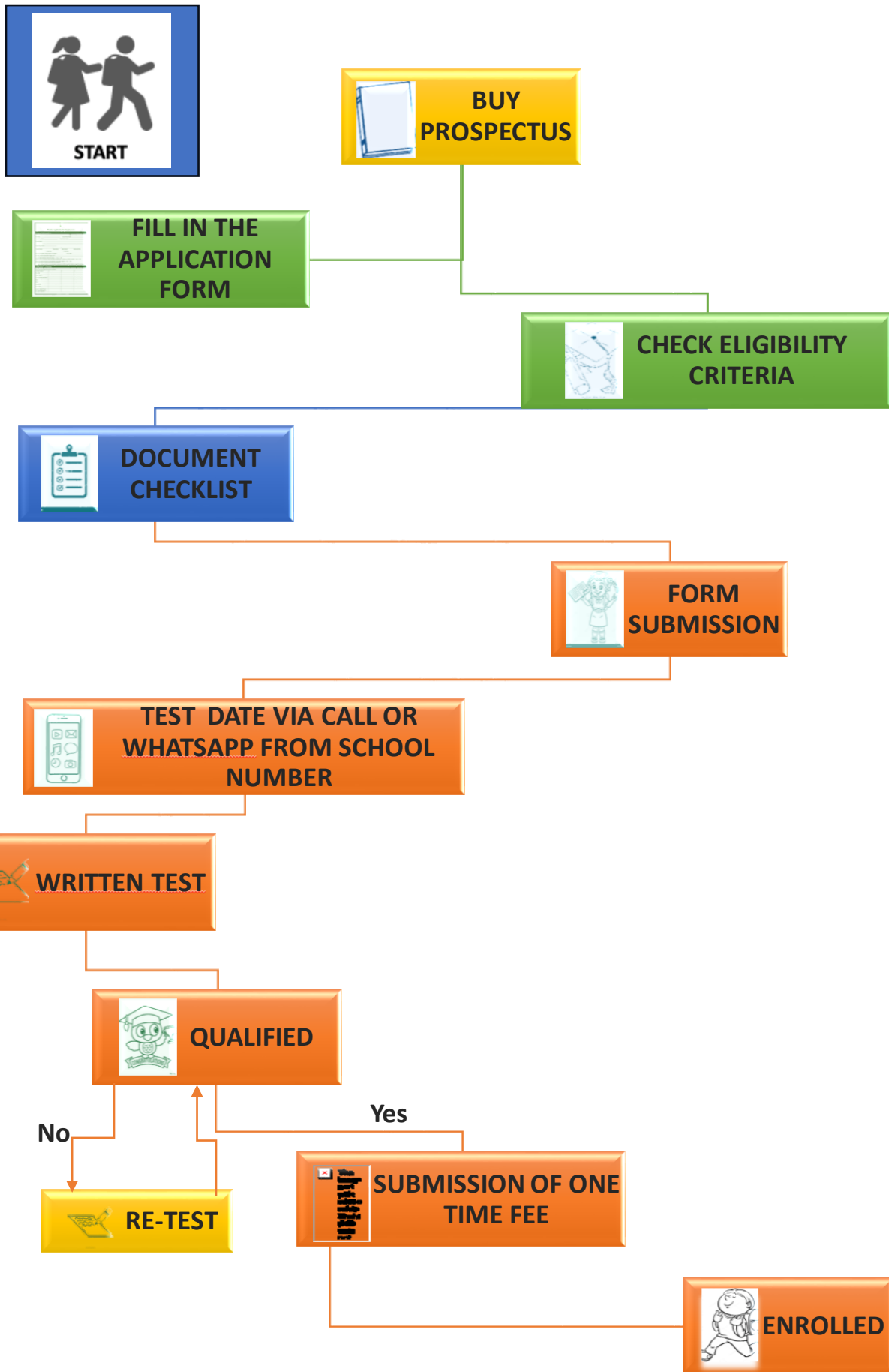


STUDENT ENROLLMENT PROCESS FLOW





PAKISTAN INTERNATIONAL SCHOOL RIYADH



Admission Policy

PISR welcome students at the start of every academic year and following the summer break, subject to seat availability. Being the only regular and recognized educational institution serving the Pakistani community in the region, the school strives to accommodate all Pakistani applicants. Admission forms will be given to every student, but acceptance will be determined based on merit. If a child meets the merit eligibility criteria, they will be granted admission. Otherwise, if they pass the admission entry test and do not meet the criteria, he/she will be placed on a waiting list and will be considered for admission if a seat becomes available. The admission department or concerned section head conducts an admission test and interview for candidates. The age requirement for admission to class one is 4 years and 9 months as of April 1st, in accordance with Ministry of Education letter No.2/4/87 dated 27-1-1424H. Applications for admission must be submitted using the prescribed forms available in the School Administration.

MEDIUM OF INSTRUCTION

The medium of instructions in Pakistan International School, Riyadh is English.

MERIT POLICY FOR ADMISSION in HSSC

Pre-Medical = 60% and above in SSC Exam

Pre-Engineering = 60% and above in SSC Exam

Science General = 60% and above in SSC Exam

Humanities/Commerce = 50 % and above in SSC Exam

STUDENT WITHDRAWAL

Students are given School Leaving Certificates (SLC) after clearance from relevant departments. Once the SLC has been issued, student will be charged re-admission fee as per policy. In other cases it's considered as new admission.

AGE CRITERIA
PAKISTAN INTERNATIONAL SCHOOL, RIYADH

AGE CRITERIA FOR ADMISSION

| GRADE LEVEL | MINIMUM AGE | MAXIMUM AGE |
|------------------------|-------------------------------|-------------------------------|
| PLAY GROUP | 2 years and 7 months | 3 years and 10 months |
| NURSERY | 3 years and 11 months | 4 years and 9 months |
| KINDER GARTEN | 4 years and 10 months | 5 years and 9 months |
| GRADE - 1 | 5 years and 10 months | 6 years and 9 months |
| GRADE - 2 | 6 years and 10 months | 7 years and 9 months |
| GRADE - 3 | 7 years and 10 months | 8 years and 9 months |
| GRADE - 4 | 8 years and 10 months | 9 years and 9 months |
