



Riffa Views International School

**TUITION AUTHORIZATION FORM
for the
2016/2017 School Year**

NURSERY THROUGH GRADE TWELVE

Name of Student: _____ Grade: _____ Date of Entry: _____

Payment of Fees

All tuition fees shall be payable as set forth in this tuition fees schedule as approved by the Board of Trustees. All tuition invoices will be issued annually before classes begin, or at the time of registration. All tuition invoices will be issued in Bahraini Dinars. Tuition may be paid in one or two installments. The tuition fee details and corresponding periods are shown below.

Payment Amounts and Dates

	One annual payment due by 15th August	Discount @2% offered on one full payment by 15th August	Two annual payments due by 15th August and 15th January
Nursery	2,750	2,695	1,375
Pre-Kindergarten & Kindergarten	6,160	6,037	3,080
Elementary Grades 1 -5	7,700	7,546	3,850
Middle School Grades 6 - 8	7,700	7,546	3,850
High School Grades 9 – 10	8,800	8,624	4,400
High School Grades 11 – 12	9,900	9,702	4,950
Eligibility of School Attendance by Payment	With One Annual Payment: 29 th August, 2016 through 15 th June, 2017		With first payment: 29 th August, 2016 through 30 th January, 2017 With second payment: 31 st January, 2017 through 15 th June, 2017

Discount for Tuition Payment in Full

A 2% discount will be applied for payment of tuition in full if paid by 15th August.

RVIS Family Incentive Program

A 5% discount will be applied to the tuition starting with the 3rd child of the same immediate family attending

RVIS. (Extended family members are not eligible for this incentive program).

Other Required Fees

- The Application Fee (non-refundable) is due at the time of application.
- No application form will be considered received and valid until the application fee of BD 50.000 is paid.
- A Book/Resource Deposit of BD 50 which is refundable at the time the student withdraws, providing all books or resources are returned to the school and in good condition.
- A Laptop Deposit of BD 100 for Grade 6 to Grade 12, which is refundable at the time the student withdraws, providing the laptop is returned to the school and in good condition.
- The school may require payment of tuition fees in full, at the time of application, when deemed appropriate due to enrollment levels.
- The Enrollment/Re-enrollment deposit ensures the student a seat for the next school year. It is due by 15th of May for returning students. It is due with the application form for students who enter after 15th of May. This fee will be applied to the tuition payment of the next school year. It cannot be applied to the second payment in the two-payment plan.

Other Expenses

RVIS Tuition does not cover for the school uniform, bus transportation, or lunch. Students may either bring their lunch or they may purchase their meal in the school cafeteria.

Non-Payment

In the case of non-payment or underpayment of any liabilities including surcharges for more than five school days, the student may not attend school until the payment is made. In such cases, this will result in suspension of enrollment, denial of re-registration, and/or withholding of student records.

Late Admission

For students entering later in the year, tuition will be prorated on academic quarter basis at 25% of annual tuition. If a student attends even one day of a quarter, there will be no rebate for that quarter. All other fees will be payable in full.

Dates for Prorating Late admission Fee

Academic Quarter	Starts On	Ends On
Quarter I	29 th August, 2016	9 th November, 2016
Quarter II	10 th November, 2016	30 th January, 2017
Quarter III	31 st January, 2017	4 th April, 2017
Quarter IV	5 th April, 2017	15 th June, 2017

Withdrawal and Tuition Refund

If a written notification to withdraw a student is received by RVIS two weeks before the first day of classes, this enrollment contract will be terminated. In the event of such termination, RVIS will retain the non-refundable Application Fees and the Tuition Deposit of 10% of the tuition.

In the case of a student's early withdrawal during first semester, only second semester tuition will be reimbursable, provided that the parent notifies the Director in writing 30 days in advance, and the student is not residing in Bahrain any longer and the vacant seat has been successfully filled. Unless these three conditions are met, second semester tuition and other fees will not be reimbursed. In the case of a student's early withdrawal during second semester, second semester tuition and other fees will not be reimbursed.

Dates for Prorating Early Withdrawal Fees

Date Of Withdrawal	Tuition Refund
Within 14 calendar days from the beginning of the school year	100%of the tuition (minus the enrollment or re-enrollment fee) will be refunded with all unpaid fees deducted.
Before or on 30th January, 2017	Only the 2 nd Semester tuition already paid
After 31st January, 2017	No refund

Payment Method and Details

Account Name	Riffa Views International School
Account Number	100000157293
Account Currency	Bahraini Dinars
Swift Code	BIBBBHBMXXX
IBAN Number	BH91BIBB00100000157293
Bank Name	Bahrain Islamic Bank

- Payment can be made via Cash, Check or bank transfer to the school account.
- RVIS requires that all school fees be paid in full and on time. For any payment queries, please contact our Business Office. Zuber Ebrahim at 16565017 or zebrahim@rvis.edu.bh.
- For prompt and accurate recording, please forward the bank deposit/remittance slip with student's full name to our Business Office.
- **Any bank or remittance charges incurred are the responsibility of the payer.**

Invoices should be sent to:

Name _____ Telephone _____

Email _____

Address _____

Both parents or legal guardian, or any other person(s) responsible for bills must sign this contract. This parent/ company is fully aware of the policies regarding tuition and refund policies of Riffa Views International School. All such person(s) signing this contract as responsible for payment shall be jointly and severally obligated hereunder. After reading this document, please complete the following:

_____ agrees to pay all school fees and tuition for the above named student.

(Name of Parent / Company)

(Signature of Company Representative & Title / Parent)

(Date of Signature)

(Signature of Company Representative & Title / Parent)

(Date of Signature)

(Parent SIGNATURE required only when Parent is responsible for tuition payment)

Company Seal