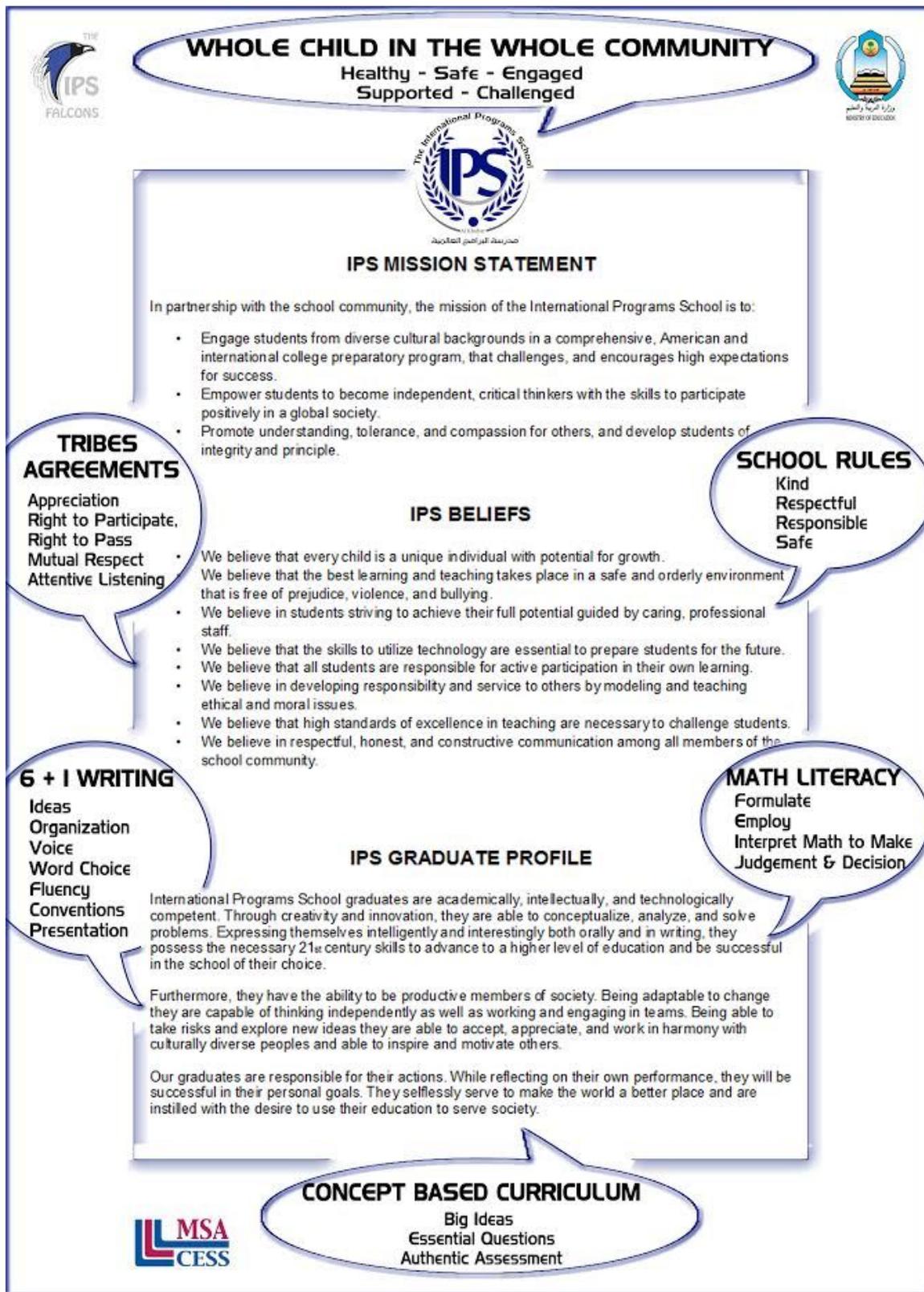




## **Admission Package @ IPS**

For use from Feb. 22, 2017

## IPS Mission, Beliefs and Graduate Profile



## IB mission statement

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.” (© International Baccalaureate Organization)