| GRADE - 5 | 9 years and 10 months | 10 years and 9 months |
| GRADE - 6 | 10 years and 10 months | 11 years and 9 months |
| GRADE - 7 | 11 years and 10 months | 12 years and 9 months |
| GRADE - 8 | 12 years and 10 months | 13 years and 10 months |
| GRADE - 9 | 13 years and 10 months | 14 years and 10 months |
| GRADE - 10 | 14 years and 11 months | 15 years and 10 months |
| GRADE - (11,12) | 15 years and 11 months | 17 years and 10 months |
| Note: | | |

Calculate your child/children's age until 1st April 2024 to find out the eligibility for admission in different appropriate grade levels as per the following age criteria

FEE POLICY

FEE COLLECTION

Fee is collected at the fee counters in the School Administration. The fee counter follows the under mentioned rules:

1. Fee can be paid in advance up to full session. For advance fee payments of six months or more, a 5% discount is given on each child's total tuition fee amount.
2. In case of third party payment, the Late Fee Fine is waived off after verification of the payer. 5% Discount is not applicable to third party payments.
3. MADA (Saudi Payments Network) Service is also available at the fee counters.
Only ATM Card is accepted at the fee counters operating in evening shift and on Saturday.
4. The school dues must be paid by 20th of every month at the latest.
5. In case of holiday/weekend, the collection is made on the next working day. The parents are requested to ensure the dues / fees are paid regularly and on time. If they are out of the city, payments may be made in advance or through their agents to avoid any surcharge.
6. One month's fee is collected in advance before Summer Vacation and the fee of 2nd month of Summer Vacation is charged on the re-opening of the school.

FBISE EXAM FEE

Board Registration Fee is collected from regular students of classes IX and XI during the month of April as per instructions of Federal Board of Intermediate and Secondary Education Pakistan.

TRANSPORT FEE

Bus fee is collected on monthly basis excluding months of July and August for students availing school transport services. Bus fee will be paid along with the normal tuition fee. Those students who wish to discontinue must inform the Transport In-Charge in writing at least 5 days earlier from the commencement of next month, failing which the bus fee will remain payable of the next month.

