



# Admission Policy

@ IPS

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THE INTERNATIONAL  
PROGRAMS SCHOOL



## OUR MOTTO

## شعارنا

Learners of today; Leaders of tomorrow; Creators of the future.

مُتعلِّمو اليوم، قَادَةُ الغَد، غَمَازُ الأَرْضِ

## OUR MISSION

## رسالتنا

IPS empowers today's learners to be internationally minded, lifelong learners, and to use 21st century skills to make a positive difference in the community, the country, and the world.

تَمَكِّينُ مُتعلِّمَ اليَومَ لِيَكُونَ ذَا عَقْلِيَّةٍ  
دَوْلِيَّةٍ، مُتعلِّمًا مَدَى الحَيَاةِ، مَالِكًا لمَهَارَاتِ  
القرنِ الحادي والعشرين، فاعِلًا في وطنه  
ومُجتمعه والعالم

## OUR VISION

## رؤيتنا

To be a leading educational community in Saudi Arabia, respectful of the learner's identity, and committed to a global perspective.

مُجتمَعٌ تَعَلُّمِيٌّ رَائِدٌ في المَمْلَكَةِ  
العَرَبِيَّةِ السُّعُودِيَّةِ، يَحْتَرِمُ هَوِيَّةَ  
الْمُتعلِّمِ، وَيَلْتَزِمُ بِأَمَقِي دَوْلِي

## OUR VALUES قِيَمَاتُنَا

EHSAN (Empathy/  
Compassion)  
الإِخْسان

Respect  
الاحْتِرَام

Responsibility  
المَسْئُولِيَّة

Cooperation  
التَّآزُر





## Graduate Profile

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International Programs School graduates are academically, intellectually, and technologically competent. Through creativity and innovation, they are able to conceptualize a better approach to problem-solving, analytical thinking, and application. While expressing themselves intelligently and efficiently both orally and in writing. They possess the necessary 21st-century skills to advance to a higher level of education and to be successful in the school of their choice. Furthermore, they can adapt to change and are capable of thinking independently as well as working and engaging in teams, a virtue that is acquired through exposure to a culturally diverse community.

## IB mission statement

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"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

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

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The International Programs School (IPS) opened in 2000 with 19 pupils and currently has approximately 1140 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) and Diploma Programme (DP) authorization. Our faculty is a diverse mix of 200+ teachers and administrators from over 30 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 parents 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

<b>Head of School: Mr. Rob Becker</b>
<b>KG-2 Principal: Ms. Candice Cadran</b>
<b>G3-G5 Principal: Ms. Cheza Al Kudmani</b>
<b>G6-G12 Boys' Principal: Mr. Robert Hagenbucher</b>
<b>G6-G12 Girls' Principal: Ms. Karyan Koolenbrander</b>
<b>Saudi Girls' Principal: Ms. Nada Altarif</b>
<b>Saudi Boys' Principal: Mr. Majed Abubshait</b>

## Enrollment Procedures

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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. Then they have to fill and submit an [online application](#). Enrollment procedure information and forms are available on the school website, [www.ipksa.com](http://www.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 Head of School, 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 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-5 / Primary Years Programme (PYP)**

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 6-10**

IPS offers an academically sound, concept-based program with USA Common Core, Aero and Next Generation Science Standards (NGSS) aims to develop balanced individuals who display IB learner profile attributes.

**Grades 11-12**

In addition to the admissions exam results, acceptance to grade 11 will require an interview with the DP Coordinator and the approval of the Division Principal.

Students at IPS will graduate with one of the following degree combinations:

IPS diploma + IBDP diploma
IPS diploma + IBDP individual subject certificates
IPS diploma

The school will advise the student and the parent to make the best-fit choice. IPS admissions policy allows students with diverse backgrounds, the school will put in every effort to ensure that the newly admitted students have all the opportunities to succeed in their selected path.

For the existing IPS grade 10 students, their pathway to graduation selection will be facilitated through group information sessions throughout the school year in grades 8, 9, and 10, as well as individual counseling sessions involving the student and parent as needed or requested. Students will be informed which options they are invited to select from during the forecasting period of grade 10. Not all students enrolled at IPS will be invited to pursue the full IB Diploma Program.

IPS seeks to provide all students with the opportunity to succeed and reach their post-secondary goals. The school takes a bespoke approach and looks at each student's individual needs and circumstances to create the best possible plan given our course offerings. The student's approach to learning as well as time-management and organizational skills will also be taken into consideration while making the decision.

The students will be advised and assisted in selecting their IB subjects and levels during the second semester of grade 10. The main goal of the school is to provide the students with opportunities to make the most out of their course of learning. The students' level selection will be guided in accordance with their performance in the previous years. The students will be asked to provide the subject teacher's approval for their HL selections for sciences and maths. Standardized test scores will be considered as well for admission to the full IB Diploma and the HL course selection.

Students with special learning needs will be given support in accordance with the IPS inclusion policy and related IB policies.