## IB Learner profile



### IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

- INQUIRERS**  
We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
- KNOWLEDGEABLE**  
We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
- THINKERS**  
We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
- COMMUNICATORS**  
We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
- PRINCIPLED**  
We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
- OPEN-MINDED**  
We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
- CARING**  
We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
- RISK-TAKERS**  
We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
- BALANCED**  
We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
- REFLECTIVE**  
We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

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## Introduction

The International Programs School (IPS) opened in 2000 with 19 pupils and currently has approximately 740 students representing over 31 different nationalities. IPS is a gender-segregated school that offers a North American curriculum, with International Baccalaureate Primary Years Programme (PYP) candidacy and Diploma Programme (DP) authorization. Our faculty is a diverse mix of 93 teachers and administrators from over 10 different nationalities: American, Canadian, British, Lebanese, and Saudis to mention some. We pride ourselves in providing a top quality classroom environment for our students. IPS is fully accredited by the Middle States Association of Colleges and Schools and is licensed by the Saudi Ministry of Education.

IPS is an educational community whose purpose and mission is to educate young people intellectually, morally and physically. The school recognizes the special circumstances in which parents find themselves in relation to the education of their children when they bring their families overseas, and welcomes applications for admission from all in the community whose children can benefit from the education offered at the school. The school's mission and beliefs underpin all that goes on in the school and are a clear indication to parents as to our approach to education. We believe that the education of the children and young people in our care is particularly enhanced by a positive partnership between parent and school.

IPS accepts both local and expatriate children, ages 4 to 18, without discrimination of gender, race, religion or nationality. Admissions Policy Aims

- To establish consistency regarding admissions and placement
- To inform parents about IPS's ethos, mission and programs
- To place students at age-appropriate grade level

School owner: Ms. Haifa Mubarak Al Suwaiket  
Director: Mr. Jim Leahy  
KG-G3 Principal: Ms. Linda Amin  
G4-G12 Boys' Principal: Mr. Mark Decker  
G4-G12 Girls' Principal: Ms. Lorraine Els  
Saudi Girls' Principal: Ms. Elham Al Jaafar

## Enrollment Procedures

Applications for admission are accepted throughout the year. Families seeking admission first meet the Admissions Recruiter, who will provide them with verbal and written information regarding the application process. Enrollment procedure information and forms are available on the school website, [ipksa.com](http://ipksa.com)

All students admitted to IPS must live with parents or an authorized adult guardian. When a student does not live with a parent, the Director, or a designee, will investigate and make a determination concerning a possible waiver.

Priority for admission is given to those who, by virtue of their previous education experience, prefer to attend an English-speaking international school. Students should, therefore, be fluent in English or be at a stage where they can achieve fluency given limited specialist support. Priority is also given to siblings of those already at IPS, children of IPS staff, and returning students. New families are prioritized in the order according to the date of their application.

IPS provides language and learning support, as stated in the [Language Policy](#), for those with specific needs. However, resources are limited and we are unable to admit students with significant academic or physical needs. For students with learning difficulties, a psychological report should also be provided. Failure to notify the school of such significant academic or physical needs may result in immediate withdrawal.

Each candidate's application materials are carefully studied in order to assess suitability for admission.

- Grades K- 6 / Primary Years Programme (PYP) currently in candidacy phase
  - The PYP at IPS looks for students who are motivated and determined with average to excellent academic performance. We seek students who are respectful to others, internationally-minded, and whose personal characteristics enrich the community.
- Grades 7-10
  - IPS offers an academically sound, concept-based program with Ontario standards that aims to develop balanced individuals who display IB learner profile attributes.
- Grades 11-12 / Diploma Programme (DP) - currently in candidacy phase
  - The IBDP offers a 2-year challenging, university preparatory, academic program that leads to an IB diploma at the completion of grade 12. Grade 11 (IB1) and 12 (IB2) students must take six IB classes (3 standard and 3 higher levels), Theory of Knowledge (TOK), and completes Creativity, Activity and Service (CAS), and Extended Essay (EE) requirements. All students must also comply with the Saudi Ministry of education requirements.

