

ADMISSION

Registration

- Gulf International School welcomes students from all backgrounds, including Saudi students, without bias.
- GIS is a selective school as the language of instruction is English.
- Students are required to take an entrance exam and participate in an interview.
- Admission to each respective grade is based on age, following MOE guidelines.
- KG students must be toilet trained to attend the school.

Registration procedures:

- Parents are required to submit all necessary documents along with the registration form before making any payment or scheduling the exam.
- Cooperation is kindly requested in ensuring that all documents are complete.
- For any parents who have not submitted all the required documents. The reasons are as follows:
 - Parents who have registered in GIS before the end of the academic year do not have the original end-of-year report card. Therefore, they must submit the second-trimester/semester report card.
 - Foreigners who have just arrived in KSA face the following issues:
 - Iqama has not been issued yet.
 - Last year's report card is not attested.
- These parents need to sign an undertaking letter. The letter confirms the parent's commitment to submitting the outstanding documents no later than two weeks from the start of the school year.
 - Failure to comply with this requirement will result in the student being unable to attend school.
- The administration reviews the paperwork submitted during the registration process.
- After the written examination and interview, the family will be contacted.

Conditional Acceptance

In line with our commitment to an inclusive and equitable school learning environment, there are instances where some students may not meet the entrance standards set by GIS. However, the Academic Directors have the discretion to allow a student admission if they believe the student has the potential to achieve and succeed. The following conditions would apply if conditional acceptance is offered to a student:

- The parent or legal guardian must sign a letter acknowledging that their child is being conditionally accepted into the school.
- The parent or legal guardian is expected to collaborate with the school to ensure that they provide support for their child's academic progress in their home environment.
- The parent or legal guardian accepts that if this child does not meet the academic requirements by the end of the school year; the student must be enrolled in another school for the following academic year.

[2. Conditional Acceptance Form](#)

Tuition Policy and Procedure

Gulf International School takes pride in the quality of its education program and the provision of a safe and clean learning environment. Tuition and fees are essential to support our classes, maintain a productive environment, and provide extracurricular activities and support services for our students.

Application Fee

- An application fee must be paid at the time of registration before the exam and interview can be conducted.
- Returning former GIS students are exempted from paying the registration fee if they are returning after one year only.
- The application fee is separate from the tuition fees for the first year.
- If the school decides not to accept the student, 50% of the application fee will be refunded.

- If the school accepts the student and the parent chooses not to have their child attend, the application fee will not be refunded.

Payment of Tuition and Fees

- Value Added Tax (VAT): In accordance with the laws of Saudi Arabia, school fees will incur an additional 15% for any non-Saudi family.
- The first tuition instalment must be paid upon acceptance of the student.
- If the first instalment is not paid upon acceptance, the seat will not be reserved, and the application fee will not be refunded.

Payment Plan

GIS offers two options for tuition payment:

Option 1: Full Payment

If the full amount of tuition and fees is paid, the family will receive a 5% discount.

Option 2: Instalment Payment

Tuition payments may be made in three instalments.

One-third of the tuition and fees must be paid one month before the start of the school.

A notice for payment will be sent one week before the due date.

Tuition Discounts

GIS offers two types of discounts:

A 5% discount on tuition and fees for payment in full on or before the end of the first month of school.

A 5% discount on tuition and fees for siblings starting from the 2nd student onwards.

Special Incentives

- Students who have been attending GIS consecutively since KG1 will receive a 10% tuition fee discount in their senior year (Grade 12).
- Students who are part of the Kingdom's Mowheba (Gifted and Talented) Program will receive a 10% tuition discount.

Consequences for Failure to Pay Tuition

- Report cards will be withheld for students whose tuition is not paid.
- GIS reserves the right to ask for full tuition payment from families who miss payment(s) and may revoke the continued enrolment of the student(s).
- Legal action may be taken against tuition defaulters.
- Students who are defaulters are not permitted to register for the Cambridge Exams.

Reserving Student Placement

- A notice will be sent by March 1st of each year to remind parents to reserve their student's seat for the next academic year.
- Parents must pay a deposit to guarantee their child's seat.
- Failure to pay the first instalment for the next academic year one month prior to the beginning of school will result in:
 - Student enrolment being cancelled.
 - Students not being allowed to enter the school.
 - Any deposit will not be refunded.

Tuition Refunds

Once tuition has been paid, refunds will not be permitted.

Tuition and Fees

- Tuition includes student textbooks and student ID.
- Bus fees are invoiced separately.
- Uniforms are an additional fees.

Tuition Updates

Gulf International School's tuition fees are subject to change in accordance with applicable school laws. The school is responsible for notifying parents in advance of any changes for the upcoming academic year.

School Withdrawals

The school acknowledges that parents may choose to withdraw their child from school. In such cases, the following policies apply:

- If the student attends school for any day within a trimester/semester, the family is responsible for paying the full trimester/semester fees for that trimester/semester/semester.
- Any discounts that have been granted will be revoked, and the full invoiced amount will be due.
- The school will not remove the student from the Noor System (MOE Educational Platform) until all accounts have been settled. This may affect the student's enrollment in another school.
- Once all school dues have been cleared, the transfer certificate will be issued within 7 days of submitting the application.
 - If the student is transferring to any other international school in the Eastern Province, the 2-trimester/semester report cards will be provided.
 - If the student is transferring to any private/public Arabic school or a school in another province, the report card will be attested by the MOE.

Addendum Letter

All parents, both current and new, must sign and agree to the following addendum of the registration contract as follows:

Parents must pay their child's tuition on time. The child will **not be able to enter the school** if the tuition payment is not paid on or before the due date stated in the Annual Tuition Fees schedule.

In addition, Gulf International School will ask parents to take their child's file and remove them from the school for failure to comply with the following School Rules:

- Failure to pay tuition on time
- Child's failure to wear the school uniform, wear their school ID, keep hair clean and tidy, and keep hair short (BOYS ONLY)
- Failure to follow the rules for dismissal and arrival to school
- Failure to treat every member of the faculty, staff, and administration in a respectful manner
- Student Behavior / Conduct Violation
- Parents may not dictate or request to change a child's class section.
- Additional as contained in the addendum letter.

Addendum Letter