Our Grade level brochures are available on the [website](#) under [academics](#)

## Registration

The following documents must be submitted online when applying for enrollment. All documents must be submitted in the native English or Arabic languages, or in an 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)
- Report cards must be attested. Please follow the following attestation If you are applying for:

Prospective Grade	Attested reports
Grade 8	Grade 6 & 7
Grade 9	Grade 6 & 8
Grade 10	Grade 7 & 9
Grade 11	Grade 9 & 10
Grade 12	Grade 9, 10 & 11
other Grades KG-6	attest the previous year only

- High school applicants 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

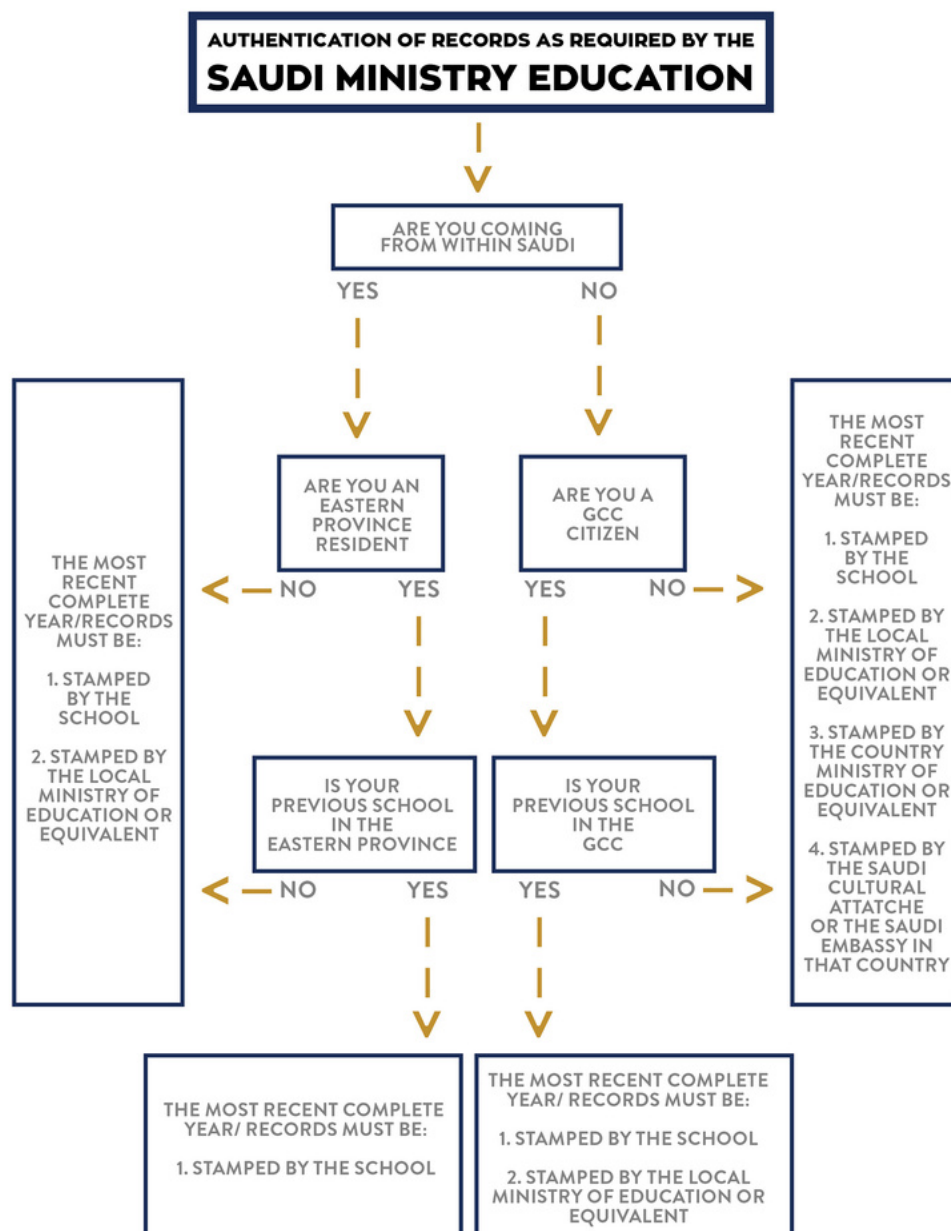


- Photocopy of parents' and child's passports
- Photocopy of child's birth certificate
- Photocopy of parents' and child's Iqama / Saudi family I.D. (front and back)/ GCC ID
  - Note: If the student's Iqama is in process, there should be a copy of the resident visa and a letter from the sponsoring company 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 below )
- Statement of Checkout or Leaving/ Transfer Certificate from the previous school stating the student is promoted to the next grade level (should indicate non-refundable 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

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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 - Excluding VAT for Non-Saudi's). 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

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- The Admission Team (Principals + Head of School) 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 Head of School

## Acceptance & Enrollment Fee

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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.