Our grade level brochures are available as hard copies in the main offices, and linked here for your convenience

<a href="#">KG</a>	<a href="#">Grade 1</a>	<a href="#">Grade 2</a>	<a href="#">Grade 3</a>	<a href="#">Grade 4</a>	<a href="#">Grade 5</a>	<a href="#">Grade 6</a>
<a href="#">Grade 7</a>	<a href="#">Grade 8</a>	<a href="#">Grade 9</a>	<a href="#">Grade 10</a>	<a href="#">Grade 11</a>	<a href="#">Grade 12</a>	

“International Programs Schools is a candidate school\* for the IB Diploma and Primary Years Programmes. This school is pursuing authorization as an IB World School. These are schools that share a common philosophy - a commitment to high quality, challenging, international education that International Programs School for Boys and Girls believes is important for our students.

\*Only schools authorized by the IB Organization can offer any of its four academic programmes: The Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP) or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted.

For further information about the IB and its programmes, visit <http://www.ibo.org>"

Once IPS becomes an IB authorized school, all KG through G6, and 11th and 12th courses will be part of the IB program, with the addition of Saudi requirements (Arabic Language, Saudi History and Geography, Islamic Studies, and Islamic Culture.

## Registration

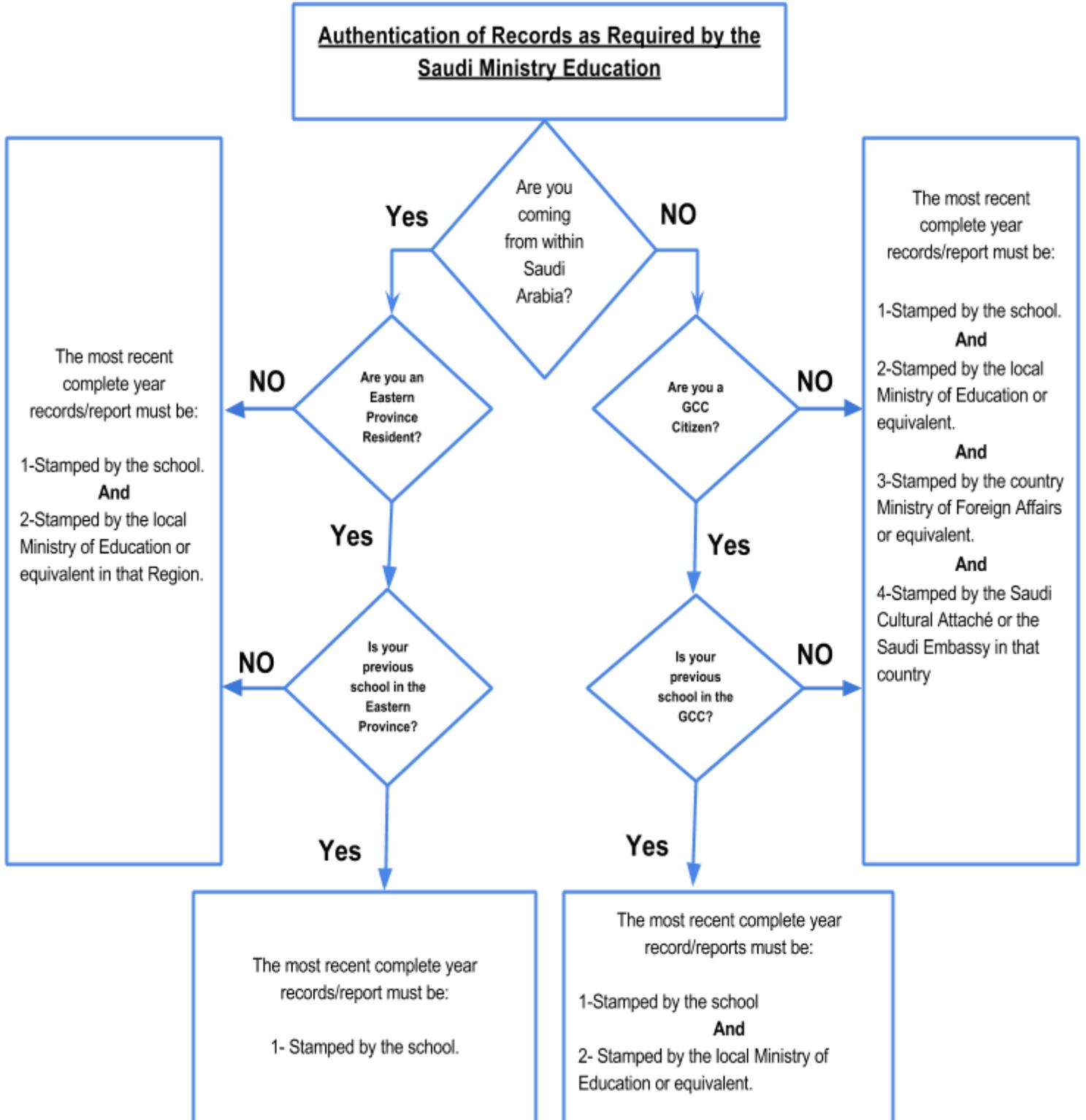
The following documents **must** be submitted when applying for enrollment. All documents must be submitted in the native English or Arabic languages, or in official English translation. Submission of the application form and documents does not guarantee that a child will be accepted to IPS.

