



UNDERTAKING BY PARENTS
OF INTERNATIONAL INDIAN SCHOOL,
AL MAJMAAH.

NAME OF STUDENT:

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CLASS: _____ **20** _____ - **20** _____

ADMISSION NO: _____

- 1) I/We undertake that we agree to abide by the rules & regulations of the School.
- 2) I/We have gone through the schedule of fees, and accept the same. I/We will deposit the fees in full in accordance with the payment schedule. I/We also understand that if the school fees are not paid by the due date, the School may undertake measures as per the recovery protocols set by the school.
- 3) I/We understand that the School has designed curriculum and time-table with the best interest of the students and I/We will not interfere in their implementation.
- 4) I/We shall ensure that my ward attends School on time (online and/or in-person) and participates in the activities and classes set in the class time-table regularly.
- 5) I/We hereby undertake that in case of expulsion of my ward due to disciplinary action, misconduct or any other grounds. The decision of the authorities shall be final and binding in this regard and we will not claim refund/compensation for the lost school hours.
- 6) I/We undertake that my ward will respect the cultural and ethnic diversity of the students studying in the School.
- 7) I/We understand that any mobile phone/smartphone will be placed in safe custody by the School and handed over to my ward at the time of discharge at end of school hours. My ward will only carry books as per school rules and no unauthorised articles/items while entering the school premises.
- 8) I/We and/or family members shall visit school only during the specified visiting hours for parents/guardians.
- 9) I/We confirm that my ward will not be sent to School in-person if he/she is indicating any illness/medical issues. I/We understand that the school can send my ward back home owing to medical reasons, and they hold no responsibility in such cases.
- 10) I/We assure our full cooperation to the School authorities and ensuring that my/our actions are always in the interest of the School.
- 11) I/We undertake to adopt the redressal channels to raise any grievances and will not indulge in any activity that causes disrepute to the School and/or the functionaries entrusted with the responsibility of managing or other stakeholders.
- 12) I/We undertake to keep the School updated on relevant information relating to my/our/ward's residency status in KSA.

Date:

Signature of Father

Signature of Mother

Name:	Contact numbers:
Alternate contact numbers:	Email addresses:

**DRAFT PROTOCOLS FOR RECOVERY OF FEE
DUES**

INTERNATIONAL INDIAN SCHOOL, AL MAJMAAH.

The school shall follow these recovery protocols for overdue fees:

1. Quarterly invoicing of fees (Apr, July, Oct & Jan)
2. Credit period of 15 days
3. All fees shall be overdue effective day 16

	Responsibility	Action 1	Action 2	Suggested next steps
Day 16 - 20	Classteacher	Call to parent	Whatsapp to parent	
Day 21 – 25	Supervisor/HM	Email to parent		
Day 26 – 30	Admission & Student Affairs	Call to parent	Email to parent	Obtain written undertaking from parent for an acceptable alternate payment plan, if any
Quarterly/Termwise	Principal	Commence process of updating the Noor system for flagging the fee defaulters (includes those that do not adhere to the individual alternate payment plans)		Record of the flagged Noor system should be maintained
Defaults continue for 2 consecutive quarters/terms	Debt recovery through legal notice	Principal to present such cases to the SMC, prior to proceeding with legal notice	Inform parent of likely legal action to commence recovery of overdue fees	Consider informing the employer/ sponsor of parent in writing of the fee dues and proposed next steps
End of quarter/term	Accounts	Late fees added to dues		Inform parent in writing

End of academic year	Accounts	Restrictions on issuing marksheets/TC/promotion/ admission to next grade Reminder Emails/Calls to parents	If no recovery within 3 weeks of end of academic year – readmission fees shall apply	Parents should be made aware of these protocols
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Each step should be documented by way of a fee recovery action report, and signed by responsible staff.