Tuition/Fee refunds for Early Withdrawal AND obligations for Late Entry/Acceptance will be based on semester (2 times per year) attendance. 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% of 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

High demand for enrollment at IPS means 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 on the list; however, siblings will be given preference.

## Admission Cycle

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The IPS admission assessments follow this cycle below. Other testing dates may be established on an as-needed basis with the Head of school & 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 semester 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**

- Admission assessments for all applicants are 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**

## Components and rubric

Admission Component	Superior Candidate	Acceptable Candidate	Questionable Candidate	Unacceptable Candidate
IPS Academic Assessment (AA)	all > 90%	all > 70%	one < 70%	two+ < 70%*
IPS Teacher Recommendation (TR)	strong 'yes'	'yes'	'maybe'	'no'
IPS Interviewer/Examiner Recommendation (IR)	strong 'yes'	'yes'	'maybe'	'no'
Previous School Records (SR)	all > 90%	all > 70%	one < 70%	two+ < 70%

\* If ONE of these is on the writing assessment, then careful consideration is taken in all other components.

## ANNEX 1: Yearly tuition fees (2021 - 2022)

### Tuition Fee 2021-2022 (Excluding VAT)

Grade	Enrollment Fee (non-refundable)	Annual Tuition	1st Installment due Aug 16, 2021	2nd Installment due Jan 16, 2022
<b>KG1 (Ends at 1:30 pm)</b>	SR 4,000	SR 33,000	SR 16,500	SR 16,500
<b>KG2</b>	SR 4,000	SR 43,000	SR 21,500	SR 21,500
<b>G1 - G4</b>	SR 4,000	SR 47,000	SR 23,500	SR 23,500
<b>G5 - G6</b>	SR 4,000	SR 49,000	SR 24,500	SR 24,500
<b>G7 - G8</b>	SR 4,000	SR 51,000	SR 25,500	SR 25,500
<b>G9 - G12 *</b>	SR 4,000	SR 56,000	SR 28,000	SR 28,000

\*Additional fees at G12 for IB exam charges

### Notes:

- The 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.
- Tuition/Fee refunds for Early Withdrawal AND obligations for Late Entry/Acceptance will be based on semester (2 times per year) attendance. 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% of semester tuition is refunded. If a student attends 40 or more days of a semester, full semester tuition applies and there is no refund.
- Payment may be made by Wire Transfer, Cash or Bank Draft to the following:
  - Account Name: International Programs School Co.
  - Bank Name: Riyad Bank
  - Account #: 3160751039940
  - IBAN #: SA22 2000 0003 1607 5103 9940
  - SWIFT Code: RIBLSARIXXX
- Personal checks are not accepted.
- Parent signature agreeing to all of the above will be secured with application materials.



## ANNEX 2: Uniforms

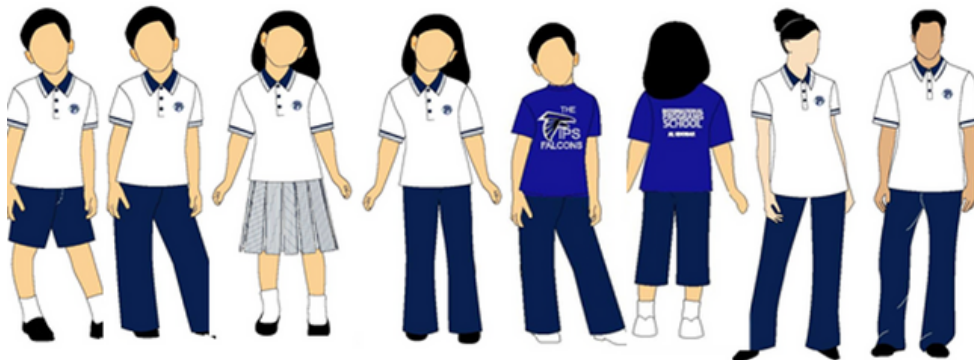
The IPS uniform consists of:

- Polo Shirt with IPS Logo (Boys & Girls: all grade levels), short sleeves, and long sleeves
- Navy Blue Dress Pants (Boys & Girls: all grade levels)
- 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  $\frac{3}{4}$  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 2nd Floor, Khobar Mall,  
King Fahad Road  
Store Hours: 9:30am - 11:30am & 4:00pm - 9:30pm  
Phone No: (013) 882 -0534  
Website: [www.adeemuniform.com](http://www.adeemuniform.com)



## ANNEX 3: 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)	
	1st	2nd	3rd	4-6 years	14-16 years
DPT (Diphtheria, Pertussis, Tetanus)					
Td (Tetanus, Diphtheria)					
OPV/IPV (Polio)					
MMR (Measles, Mumps, Rubella)					
BCG					

**Based on 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 4: Health record

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

Please fill in the appropriate information and return it 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 (Mouwasat and Procure Hospital)

If your child has a chronic condition such as asthma, allergies, diabetes, seizure disorder, bleeding, or other health problems and the 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, Temptra), 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.