FEE DEFAULT

The name of the student, whose fee remains unpaid up to 40 days from the last due date i.e. 20th of the month; will automatically be struck off from the School roll. Fee will be charged up to the struck off date. In this case, approval for re-admission is subject to availability of seats.

PISR FEE DETAIL

ONE TIME CHARGES AT THE TIME OF ADMISSION

| Fee Description | Amount | VAT | Total |
|--|--------|-------|--------|
| PROSPECTUS/ADMISSION PROCESSING/ FORM FEE | 125 | 18.75 | 143.75 |
| ADMISSION FEE (PLAYGROUP Till 10 th) | 750 | 112.5 | 862.5 |
| ADMISSION FEE XI-XII | 1000 | 150 | 1150 |
| SECURITY FEE (<i>Refundable within 2 years after leaving school</i>) | 500 | 75 | 575 |
| PISR EXAM FEE (<i>Yearly</i>) | 100 | 15 | 115 |
| BOARD REG. FEE(IX/XI) | 400 | 60 | 460 |
| RE-ADMISSION FEE (<i>within 6 months after school leaving</i>) | 100 | 15 | 115 |

| S# | FEES CATEGORY | Amount-yearly +VAT | Amount-Monthly +VAT |
|----|--|-----------------------|------------------------|
| 1 | Yearly Tuition fee (Play Group) | 6348 | 529 |
| 2 | Tuition fee (Nursery) | 5934 | 494.50 |
| 3 | Tuition fee (KG to Grade 10) | 5727 | 477.25 |
| 4 | Tuition fee (Grade 11 and 12) | 8280 | 690 |
| 5 | Tuition fee (Grade 11 and 12) Commerce | 7521 | 626.75 |
| 6 | Other National Tuition fee | 9660 | 805 |

CERTIFICATE CHARGES

| Description | FEE | VAT | Total |
|---------------------------------|-----|-----|-------|
| School Leaving certificate | 50 | 7.5 | 57.5 |
| Student Bonafide Certificate | 50 | 7.5 | 57.5 |
| Fee Certificate | 50 | 7.5 | 57.5 |
| Character Certificate | 50 | 7.5 | 57.5 |
| MOE Format Attested Result Card | 100 | 15 | 115 |
| Misc. Certificate | 50 | 7.5 | 57.5 |
| Provisional Certificate | 50 | 7.5 | 57.5 |

FAQs

Frequently Asked Questions

GENERAL

- **Can I get my kids admission on visit visa?**
No, visit visa is not eligible for admission in PISR
- **Can I get my kids admission on expire Iqama?**
No, for admission you need to have valid iqama.
- **Where can I view the School Uniform options and where do I purchase it from**
It can be found on School Website under Academics tab. You can purchase it from anywhere.
- **Do PISR have age criteria for admission in certain class?**
PISR have age criteria against every class.
- **Where can I find Student timings?**
It can be found on School Website under Academics tab.
- **Do PISR admission open throughout the year?**
PISR academic year start in every April 202x - March admission are open when there is availability of seat.
- **How often should I check the School Website?**
You may check the website weekly for updates.
- **Where can I find the School Calendar?**
On School Website under the ACADEMICS Tab
- **Where can I find Student Timetables?**
It can be found on School Website under ----- tab.
- **Where can I get admission without clearing the entry test?**
No, you need to clear entry test for getting admission in PISR. If you fail to clear entry test 1st attempt then PISR give you one more chance for test clearance. If student fails to clear retest then he/she need to restart his admission process from start.
- **How can I get my kids admission if they are coming from other boards?**
If students are coming from other boards they need to submit the following documents.
 - Original SLC.
 - Original result card.
 - Migration certificate.
 - For Cambridge → need to submit equivalent certificate.
- **How can we pay fees after admission confirmation?**
Once you successfully enrolled in PISR you can pay fees monthly, quarterly or annually depend on your level of convenience.
- **Can we pay fees online?**
No, PISR collect fees physically in the main office.
- **Where do I go if I want to contact the school?**
For any enquires; information; student absences and feedback please visit the School Website and under the Contact us Tab you will see.