- Fully completed application form with all required signatures
- Signed IPS Mission Statement and Beliefs
- Photocopy of the academic report cards for the previous three years (current year + last two years) in English or Arabic
- Academic records must meet the Ministry of Education requirements (see diagram)
- High school applicant must submit a complete Transcript of Records with stamp and signature
- Current school Confidential Recommendation letter, click on the links below & follow grade- specific document
  - IPS reserves the right to contact the transferring school if a student wishes to transfer to IPS from another international school in the Al Khobar area.
  - [Kindergarten Recommendation Letter](#)
  - [Grade 1-5 Recommendation Letter](#)
  - [Grade 6-12 Recommendation Letter](#)
- Photocopy of parents' and child's passports
- Photocopy of child's birth certificate
- Photocopy of parents' and child's Iqama / Saudi family I.D. (front and back)/ GCC ID
  - Note: If the student's Iqama is in process, there should be a copy of the resident visa and a letter from the sponsoring company stating the Iqama is in process
- Employment letter from parent's company in Saudi Arabia (for expats only)

Additional documents required upon acceptance (soft or hard copy):

- Copy of standardized test results, if any
- Final report card from the previous school (see diagram above)
- Statement of Checkout or Leaving/ Transfer Certificate from previous school stating the student is promoted to the next grade level (should indicated that all fees have been paid)
- Photocopy of student's Ministry Approval, if coming from a K.S.A. school

IPS medical form, completed, signed, and stamped by a physician from within K.S.A.



## Admissions Assessment

When application forms and documents have been completed and submitted, your child will be given an admissions assessment schedule and payment of the non-refundable testing fee (750 SAR, cash only) will be collected. Incomplete application forms and documents will not be accepted and an admission assessment will not be scheduled. If the maximum class size has been reached before the scheduled admissions assessment, the assessment fee will be reimbursed.

## Admission Decision

- The Admission Team (principals + director) will use the chart/rubric below to reach a final recommendation
- Administration reserves the right to require re-testing before making a final decision
- The final decision to admit rests with the Administration Team and ultimately the Director

## Acceptance & Enrollment Fee

Families will be notified via email and/or phone call of assessment results within seven business days of the assessment date. If accepted, families are immediately required to pay the nonrefundable enrollment fee to ensure the student's placement in the class; the student's enrollment is not official until this step is completed. Failure to attend school within two weeks of enrollment and/or start of the school year will result in withdrawal from IPS.

