First: Rights and Duties:

This agreement covers two parties: The **First Party** is represented by the Kindergarten of the Royal Commission

The **Second Party** is represented by the child's guardian.

This agreement represents the rights and duties of the two parties, and it is considered binding on both. Its duration is one academic term (semester), and it is renewed with the consent of both parties, unless otherwise expressed explicitly in writing by either party.

Second: Registration Requirements.

- Admission of a child is subject to satisfying the ages approved by the Ministry of Education for each entry level, and to the capacity numbers determined by the Administration staff of each kindergarten.
- A child will be admitted upon meeting the registration requirements, and paying the academic fees in full.

A child's file must contain the following:

- A Medical Form, filled and signed by the Health Center.
- A copy of the family Registration Book (for Saudis), for both sides back and front, and the child must be enlisted in the Registration Book, or having a birth certificate.
- A copy of a valid passport or Iqama (for Non- Saudis) for both the guardian and the child. In case it has been recently renewed, a copy must be provided to the Administration staff.
- An Application Form must be filled for the child to be enrolled.
- (6) recent photographs for the child, (size: 4x6)
- Evidence of valid housing (or valid rental contract).

Academic Fees:

Age	Fees Per Program Type		
	Arabic	English	Memorizing Qur'an
3 rd level (5 years)	SR 2500	SR 3000	SR 2500
2 nd level (4 years)	SR 2500	SR 3000	SR 2500
1 st level (3 years)	SR 2500	SR 3000	SR 2500

Forth: Method of Payment:

- For admitted children, academic fees must be paid in full, upon completing the registration requirements in our website: Kindergarten in the Royal Commission of Jubail <https://rcjschools.gov.sa/kg> .
- The Registration fees include: (transportation, meals, and textbooks).
- Payment methods: (bank transfer), (cash deposit), (electronic payment) deposited to Kindergarten Program Bank Account: **Saudi Fransi Bank**, Account No.: (**SA565500000035220500277**)

Fifth: Policy for Withdrawal from the Kindergarten:

- The **Second Party** has the right to withdraw his child from the kindergarten within, and not exceeding, 5 days from the start of the term. Full refund will be paid upon notifying the Kindergarten in writing expressing the guardian's desire to withdraw their child, and, in addition, filling out a dedicated Form requesting the refund. Both documents must be handed to the Administration within the period specified above. No other documents shall be accepted, other than the ones mentioned.
 - 30% shall be deducted from the fees, if withdrawing the child during the second week of the term.
 - 50% will be deducted from the fees, if withdrawing the child during the third or fourth week of the term.
 - No refund shall be paid if withdrawing the child after completing one month from the term.
- The **First Party** has the right to dismiss a child from the Kindergarten for a reason. In such case, a refund will be made, and the Kindergarten will notify the **Second**

Party of the reasons.

- A child guardian has the right to transfer his child among kindergartens of the Royal Commission in Jubail, in case he changes his residency in the Jubail Industrial Area, provided that a vacancy is available in the desired kindergarten.
- A child guardian has the right to transfer his child from the Arabic Kindergarten Program to the English Kindergarten Program located in the area of his residency, provided that a vacancy is available, and that the guardian agrees to pay the fees differences between the two programs.

First party:	Second Party:										
Kindergartens of royal commission In jubail Kindergarten: ----- Presented by: ----- Occupation: ----- Signature: ----- Date: / /	Guardian's Name: ----- Civil Registry No: (ID No) : <table border="1" data-bbox="776 1031 1398 1077"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Signature: ----- Date: / /										