

## **BRIEF HISTORY**

**INTERNATIONAL INDIAN SCHOOL AL JUBAIL, IISJ** formerly known as the Embassy of India School, was founded on 30th November 1987. The establishment of IISJ is the culmination of the dedicated efforts of the Indian community of this region, under the patronage of His Excellency, Ambassador of India and the active co-operation of Directorate of School, Ministry of Education, Dammam and Riyadh. The school has entered a new era from Porta-cabins to four magnificent buildings well equipped with all modern amenities that a school of international standard should possess. A magnificent building was hired to accommodate the growing number of students in the Junior Primary Section from the academic year 2008-2009. The school aims at providing on a 'no-profit no-loss' basis, educational facilities at the Pre-Primary, Primary, Secondary and Senior Secondary levels. The School is meant for Indian citizens, irrespective of their caste, creed region or religion. The School has celebrated Silver Jubilee year of committed service to the Indian community in Al Jubail, KSA. In the year 2012, a new building for Girls named "Silver Jubilee Block" is added to the ever increasing school strength. A further extension and expansion of IIS Jubail was done by adding 18 new classrooms to SJB. The new classrooms were formerly inaugurated and handed over to Girls' Section on 29.03.2015.

The academic year 2015-16 had major expansions in the offing. A new building named 'SPS II' for Senior Primary Section, Girls of Classes 2-4 was inaugurated by H.E The Ambassador of India on 07/04/2016. MPH-II and New Admin Block are additional infrastructure from the beginning of Academic Year 2016-17 to cater to the growing needs of students and parents.

School offers counselling service and information guidance service to senior students regarding opportunities available in various Colleges and Universities in India and abroad. Career talks are also being organized throughout the academic year presented by School Counsellor and successful professionals from various fields.

## **AFFILIATION AND LICENSE**

The school is affiliated to the Central Board of Secondary Education, Delhi and prepares students for All Indian Secondary School Examination (AISSE. CLASS X) and All India Senior Secondary Certificate (AISSCE ·CLASS XII). Our School Affiliation Number is 5730007 and School License Number is JEEM·5 Ministry of Education, Kingdom of Saudi Arabia.

## **CURRICULUM**

The academic year starts in the first/second week of April and ends in March of the following year with two breaks- one in summer and the other in winter. The medium of instruction in the school is English. IISJ is affiliated to the CBSE and follows syllabus prescribed by the board. Under the scheme of studies, the school has the following subjects and languages of study offered in the school. English Gujarati/Arabic/Urdu/Malayalam/Marathi/Tamil/Kannada/Telugu, Mathematics, EVS/Science, Social Sciences, Computer Science, SUPW, Saudi Arabian History & Culture, Islamic Studies / Value Education and Physical Education.

## **REGISTRATION**

Registration for new admission begins every year in January/February/March of the preceding academic year. An amount of **SR. 500/-** is to be deposited at the time of admission which is non-refundable.

## **ADMISSION:**

With effect from the academic year 2010-2011, admissions are confined to Indian children only from the age of **three plus (3+)**. However, in exceptional cases admissions may be granted to foreign national's subject to approval from the Ministry of Education (MOE) and availability of seats.

- 1) For admission to PRE-KG, the child must attain the age of **THREE PLUS** as on 1<sup>st</sup> April of the current academic year. Admission to the other classes will be in the same order so that the child will complete 16 years on 1<sup>st</sup> April, the year in which *he / she* appears for the AISSE in Class X. Admissions are granted to KG on the basis of priority of registration and results of interview.
- 2) Admission to Classes I – VIII is granted on the basis of submission of valid Transfer Certificate in Original and Copy of Progress Card. Classes 1X Upwards- Student should have CBSE Registration number, original TC and Progress Report. For details contact Examination Department.
- 3) Admissions for Class X and XII will be as per CBSE Guidelines. When admission is sought after the commencement of the academic session and before 30<sup>th</sup> September, the students are required to produce records of attendance, grades of previous test and proof of completed assignments and projects.
- 4) From Classes-II onwards, admission will be granted only on submission of Transfer Certificate (issued not more than one month earlier), Progress Report/CCE Assessment Report and Total Attendance till admission.

## **DOCUMENTS REQUIRED FOR NEW ADMISSION:**

The Administrative Section of the school requires the following documents (hard copies) from the parents at the time of new admission:

- a) Copy of Birth certificate issued by the competent authority
- b) Copies of Passports, Iqama (students & parents) along with Abshir Copy showing the date of validity.
- c) Original Transfer Certificate or Study Certificate (Applicable for admission to Classes II and III)
- d) Original Transfer Certificate (from class IV onwards).
- e) Copy of Progress Report with attendance from previous school
- f) Passport size photographs: 05

- g) Undertaking by Parent (Missing Documents) if any
- h) Undertaking by Parent (Fee Protocol)
- i) Declaration from father/company – Company Sponsored.
- j) A copy of IIS Jubail supporting document (for re-admission cases).

**ESTABLISHMENT LEVY:**

From all parents, a non-refundable Establishment Levy will be collected only at the time of admission of the child as specified below:

PARTICULARS	INDIAN NATIONALS	FOREIGN NATIONALS
	(Saudi Riyals) (Exclusive of VAT)	(Saudi Riyals) (Exclusive of VAT)
First Child	1000/-	3000/-
Second Child	750/-	2000/-
Third Child	500/-	1000/-
Subsequent Children	Nil	Nil

This levy will be refundable only if the child is not admitted or the child does not attend school even for a single day after admission. No Establishment Levy will be collected from students transferred from any of the International Indian School in the Kingdom, provided the same had been paid in the previous IIS.