Tuition Fees - Once officially enrolled, the school's finance department will provide an invoice that details payment guidelines and installments due dates. No student can attend school until the first installment of tuition fees has been received. We accept only wire transfers, cash, or bank drafts; personal checks are not accepted.

Refund - If a student attends up to 20 days of a semester, semester tuition will be prorated by week. If a student attends 20-40 days of the semester, 50% semester tuition is refunded. If a student attends 40 or more days of a semester, full semester tuition applies and there is no refund.

### Waiting List

– The high demand for enrollment at IPS implies that there might be a waiting list, in this case parents will be notified. When a place becomes available it will be offered to the first student in the list; however, siblings will be given preference.

## Admission Cycle

The IPS admission assessments follow this cycle below. Other testing dates may be established on an as needed basis with Director & Principals' approval.

- January
  - 3rd week: IPS begins accepting applications - only complete applications will be scheduled for assessment.
- February
  - 3rd week: Admission assessment for IPS siblings, waitlist candidates, and staff children. These are scheduled on a first come first served basis. Re-enrollment forms for current students will be distributed with trimester 2 report cards.
  - Re-enrollment deposits are due two weeks after forms are distributed.
  - Deposits are made to secure a spot for the next year; however, deposits do not ensure advancement to the next grade level - this is determined by academic achievement, teacher recommendation in consultation with principals.
- March / April / May
  - 1<sup>st</sup> & 3<sup>rd</sup> Wednesday- Admission assessments for all applicants scheduled on a first come first served basis.
  - International candidates who qualify for admission based on their academic records and their most recent standardized test results, such as the Stanford or the Star test, will be allowed to take the admissions assessment upon arrival to the Kingdom. To that effect the administration will reserve a seat in the appropriate grade level pending the admissions test results.
- November / December - Annual review of admissions materials.

## ANNEX 1: Yearly tuition fees (2016 - 2017)

These **WILL** be different for 2017-2018)

Grade	Enrollment Fee (non-refundable)	Annual Tuition	1st Installment due Sept 25, 2016	2nd Installment due Feb 12, 2017
KG1 (1/2 day program) Boys and Girls	SR 4,000	SR 28,000	SR 14,000	SR 14,000
KG2 Boys and Girls	SR 4,000	SR 39,250	SR 19,625	SR 19,625
G1 – G3 Boys and Girls	SR 4,000	SR 44,000	SR 22,000	SR 22,000
G4 Girls	SR 4,000	SR 44,000	SR 22,000	SR 22,000
G4 Boys	SR 4,000	SR 39,000	SR 19,500	SR 19,500
G5 - G6 Girls	SR 4,000	SR 46,750	SR 23,375	SR 23,375
G5 - G6 Boys	SR 4,000	SR 41,750	SR 20,875	SR 20,875
G7 - G8 Girls	SR 4,000	SR 47,750	SR 23,875	SR 23,875
G7 - G8 Boys	SR 4,000	SR 42,750	SR 21,375	SR 21,375
G9 Girls	SR 4,000	SR 51,750	SR 25,875	SR 25,875
G9 - G12 Boys	SR 4,000	SR 46,750	SR 23,375	SR 23,375
G10 – G12 Girls	SR 4,000	SR 51,750	SR 25,875	SR 25,875

Notes:

