



# Admissions & Enrollment Procedures

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@ IPS

ADMISSIONS  
PROCEDURES

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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. While expressing themselves intelligently and interestingly both orally and in writing, they possess the Necessary 21st century skills to advance to a higher level of education and 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 comes with being a part of 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

The International Programs School (IPS) opened in 2000 with 19 pupils and currently has approximately 1080 students representing over 40 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 200+ teachers and administrators from over 30 different nationalities: American, Canadian, British, South African, 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

**Head of School: Dr. Peter Coles**

**KG-2 Principal: Ms. Candice Cadran**

**G3-G5 Principal: Ms. Cheza Al Kudmani**

**G6-G12 Boys' Principal: Mr. Adrian Kassissia**

**G6-G12 Girls' Principal: Ms. Tonya Mjelde**

**Saudi Girls' Principal: Ms. Nada Altarif**

**Saudi Boys' Principal: Mr. Majed Abubshait**

## 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. Enrollment procedure information and forms are available on the school website, <https://www.ipsksa.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, the admissions recruiter 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-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) that aims to develop balanced individuals who display IB learner profile attributes.

### Grades 11-12

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 and 12 IB students may take up to six IB classes (3 standard and 3 higher levels), and must take Theory of Knowledge (TOK), and complete Creativity, Activity and Service (CAS), and Extended Essay (EE) requirements. All students must also comply with the Saudi Ministry of education requirements.
- The standard IPS diploma (without IB courses) is available to all students. Parents should check with colleges that they would like their student to attend for specific course requirements and communicate that with our enrollment staff.

## 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 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:

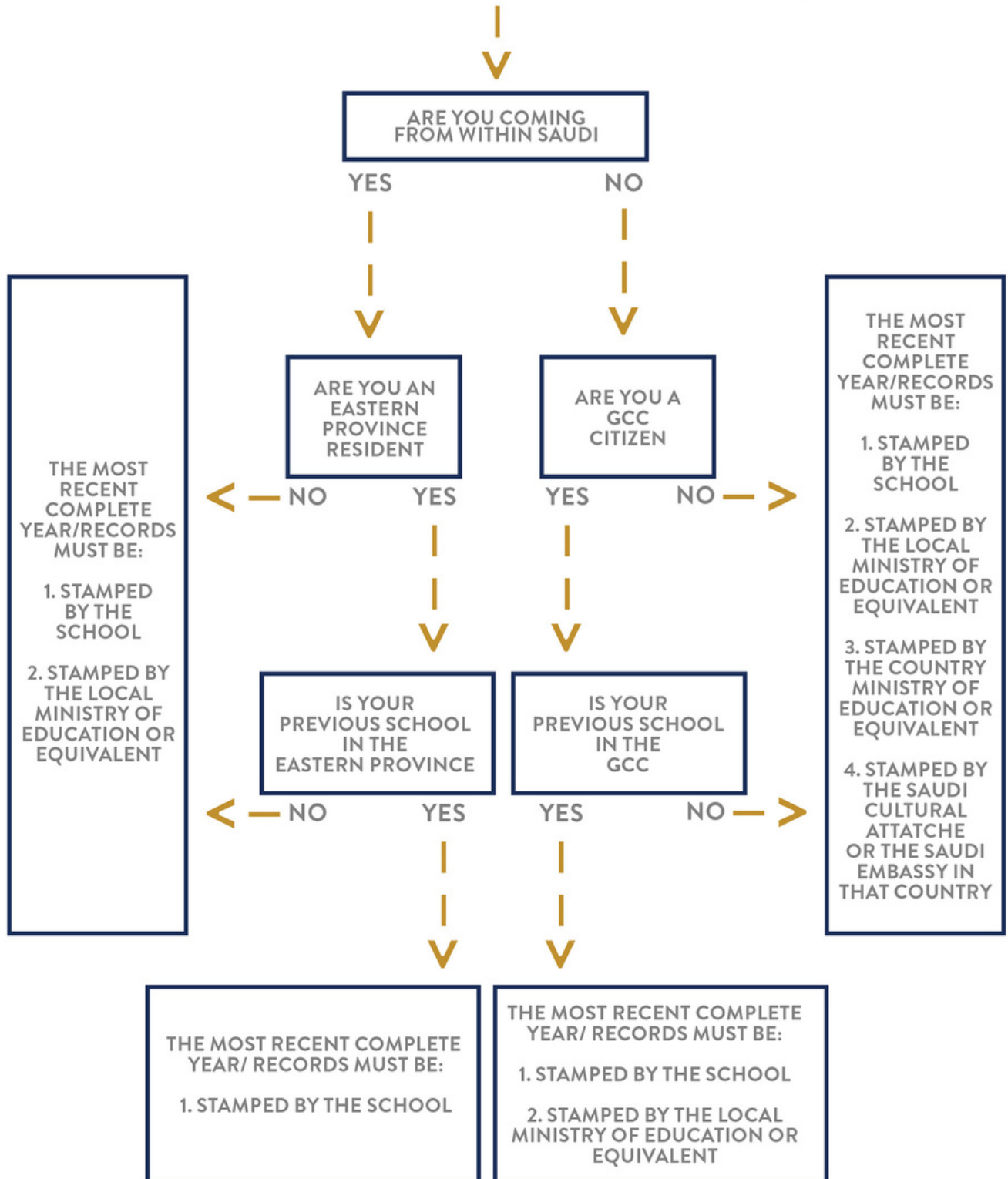
Prospective Grade	Attested reports
Grade 8	Grade 6 & 7
Grade 9	Grade 6 & 8
Grade 10	Grade 7 & 9
Grade 11	Grade 9 & 10
Grade 12	Grade 9, 10 & 11
other Grades KG-6	attest the previous year only

- 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.

