



**Riffa Views International School**

**TUITION AUTHORIZATION FORM  
for the  
2017/2018 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**

	<b>One annual payment due by 15<sup>th</sup> August</b>	<b>Discount @2% offered on one full payment by 15<sup>th</sup> August</b>	<b>Two annual payments due by 15<sup>th</sup> August and 15<sup>th</sup> January</b>
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
<b>Eligibility of School Attendance by Payment</b>	<b>With One Annual Payment:</b> 29 <sup>th</sup> August, 2017 through 15 <sup>th</sup> June, 2018		<b>With first payment:</b> 29 <sup>th</sup> August, 2017 through 30 <sup>th</sup> January, 2018  <b>With second payment:</b> 31 <sup>st</sup> January, 2018 through 15 <sup>th</sup> June, 2018

*These fees are subject to a maximum of 10% increase for the 2017-2018 school year.*

**Discount for Tuition Payment in Full**

A 2% discount will be applied for payment of tuition in full if paid by 15<sup>th</sup> 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 Admissions Exam Fee (non-refundable BD 50.000) is due at the time of taking the admissions exam.
- A Book/Resource Deposit of BD 50.000 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 100.000 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 15<sup>th</sup> of May for returning students. It is due with the application form for students who enter after 15<sup>th</sup> 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**

<b>Academic Quarter</b>	<b>Starts On</b>	<b>Ends On</b>
<b>Quarter I</b>	28 <sup>th</sup> August, 2017	6 <sup>th</sup> November, 2017
<b>Quarter II</b>	7 <sup>th</sup> November, 2017	30 <sup>th</sup> January, 2018
<b>Quarter III</b>	31 <sup>st</sup> January, 2018	10 <sup>th</sup> April, 2018
<b>Quarter IV</b>	11 <sup>th</sup> April, 2018	14 <sup>th</sup> June, 2018

### **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**

<b>Date Of Withdrawal</b>	<b>Tuition Refund</b>
<b>Within 14 calendar days from the beginning of the school year</b>	100% of the tuition (minus the enrollment or re-enrollment fee) will be refunded with all unpaid fees deducted.
<b>Before or on 30<sup>th</sup> January, 2018</b>	Only the 2 <sup>nd</sup> Semester tuition already paid
<b>After 31<sup>st</sup> January, 2018</b>	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. Airam Neesa at 1656-5005 or [aneesa@rvis.edu.bh](mailto:aneesa@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)  
(Parent SIGNATURE required only when Parent  
is responsible for tuition payment)

\_\_\_\_\_  
(Date of Signature)

*Company Seal*