

**SCHOOL BUS APPLICATION FORM  
FOR RIFFA VIEWS INTERNATIONAL SCHOOL 2014/2015**

**Date of Application:** \_\_\_\_\_

First Time Applying? Yes  No

Already Admitted? Yes  No

**STUDENT INFORMATION:**

Last Name	First Name	Grade	Start Date	To	From	Both Directions
				School		

**CONTACT DETAILS OF PARENTS:**

Name	Relation	Mobile #	Landline #	Work #

**EMERGENCY CONTACT DETAILS:**

Name	Relation	Mobile #	Landline #	Work #

**PAYMENT INFORMATION – Payment received by:**

Self (Cash / Checks)  Employer

Employer's Name: \_\_\_\_\_

Please note: Corporate sponsored parents will be invoiced directly, unless employer submits "Letter of Approval" for payment.

**Pick-Up / Drop-Off Information:**

Area Name and Block Number / Land Mark \_\_\_\_\_ / \_\_\_\_\_

Address (Please attach a map of your exact location on a separate piece of paper.) \_\_\_\_\_

\_\_\_\_\_

شارع ٤، قرب مكتب الرسالة (المضلى)

جدهفص، مملكة البحرين

هاتف: +973 17400159 فاكس: +973 17404603

البريد الإلكتروني: +973 36562644 / 39469951



School Year 2014/2015

**HOW TO REGISTER YOUR CHILD FOR THE BUS SERVICE:**

A copy of the Application form is included in the RVIS Admission Package. Please complete the required fields and ensure that you provide a location map and exact address with your application. Applications without an address and/or contact information cannot be entered into the database.

You may also pick up an Application form from the RVIS Business Manager located in the Central Administration office during regular school hours. The application form, with attachments, can be returned to the Business Manager or emailed directly to the Al Hutaim office at [alhutaimtravel@yahoo.com](mailto:alhutaimtravel@yahoo.com)

One application is required per family. Additional siblings can be added in the Student Information section of the form.

**BUS REGISTRATION FEES THROUGH JUNE 2014 :**

**All parents and corporate sponsors are required to pay the fees directly to AL HUTAIM.**

SERVICE OPTION AVAILABLE:	One Semester	Full Year
Round trip residential for first student in family	340.000	680.000
Round trip residential per additional student in family	320.000	640.000
One-way trip morning residential per student	170.000	340.000
One-way trip afternoon residential per student	170.000	340.000

All fees for a given semester are due in full regardless of how many days during the semester the student/s use the bus service.



### **CANCELLATION OF SERVICES AND WITHDRAWALS:**

In the event of a cancellation of bus service for your child for any reason, parents are required to notify the RVIS receptionist AND the Al Hutaim Office as early as possible.

### **METHOD OF PAYMENT AND INVOICING:**

- Check/Cash payment only accepted. Please make checks payable to: **AL HUTAIM**
- Please ensure that you request a receipt as proof of payment.  
Charges applied; providing that the company submits a letter of approval for payment.
- Employer corporate accounts are asked to provide the Al Hutaim office with a list of students that will be billed directly to their office rather than invoicing parents for the bus fees. In such cases, we will require a company contact person, their address and telephone number for follow up on payments and updated lists.

### **FURTHER INFORMATION:**

Prior to the beginning of service, you will receive specific information about pick up and drop off times, and your child's bus number. All information will be sent directly to your house. If delivery is not provided, we will be contacting you by phone. Please feel free to contact our staff at any time if you require further information.

In the event that you have not received any busing details three days prior to the start of service, please contact our office at 1740 0159 and ask to speak to the Bus Transportation Office. We may be in need of your correct or complete contact information to update our records.

We are pleased to assist should you have any questions, concerns or inquiries.

We wish you and your family a great year.

Respectfully,

**AL HUTAIM TRAVEL AND TOURIST**