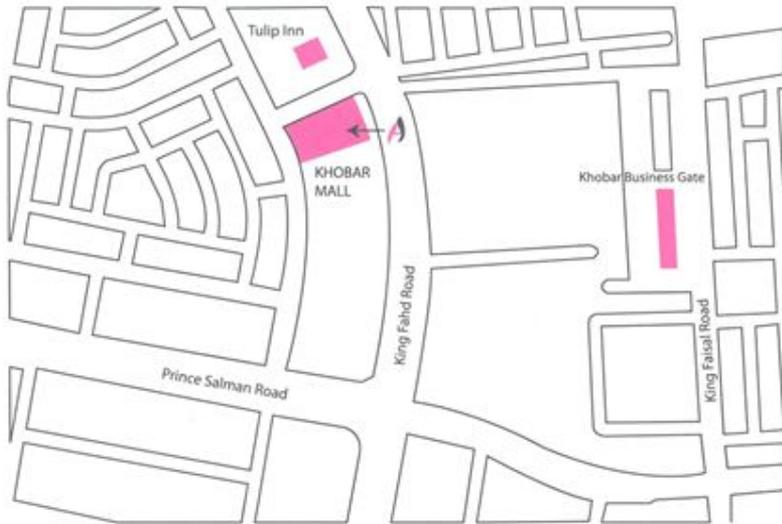
- Above fees are quoted in Saudi Riyals.
- Tuition fees include the use of books.
- Tuition fee discounts are given to parents with three or more children:
  - 25% discount for the third child
  - 50% discount for the fourth and fifth child
- Students are allowed to attend school only after 1st installment tuition fees have been paid.
- Payment may be made by Wire Transfer, Cash or Bank Draft to the following:
  - Account Name: **International Programs School**
  - Bank Name: **Riyad Bank**
  - Account #: **3160751039940**
  - IBAN #: **SA22 2000 0003 1607 5103 9940**
  - SWIFT Code: **RIBLSARIXXX**
- Personal checks are not accepted.

## ANNEX 2: Uniforms

The IPS uniform consists of:

- Polo Shirt with IPS Logo (Boys & Girls: all grade levels), short sleeves and long sleeves
- Navy Blue Dress Pants (Boys & Girls: all grade levels)
- Checkered Blue Culottes Skirt (Girls: KG1 – G6)
- Navy Blue Dress Shorts (Boys: KG1 – G5)
- Blue P.E. T-Shirt with IPS Falcon Logo (Boys & Girls: all grade levels)
- Navy Sports Trousers (Boys & Girls: all grade levels)
- Navy Sports ¾ Bermuda (Boys & Girls: all grade levels)
- Navy Sports Jacket (Boys & Girls: all grade levels)
- Navy Winter Jacket (Boys & Girls: all grade levels)

**\*\*Uniforms are on sale at this location:\*\***



**Store Name:** Adeem Uniform  
**Location:** Shop 198-199, 2<sup>nd</sup> Floor, Khobar Mall,  
King Fahad Road  
**Store Hours:** 9:30 am - 11:30 am & 4:00 pm - 9:30  
pm  
**Phone No.:** (013) 882-0534  
**Website:** [www.adeemuniform.com](http://www.adeemuniform.com)



### ANNEX 3: Application Form for Student Enrollment

Applying for grade: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Trimester: \_\_\_\_\_

Applicant's Photo

Name as written on passport	First Name: _____
	Middle Name: _____
	Last Name: _____

What name would you like the teacher to call your child? _____	
Sex:	Religion:
Date of Birth M ____ D ____ Y ____	Place of Birth:
Citizenship:	Passport No:
Iqama No./ ID No:	Language(s) spoken at home:

Guardian's name as written on passport (If other than parents)	First Name: _____
	Middle Name: _____
	Last Name: _____

With whom does the child live?	
--------------------------------	--

#### Parents' personal data

	Father's	Mother's
Name as written on passport		
Email address		
Citizenship		
Occupation		
Employer's name		
Type of business		
Home address		
Home phone #		
Mobile phone #		
Business phone #		

The International Programs School  
Boys & Girls  
American Curriculum  
Al Khobar, Saudi Arabia



مدرسة البرامج العالمية  
للبنين والبنات  
المنهج الأمريكي  
الخبر، المملكة العربية السعودية

**Siblings data (brothers and sisters)**

Name	School	Grade

**Emergency contact**

Name:
Phone number:
Email address:
Address:
Relationship to applicant:

## Annex 4: Academic history

Previous School(s)	Year	Grade Attended	Language of Instruction	Telephone	Country/ City

