

UNDERTAKING BY PARENTS
OF INTERNATIONAL INDIAN SCHOOL, AL JUBAIL, KSA

NAME OF STUDENT:

CLASS:

SECTION:

ADMISSION NO.:

- 1) I/We undertake that we agree to abide by the rules & regulations of the School.
- 2) I/We have gone through the schedule of fees, and accept the same. I/We will deposit the fees in full in accordance with the payment schedule. I/We also understand that if the school fees are not paid by the due date, the School may undertake measures as per the recovery protocols set by the school.
- 3) I/We understand that the School has designed curriculum and time-table with the best interest of the students and I/We will not interfere in their implementation.
- 4) I/We shall ensure that my ward attends School on time (online and/or in-person) and participates in the activities and classes set in the class time-table regularly.
- 5) I/We hereby undertake that in case of expulsion of my ward due to disciplinary action, misconduct or any other grounds. The decision of the authorities shall be final and binding in this regard and we will not claim refund/compensation for the lost school hours.
- 6) I/We undertake that my ward will respect the cultural and ethnic diversity of the students studying in the School.
- 7) I/We understand that in case of emergency or under unavoidable circumstances if my ward carries any mobile phone/smartphone will be placed in safe custody by the School and handed over to my ward at the time of discharge at end of school hours. My ward will only carry books as per school rules and no unauthorized articles/items while entering the school premises.
- 8) I/We and/or family members shall visit school only during the specified visiting hours for parents/guardians.
- 9) I/We confirm that my ward will not be sent to School in-person if he/she is indicating any illness/medical issues. I/We understand that the school can send my ward back home owing to medical reasons, and they hold no responsibility in such cases.
- 10) I/We assure our full cooperation to the School authorities and ensuring that my/our actions are always in the interest of the School.
- 11) I/We undertake to adopt the redressal channels to raise any grievances and will not indulge in any activity that causes disrepute to the School and/or the functionaries entrusted with the responsibility of managing or other stakeholders.
- 12) I/We undertake to keep the School updated on relevant information relating to my/our/ward's residency status in KSA.

Date:

Signature of Father

Signature of Mother

Name:

Contact numbers:

**Alternate contact
numbers:**

Email addresses:

INTERNATIONAL INDIAN SCHOOL, AL JUBAIL, KSA
PROTOCOLS FOR RECOVERY OF FEE DUES

The school shall follow these recovery protocols for overdue fees:

1. Credit period of 15 days
2. All fees shall be overdue effective day 16

Period	Steps
Day 16 - 20	Parent will be notified through SMS/WhatsApp
Day 21 – 25	Parent will be notified through Email.
Day 26 – 30	Written undertaking will be obtained from parent for an acceptable alternate payment plan, if any
Monthly/Quarterly/Term wise	It will be flagged in Noor system of Ministry of Education.
Defaults continue for 2 consecutive months/quarters/terms.	The debt will be recovered through legal notice for which the employer/ sponsor of parent will be informed in writing of the fee dues and proposed next steps.
End of Month/quarter/term	Late fees will be added to the dues.
End of academic year	Restrictions on issuing mark sheets/TC/Promotion/ Admission to next grade. If no recovery within 3 weeks of end of academic year – readmission fees shall be applicable.

Date: _____

Signature of the parent: _____