

Corporate Discount Program Policies

1. Eligibility Criteria

- **Corporate Partners:** The discount applies to parents who are employees of companies that have an active partnership agreement with the school.
- **Employee Verification:** To qualify for the discount, parents must send an email to the counselor from their official email id or submit **Employee ID** via their **official company email address** to verify their employment status. Only employees of organisations with a signed agreement with the school are eligible.
- **Family Members:** The discount applies to the children as long as the parent is employed by an eligible corporate partner.
- **Eligibility for a Single Discount:** The employee will receive only one discount (whichever higher). For example, if the student has a sibling, they can choose either the sibling discount or the corporate discount, provided the parent is an employee of a company we have a partnership with.

2. Discount Validity

- **Active Corporate Partnership:** The discount is available only for as long as the school has a valid contract with the respective corporate partner. If the corporate partnership is terminated, employees will lose eligibility for the discount.

3. Discount Rate

- **Standard Discount:** The corporate discount will be depending upon the specific partnership agreement.
- **Discount Application:** The discount will be applied to tuition fees, provided the parent has confirmed eligibility as described above.

4. Enrollment Process

- **Registration:** Eligible employees must submit their proof of employment (Employee ID via official email / official email from their work email) to the school's registration team at the time of enrollment.
- **Discount Application:** Once verified, the discount will be applied to the tuition fees or any other applicable services, based on the current partnership terms.
- **Periodic verification:** Employees are required to send an email from their official corporate email ID to the Finance Team each term, confirming their association with the respective corporate. This periodic verification is mandatory to maintain eligibility for concessions.

5. Program Duration and Renewal

- **Ongoing Eligibility:** The discount remains valid as long as the corporate partner maintains an active agreement with the school and the parent continues to meet the employment verification requirements.
- **Contract Termination:** If the school's contract with the corporate partner expires or is terminated, the discount will no longer be applicable. Employees will be notified accordingly.
- **Term Confirmation Requirement:** To continue receiving the discount, the parent must confirm their eligibility every **three terms (or academic terms)** by sending a **confirmation email** from their official company email address to the school's finance team. This ensures the continued validity of their employment and discount status. The email should be sent before the start of each new term to avoid disruption in benefits.

6. Limitations and Restrictions

- **Non-transferable:** The corporate discount is non-transferable and is available only to the eligible parent.
- **Combination with Other Discounts:** Corporate discounts may not be combined with other school offers, scholarships, or financial aid, unless explicitly stated.
- **Exclusions:** The corporate discount may not apply to certain programs or events (e.g., special workshops, international travel, or extracurricular activities), unless agreed upon in the partnership terms.

7. Communication and Verification

- **Communication with Corporate Partners:** The school will maintain communication with the corporate partner to ensure the program is running smoothly and inform them of any changes or updates to the discount program.
- The school reserves the right to verify the documents and eligibility and also reserves the right to reject any application.

8. Termination of discount

- **Loss of Employment:** If a parent's employment status changes (e.g., they leave the company or their employment is no longer eligible), they will no longer be able to access the corporate discount.
- **End of Corporate Partnership:** If the corporate partner's agreement with the school ends, the discount will no longer apply to the employee or their family members from that point forward.
- **Refunds:** If a parent is no longer eligible for the discount due to job status changes, the parent needs to pay the whole amount without discount.

9. Data Protection and Privacy

- **Confidentiality:** All personal information provided for the purpose of verifying employment and eligibility will be handled with the highest level of confidentiality, in compliance with data protection laws and school policies.

10. Further Assistance

For any questions, clarifications, or further assistance regarding the Corporate Discount Program, please contact:

Muntaha Qadri
Business Development Manager
OWIS Riyadh

Email: bdm.owisruh@globalschools.com
Phone: +966 50 079 1669



Member of Global Schools Foundation

+966 50 637 3159 / +966507219782
www.riyadh.owis.org
 Building No. 2517, Al Muruj, Olaya St.,
 St., Riyadh, Saudi Arabia