**Note: Registration fee SR 500/- applicable for all new admissions.**

## **SCHOOL FEE STRUCTURE:**

The school charges a Lump sum tuition fee as shown in the table below from the **Companysponsored or Reimbursement Category** students per academic year:

Category	Lump sum Tuition Fee			
	Slab-1 (Default)	Slab-2 (Grades I – VIII)	Slab-3 (Grades I – VIII)	Slab-4 (For KG only)
Sponsored	12,000	12,000	12,000	12,000
Reimbursement	12,000	10,000	9,000	6,800
Complimentary Benefits included in the package	Registration Fee Transportation Books Lab Fee Exam Fee Uniform bill Arts & Sports Extra-curricular activities as applicable.	Transportation Books Exam Fee Uniform bill Arts & Sports	Transportation Books Exam Fee Uniform bill	Transportation Books Exam Fee

### **Notes:**

- Slab-1 is applied by default. Other slabs are applicable based on company education coverage and the grades applicable.
- VAT is exclusive of the above, which should be paid by the company or by the parent as legally applicable.
- Complementary benefits are to be utilized as actual benefits or kind, which CAN NOT be converted, uncashed, refunded or used for any other purpose.

## **CONCESSIONAL FEE STRUCTURE (SELF-PAID CATEGORY):**

This concessional fee structure is applicable ONLY for those parents who are not entitled for child education allowance from their companies (neither sponsor nor reimbursement), provided they produce a declaration certificate to this effect. Details as follows:

GRADES	INDIAN NATIONALS (Exclusive VAT)	OTHER NATIONALS (Exclusive VAT)
<b>LKG to X</b>	225 SR	400 SR
<b>XI &amp; XII</b>	300 SR 25 SR Lab Fee for Science Group	500 SR 25 SR Lab Fee for Science Group
<b>Special care</b>	400 SR	400 SR

**Transportation Facility:** Visit Admin Block for the details of **outsourced** transport services.

### **Miscellaneous charges applicable for Self-Paid Category**

Items	Cost (SR) (Exclusive VAT)	Frequency
Online Registration fee	15	Payable at the time of Admission
Diary Fee/Mobile App	5	Payable in May
ID Card Fee	10	Per Issue
Echo Magazine Fee	15	Per Year/Per Child
Examination Fee for Grades Pre-KG to VIII	25	Payable in February
CBSE registration Fee for Grades IX & XI	50	Payable in May
Board Examination Fee for Grade X	575	Payable in June
Board Examination Fee for Grade XII	650	Payable in June
Exam Fee for Grades IX & XI	150	Payable in February
TC / Progress Report (Duplicate) & Transcription	50	Per Issue
Towards Bonafide Certificate	10	Per Issue
Attestation of Documents / Certificates	5	Per Copy
Scout, Guide, Club, Bulbul Registration fees	100	Payable in April (onetime payment)
Smart Class	25	Payable in April (onetime payment)

## **PAYMENT OF FEE - GUIDELINES**

- Fees for new admission to be realized in three blocks of 4 months each (Term I - April to July, Term II - August to November and Term III - December to March)
- Fee should be paid on or before 28<sup>th</sup> of every month. Late fee at the rate of SR. 1/-per day will be charged after 28<sup>th</sup> of each month. If 28<sup>th</sup> happens to be a holiday for the school office, the same will be collected without late fee on the next working day. Tuition Fee for the vacation can be paid soon after vacation without fine.
- Fee can be paid in advance. Fee once paid, will not be refunded under normal circumstances.
- Parents proceeding on annual or long leave are advised to pay the tuition fee in advance or make arrangements for regular and timely payment of the same. Fine for late payments will neither be reduced nor waived.
- Non-payment of fee for a period of two consecutive months will result in the removal of the student's name from the Class Register.
- If the first child is withdrawn or completed her/his course from IISJ, the second child will be treated as the First Child with immediate effect.
- Students of Classes X and XII are required to clear all their fees up to the end of March, before 6<sup>th</sup> February so as to receive Admit Cards of their respective board examinations.
- Parents are advised to pay fee at the school Cash Counter/online at their convenience.
- Please note that a 15% VAT is applicable to all payments.

## **READMISSION**

- If a parent takes TC of his ward in any month of the academic year and readmits the child with the same TC after a few months, the tuition fee for the missing months will be collected along with a re-admission fee of SR 100/-
- If the child is readmitted with a TC from any other school in India or abroad, he/she will be readmitted with a readmission fee of SR.100/-

## **WITHDRAWAL**

- If a parent wishes to withdraw their ward during the academic year, the application for a Transfer Certificate must be submitted at the cash counter. Tuition fees must be paid up to and including the month in which the child attends classes. As per school policy, if the child attends even a single day in a month, the fee for that entire month is applicable.
- If a child is to be withdrawn after an academic year, Tuition fee is to be payable till the end of the academic year, provided withdrawal notice is given before the end of March.

**Transportation Facility:** Visit Admin Block for the details of **outsourced** transport services.