### 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 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.

## AUTHENTICATION OF RECORDS AS REQUIRED BY THE SAUDI MINISTRY EDUCATION



## 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 application fee (750 SAR,) 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 application fee will be reimbursed.

## Admission Decision

- The Admission Team (principals + head of school) will use the chart/rubric below to reach a final recommendation
- Administration reserves the right to require retesting before making a final decision.
- The final decision to admit rests with the Administration Team and ultimately the Head of school.

## 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%

## 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 non-refundable 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 installment 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.

Refunds - The amount of tuition fees a student will be liable to pay will depend on the term in which they withdraw or suspend. If the Student withdraws or suspends:

- Less than 1 week of attendance of the term; refund/obligation will be 50% of the term tuition
- Greater than or equal to 1 week of attendance, full term tuition applies.

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

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

- **January**
  - 3rd week: IPS begins accepting applications - only complete applications will be scheduled for assessment.
- **February**
  - 2nd week: Admission assessment for IPS siblings, waitlist candidates, and staff children. These are scheduled on a first come first served basis. Re-enrollment fees for current students will be sent out with second term invoices.
  - Re-enrollment deposit fees are due February.
  - 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 / June**
  - 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 (2023 - 2024)

Grade	Enrollment Fee (non-refundable)	Annual Tuition	1st Installment (due Aug 1, 2023)	2nd Installment (due Nov 1, 2023)	3rd Installment (due Jan 1, 2024)
Pre-K	SR 4,000	SR 33,000	SR 11,000	SR 11,000	SR 11,000
KG1	SR 4,000	SR 33,000	SR 11,000	SR 11,000	SR 11,000
KG2	SR 4,000	SR 43,000	SR 14,333	SR 14,333	SR 14,333
G1 - G4	SR 4,000	SR 47,000	SR 15,666	SR 15,666	SR 15,666
G5 - G6	SR 4,000	SR 49,000	SR 16,333	SR 16,333	SR 16,333
G7 - G8	SR 4,000	SR 51,000	SR 17,000	SR 17,000	SR 17,000
G9 - G12 *	SR 4,000	SR 56,000	SR 18,666	SR 18,666	SR 18,666

Vat 15% to be added to the original fees for Non- Saudis:

Grade	VAT 15% on Enrollment Fee (Non-Saudis)	VAT 15% on Annual Tuition (Non-Saudis)	VAT 15% on 1st Installment (Non-Saudis)	VAT 15% on 2nd Installment (Non-Saudis)	VAT 15% on 3rd Installment (Non-Saudis)
Pre-K	SR 600	SR 4,950	SR 1,650	SR 1,650	SR 1,650
KG1	SR 600	SR 4,950	SR 1,650	SR 1,650	SR 1,650
KG2	SR 600	SR 6,450	SR 2,150	SR 2,150	SR 2,150
G1 - G4	SR 600	SR 7,050	SR 2,350	SR 2,350	SR 2,350
G5 - G6	SR 600	SR 7,350	SR 2,450	SR 2,450	SR 2,450
G7 - G8	SR 600	SR 7,650	SR 2,550	SR 2,550	SR 2,550
G9 - G12 *	SR 600	SR 8,400	SR 2,800	SR 2,800	SR 2,800

\*Additional fees at G12 for IB exam charges

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.

### Refunds:

1. The amount of tuition fees a student will be liable to pay will depend on the term in which they withdraw or suspend. If the Student withdraws or suspends:

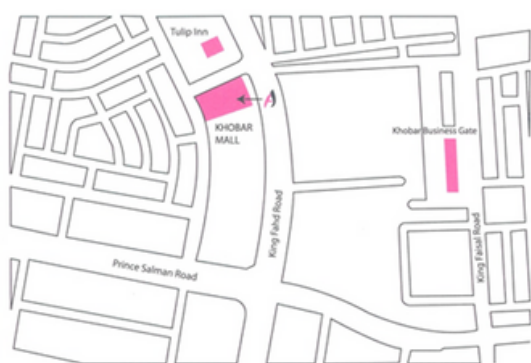
- Less than 1 week of attendance of the term; refund/obligation will be 50% of the term tuition
- Greater than or equal to 1 week of attendance, full term tuition applies.
- Payment may be made by Wire Transfer or Bank Draft to the following:
  - Account Name: International Programs School Co.
  - Bank Name: Riyadh Bank
  - Account #: 3160751039940
  - IBAN #: SA22 2000 0003 1607 5103 9940
  - SWIFT Code: RIBLSARXXX
- 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)
- 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)
- Baseball Caps & Navy Hats (Boys & Girls: all grade levels)
- Skirts (Girls : KG1 – G5 )

**\*\*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)