<b>Has the applicant skipped or repeated a grade?</b> If yes, which grade?	
<b>Has the applicant received services for learning disorders, special education, or previous program modification?</b> Please, explain.	
<b>Are you aware of any special needs (physical, social or academic) your child might have?</b> <i>Please be aware that as a small school we do not have Special Education Facilities or Personnel.</i>	
<b>Does your child have any medical conditions?</b>	
<b>Can we use photos of your child for school purposes such as brochures and website?</b>	
<b>Can we take photos of your child for the school yearbook?</b> The yearbook is hardbound and may or may not be published online. Student names accompany photos.	If yes, please sign here: _____
<b>Is there any other information you would like to share?</b>	

In order to assist the school's accounting department, please tick one of the options below to indicate how the school fees will be paid:

Company will cover full tuition fee	I will cover full tuition fee	Company will partly subsidize tuition fee
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Father's signature	Mother's signature	Date
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## ANNEX 5: School ethos

From our Mission and Beliefs come four **Basic Principles** that guide us:

1. Be Kind
2. Be Respectful
3. Be Responsible
4. Be Safe

Our Family Handbook contains many policies and procedures and it is important to review these each year. We feel it is important to note the following:

- Attendance  
Students are expected to attend school and classes at all times. The published school calendar should be used by families when planning holidays. Students who miss more than 10% of class days may not be eligible for promotion.
- Communication  
Open and honest communication is expected. Our offices must be contacted when children are absent or if early dismissal is necessary. Notes from doctors must be presented after illness.
- Proper Attire  
Students are required to wear the school uniform at school or during school functions. Students not wearing a proper school uniform will be sent home to change, and recorded as late upon their return.
- Electronics  
Cell phones, laptops, iPads, etc. may be used on campus **ONLY** for educational purposes.

The IPS Mission Statement, Beliefs, Graduate Profile, as well as the IPS Family Handbook are sent to parents via email and are posted on the school website ([www.ipksa.com](http://www.ipksa.com)). Please read these carefully and discuss with your child/ren.

My signature below indicates my agreement with the IPS Mission Statement, Beliefs, Graduate Profile, and school policies as stated in the Family Handbook (found at [www.ipksa.com](http://www.ipksa.com)). I accept that authority for disciplinary action lies with the school administration. This includes a requirement that all students are expected to participate fully in our Physical Education program as part of the curriculum. IPS values all faiths and ethnicities within the school community and responds to issues using a kind, respectful, responsible, and safe approach.

I hereby confirm that all statements made in this application and all documents submitted are true and authentic, and agree that any misrepresentation may lead to immediate withdrawal.

Student's name	signature
Father's name	signature
Mother's name	signature

## Annex 6: Medical form

**Must be completed, signed and stamped by an attending physician in Al Khobar**

<b>Student's Full Name:</b>	
Sex:	Grade:
Date of Birth M ___ D ___ Y ___	Age:

### Student's Health History

HEALTH PROBLEMS	YES	NO	DETAILS Specify treatment, cause/ allergies and severity
Allergies – Food/Medicine/Environmental			
Asthma			
Attention Deficit Disorder/ Hyperactivity			
Anxiety/Depression			
Blood/Bleeding Disorders/Nosebleed			
Bowel Problems			
Chickenpox			
Diabetes/Endocrine Problems			
Frequent Ear Infections			
Frequent Headaches/Dizziness			
Gynecological/Menstrual Problems			
Hearing/Speech Difficulties			
Heart Disease/ Problems			
Kidney/Urinary problems			
Musculoskeletal Disorder			
Neurological Problems			
Skin Problems			
Seizure Disorder/Epilepsy/Convulsion			
Vision Problems/Glasses/Contact Lens			
State any past or present serious illness, fractures and surgeries			
Are there any medical restrictions or recommendations pertaining to educational programs (swimming / PE)? (specify)			
Does the student have any learning disabilities or developmental delays that require special attention? If yes, please explain.			
Is the student on psychotropic or any regular medication? If yes, please explain.			
Other health problems			

Complete the vaccination history below and attached a copy of the most recent vaccination record.

