



الأكاديمية الدولية - عمان
THE INTERNATIONAL ACADEMY - AMMAN

Letter of Undertaking

By signing below, I _____ the parent/guardian of _____, a student applying for grade _____, academic year _____ hereby acknowledge that I have read and completely understand all rules and regulations pertaining to the matters hereinafter stated and agree to undertake the following:

1. Complete the Application Form, Medical Form and Letter of Undertaking and submit the required supporting documents.
2. Submitted information (in the forms and enclosed documents) is true and accurate. I will meet all the obligations and commitments mentioned in the forms including the Letter of Undertaking.
3. Ensure that the student and parents/guardians shall abide by the decisions of the Board and School Director and with the rules and regulations of IAA as announced and amended by IAA. Ensure that the student shall abide by the code of conduct and regulations including those related to attendance, Academic Honesty, Uniform and IT (available on website: www.iaa.edu.jo), incorporated herein by reference, announced, as announced and as amended by IAA from time to time. Ensure that the official school uniform is worn by the student.
4. Settle all required school fees and deposits promptly according to IAA financial policies and deadlines, upon first-time registration and following years of re-registration. Re-registration fees should be settled no later than 31st of January of each academic year for the following academic year.
5. By submitting school fees in any form including cheques and/ or by paying the school fees or part of them including registration fees, I confirm that these fees are not refundable in any way, and that they rightfully belong to IAA as soon as they are due and even if I have not paid them yet.
6. My payment of re-registration fees for any subsequent year of the date of my signature in this Letter of Undertaking is a confirmation of my consent to be bound by all that is stated in this Letter and a confirmation of my approval of the terms. Payment of re-registration fees for any subsequent years or any part of the fees and submitting the payments in any form including cheques is also a confirmation of my renewal to work on the Letter of Undertaking for the student mentioned above and any of my children who are registered in IAA and children I register in the future.
7. Withdrawing the student's file from IAA for transfer purposes for any reason will not give me the right to request refund of any settled fees or part of them or to refrain from paying any outstanding fees.
8. IAA's compliance with my request to withdraw the student's file or to transfer him/her for any reason by providing me with the file is in compliance with the Ministry of Education's regulations and does not constitute the approval of IAA to the withdrawal or dismissal of the contract. Providing me with the student's file will not change my agreement to the no refund policy.
9. Any dismissal or termination of a student's enrolment contract for any reason does not affect IAA's right to the submitted fees, deposits, cheques or other forms of payment, whether paid partially or in full, even if the outstanding fees have not been paid. I have no right to recover fees paid or unpaid or to refrain from paying outstanding fees. I acknowledge that the value of such fees shall be deemed to be compensation to IAA for the withdrawal, dismissal or termination of the contract.
10. Allow IAA to conduct educational assessments/tests as deemed necessary by the school, including but not limited to psychological and educational assessments/tests at the parents' expense and with the parents' agreement.
11. Acknowledge that IAA has final authority in regard to student admissions, re-admission, grade and class placement, retention, placement in special programmes and curriculum.



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12. Give permission for the student to participate in all curricula and extra curricula activities, including, but not confined to: practical work such as science experiments, Design Technology and Art classes, PE and sports activities, field trips and educational visits in/outside IAA and informal play activities.
13. Not hold IAA liable beyond responsible negligence, for accidents caused during the student's participation in activities (mentioned in point 12) and/ or for accidents which are a result of actions the student takes unilaterally without permission.
14. Allow IAA to use my child's photo and/or image and/or video in its school publications, social media, multi-media campaigns and website.
15. Not to defame or lower, within the community, by action or word the reputations of IAA, its Founders and/ or representatives.
16. All of the above is valid for the mentioned academic year and following years of re-registration. School fees are considered due and outstanding upon first-time acceptance and subsequent years of re-registration, whether the school year has started or not and whether IAA has begun to offer Its services to the student or not.
17. My address below is the address provided by me to communicate with IAA. I will inform IAA of any changes to this address. The correspondence between me and IAA on the address provided by me is correct and effective.
18. I have discussed the contents of the Letter of Undertaking and the rules and regulations of IAA with the student and stressed the need to keep to these. I understand that IAA can provide a valuable learning experience for the student and that IAA makes every effort to provide a safe and secure environment in which to learn; however, the student is responsible for his/ her behaviour at all times and I understand and agree that should the student break IAA rules and regulations, including those outlined in the Letter of Undertaking, he/she will face consequences as determined by IAA and within Ministry guidelines.

Date : _____

Parent/Guardian's Name, Signature and Address:

Father/ Guardian's Full Name : _____
Current Address : _____
Address in Jordan : _____
Land-line Number : _____
Mobile Number : _____
Email Address : _____
Signature : _____

Mother/ Guardian's Full Name : _____
Current Address : _____
Address in Jordan : _____
Land-line Number : _____
Mobile Number : _____
Email Address : _____
Signature : _____

Student's Name : _____