

MLS Parent Financial Contract

The MLS-Parent Financial Contract is a school policy that holds value and validity from when you register your child/children at MLS until they are officially withdrawn as a student from the school.

Assessment Fee

- Assessment tests are required for all new students registering at MLS. The fee is in accordance with the grade level a student is applying for.

Administration Fee

- An Administration Fee applies to all students from Toddlers through KG1 *each year*
- A one-time Administration Fee applies to all new Elementary students in KG2 and above as well as to children passing up from KG1 to KG2.
- The fee is in accordance with the grade level a student is registered in/applying for.

Annual Tuition:

- To ensure your child's continuous education at MLS, you must settle all financial dues on the date as described in each and all invoices
- If tuition fees are not paid by the start of the school year or the due date mentioned in the invoice, students will not be allowed to attend school until all due payments have been made.
- In the event of non-payment within seven (7) days from the due date specified on the invoice, the school reserves the right to temporarily stop your child from attending school and hold issuance of any report cards until all due payments have been made and without prejudice to any of MLS's rights arising under the law
- We understand that for some parents, companies are responsible for the tuition fee of their children. However, it is the responsibility of the parents to ensure all fees are paid as per the fee schedule, even when employers undertake to pay such a fee on their behalf.

There are **two options** regarding payment of the annual tuition:

1. Complete tuition payment upon enrollment
2. In installments as stated on the tuition invoice on the specified due dates of payment:

1st Installment Fee

Continuing Students: The 1st installment fee is paid in advance to confirm commitment for the new academic year.

New Students: For new students registering in the beginning of an academic year, 1st installment fee is paid to confirm registration.

2nd Installment Fee

It is compulsory to pay the assessment fee and administration fee, (if applicable for the grade level) AND both the 1st and 2nd installment fees prior to attending classes in the beginning of an academic year.

3rd Installment Fee

The 3rd installment fee is the last installment of the annual tuition in an academic year. It is imperative that this fee is paid by the scheduled date of payment for students to continue in an academic year.

For students who enroll in MLS in the middle of an academic year, the tuition fee is calculated in accordance with the enrollment period.

MLS Refund Policy

- The Administration Fee is non-refundable
- The Assessment Test Fee is non-refundable
- ELL Fee is non-refundable
- The 1st installment payment of the Tuition Fees is only refundable within twenty days of payment date or by the due date specified in the Invoice.
- Under no circumstances are the 2nd and 3rd installments refundable after payments have been made
- Tuition Fee paid for one semester/academic year will not be deferred to the following semester/academic year or transferred to another sibling.

Sibling Discount

MLS Offers a 2.5% discount on the annual tuition fee to parents with 2 or more children enrolled in MLS. Parents are eligible to receive this discount for the 2nd child onwards when the annual tuition fee is paid in full and by the due date of payment specified in the Document "MLS Tuition Fee Details" for the academic year. No discount on the basis of monthly prorating or any other special discount is applicable to student tuition fees.

Extended Care Program

Parents of students registered in Toddlers through Pre K may choose to extend their school day to 2:35 pm for an additional fee. Students enrolled in extended care may have the option of eating school lunch per semester. This is a non-refundable fee.

Healthy School Lunch

Students enrolled in KG1 and above may have the option of eating school-prepared lunch during the lunch break. Information regarding the lunch fee is available with the school's administration.

MLS Policy is to feed every child: Unless you notify us that you do not wish your child to have lunch at the school cafeteria, it is deemed agreed that your child would receive hot lunch. Accordingly, we will charge the fee to your account.

International Curricular Resources

Parents of students in Grade 6 and above are required to pay for international resources which will be purchased and provided by MLS.

Library Policy

Library books checked out to students must be returned at the next library session (6 days). After one month, if the books have not been returned, parents will be invoiced SAR 100 for the replacement of the book.

Student Withdrawals

If a student is not continuing education at MLS in a particular semester, parents are requested to give an official notice 3 weeks before the end of the previous semester. MLS would need to ensure a school wide clearance from all departments in order to release the student file attested by the Ministry of Education.

Payment Methods

- Cash, Bank Transfers, Span, Credit Cards and Checks are the accepted methods of payment (details for paying by bank transfer and checks are provided at the bottom of tuition fee invoices).
- If you pay by bank transfer you MUST send a copy of the online transfer page to finance@mls.com.sa and clearly identify the child's name and grade on the slip. Fees are NOT considered paid until this information is supplied.

*** Value Added Tax will be applied to the fee as per the rules and regulations scheduled for educational services by the Ministry of Finance and General Authority of Zakat and Tax**

****All policies for fees mentioned in the contract remain as is unless any amendments are made in a specific year and communicated to parents.**

By signing the form, you confirm that you have read the MLS-Parent Financial Contract and accept the contents. Please return this signed form to MLS Administration and it will be added to your child's file.

Name of Student: _____

Parent's Name: _____

Signature: _____