Immunizations: (The following are mandatory for admission to IPS.)	Dates (dd/mm/yy)			Booster (dd/mm/yy)	
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4-6 years	14-16 years
DPT (Diphtheria, Pertussis, Tetanus)					
Td ( Tetanus, Diphtheria)					
OPV/IPV (Polio)					
MMR (Measles, Mumps, Rubella)					
BCG					

Based on a current history and physical examination, I find the above named student free of contagious disease, vaccinated in accordance with the above mandatory school requirements and fit for all usual school activities.

Doctor's Signature: \_\_\_\_\_ M.D. Date: \_\_\_\_\_

## Annex 6: Health record

**Must be completed, signed, and submitted by the parents on or before the first day of school.**

Please fill in appropriate information and return to us as soon as possible. It is very important for the school nurse to know the medical condition of your child, especially if he/she becomes ill at school. It is also essential for the staff and the nurse to know of children who have allergic conditions that require medical attention.

Name as written on passport	First Name: _____ Middle Name: _____ Last Name: _____
Sex:	Age:
Date of Birth M ____ D ____ Y ____	
Medical Alert	
Allergies	
Child's home address	
Child's home phone number	
Mobile phone number	Father: _____ Mother: _____
Emergency contact person if parents cannot be reached	Name: _____ Phone number: _____
List of siblings attending IPS (name and grade)	
Family Doctor:	Name: _____ Clinic: _____ Phone number: _____
Date of last physical exam and name of attending doctor	
Date of last dental exam and name of attending doctor	
Date of last visual exam and name of attending doctor	
Current Medications: (include dosage/ time)	

In the event of an extreme medical emergency the nurse will use the closest hospital services (Procure and Saad Specialist Hospital)

If your child has a chronic condition such as asthma, allergies, diabetes, seizure disorder, bleeding or other health problems and student requiring medication during school hours please contact the school nurse.

## Medication permission

IPS has my permission to give my child the following medications if necessary (in age appropriate doses):

Medication	Yes	No
Paracetamol (Panadol, Fevadol, Tempra), Ibuprofen for mild aches & menstrual cramps		
Strepsil Lozenges for sore throat		
Loratadine/Claritin/Zyrtec for allergy		
Domperidone for nausea and bloated stomach		
First Aid Medications for Minor Wounds, Insect Bites		
Creams for burns, bruising and muscle pains		
Ophthalmic/Refresh Eye drops		
Others (specify):		

- Students with medical conditions such as asthma, diabetes and allergies should have the necessary medications (i.e. inhalers, topical creams, etc.) stored in the nurse's office at all times.
- For severe life threatening allergies please provide prescribed medicine (Epi-pen) in a pharmacy labeled container for emergency use.

Any medication to be given at school must be sent to the nurse's office in the original container, properly labeled by the pharmacy or physician with written instructions including: Student name & grade, current date, dosage, route, time of administration, and parents' signature.

Long-term medication must be accompanied by a note from your child's doctor or signed consent for prescribed medication signed by the healthcare provider and parents.

I hereby give permission for emergency measures to be initiated in case of accident or sudden illness with the understanding that I will be notified as soon as possible.

I also understand that IPS or their designee cannot be held liable for their actions while performing their duties in a responsible manner.

Father's signature	Mother's signature	Date
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All information provided will be kept confidential. Our goal is to provide the healthiest and safest environment at IPS. We will be happy to assist you with any questions or concerns.

Note: All medical records must be completed and on file in the nurse's office on the date the student enters school. If the health status of your child changes, please update this form so that we may better serve your child.

The International Programs School  
Boys & Girls  
American Curriculum  
Al Khobar, Saudi Arabia



مدرسة البرامج العالمية  
للبنين والبنات  
المنهج الأمريكي  
الخبر، المملكة العربية السعودية

**IPS is now authorized as an IB Diploma school, teaching of the IB Diploma Programme will start with the next academic year (2017-2018) for grade 11.**

**"International Programs School is a candidate school\* for the IB Primary Years Program (PYP). This school is pursuing authorization as an IB World School. These are schools that share a common philosophy - a commitment to high-quality, challenging, international education that International Programs School believes is important for our students.**

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**For further information about the IB and its programs, visit <http://www.ibo.org>"**