



NGIS ADMISSION REGULATIONS

(This PDF should be printed and filled in Blue Ball Point Pen in CAPS)

We thank you for choosing **NEW GENERATION INTERNATIONAL SCHOOL** Riyadh to bring out the innate potential of your children, enabling them to become great assets to the Ummah. We welcome you to the NGIS Family. We wish to inform you regarding the following rules of the school and request you to complete compliance and adhere to these rules:

- **School Timings: 6:45 AM - 1:00 PM.**
- Semester School Fees should be paid on or before the **10th of the first month of the semester**. Ex. School fees for the months of April, May, and June should be paid by 10th April. If the semester school fee is not paid by the due date, then your child will be suspended and not allowed to attend school.
- All belongings of the student should be clearly marked. Every student is expected to take care of his/her own belongings.
- Parents or Guardians must not allow their children to bring any valuable articles such as jewelry, expensive watches, devices, etc., to the school.
- Being absent from school is highly discouraged. If your child is absent due to an emergency, a note of absence stating the reason and signed by the parent should be sent.
- Parents should not send their child to school if he/she is suffering from contagious diseases like chickenpox, conjunctivitis, mumps, etc., till he/she is certified by a doctor as "fit to attend school and non-infectious."
- Parent-Teacher Meetings will be held on their respective days as mentioned in the Academic Calendar. Both Parents' attendance is compulsory on their respective days.
- No leave is granted during the term except under very urgent circumstances.
- Unauthorized absence from school shall be considered serious misconduct.
- Minor ailments will be treated in the school infirmary. In case of a serious ailment needing hospitalization, parents will be notified.
- The school does not accept responsibility (legal or otherwise) for accidents. It will, however, take all necessary steps to prevent such from happening.
- At the time of admission, the student must produce a transfer certificate from the school last attended.
- In exceptional cases, depending on the merit of the child, a mid-term admission may be allowed if there is a casual vacancy in the section.



ADDITIONAL GUIDELINES

- Parents/Guardians are instructed to fill in the admission forms with utmost accuracy. No changes will be permitted thereafter, for any reason whatsoever.
- The correct date of birth of the applicant will be supported with a proper certificate and will not be changed later.
- Attendance will be compulsory on the reopening day after each holiday.
- Students failing to abide by this rule expose themselves to disciplinary action.
- Any unauthorized absence for ten or more working days (other than illness) shall lead to the removal of the student's name from the roll.
- Students with names removed from the roll will have to take fresh admission.
- Sick leave will be granted on the production of a proper medical certificate.
- Speaking in English/Arabic is compulsory for the students within the school campus. Students found speaking in Hindi or any regional language are liable to disciplinary action.
- Any damage done to school property will be compensated by the pupil concerned.
- Students must bring their own lunch boxes, and parents are requested to discourage students from bringing money to purchase snacks.
- No student is allowed to offer any gift (cash/kind) whatsoever to any teaching/non-teaching staff.
- The school reserves the right to amend policies, rules, and regulations without prior notice.
- No school leaving certificate will be issued unless requested in writing by the parents and all dues are cleared.
- While the school can recommend Transport Services, it does not take responsibility for the services provided by their recommendations.



DECLARATION:

I, parent of _____, have read and agreed to the above rules and promise to abide by them all. In case of any rule violation, the school will take appropriate action.

Parent's Signature: _____

Date: _____

For Office Use Only

Accepted

Rejected

Incorrect information

Missing Documents

Incorrect name spelling

Missed Deadlines

Admin's Signature: _____

Date: _____