



Dhahran Ahliyya Schools

POLICY

Section: Personnel

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RESPONSIBILITIES FOR PAYMENT OF GOVERNMENT FEES FOR EMPLOYEES

“with effect from academic year 2013/2014” employed from outside KSA

1. GENERAL
 - 1.1 In the process of making arrangements for new or continuing employees, there are many government and other associated fees that must be covered.
 - 1.2 As a general rule, the employee is responsible for paying any costs that are initiated in their own country of citizenship before they take up employment at Dhahran Ahliyya Schools (DAS). DAS will usually then be responsible for making the necessary arrangements to pay the relevant costs for services and paperwork relating to the residence visa once the employee has arrived in Saudi Arabia.
 - 1.3 However, there are some other circumstances that will require the employee to arrange the necessary paperwork and to pay the costs involved for those services and documents.
2. PAYMENT
 - 2.1 The table at Appendix A lists those expenses that are known at the time of revision of this policy and clarifies who is responsible for payment of each.

APPENDIX A

SCHEDULE OF EXPENSES

STEP	TYPE OF EXPENSE	WHERE PAID	WHO PAYS	WHY PAID	WHEN PAID	COMMENT
1	Saudi Ministry fee for employment visa block numbers	Saudi Arabia	DAS	To provide authorization to employee to proceed with visa application for employment visa	Varies according to vacancies and Ministry rulings	
2	Recruiting Agency fees	Online/ Saudi Arabia	DAS	Part of the recruiting process	As required by each Agency that DAS uses for recruiting purposes	
3	Legalization of official documents and qualifications/Attestation of certificates	In country of employee	Employee	Part of the initial visa process	Employee pays these fees in the process of preparing the application for their visa	
4	Medical examination and tests required for the visa – including all costs for the candidate’s spouse and children	In country of employee	Employee	Part of the initial visa process	As required by the medical authorities	NB – The medical report is only valid for a specified period, so the employee must ensure that the report is signed no earlier than the suggested date to avoid expiry of the report for the visa. The employee should also check the Saudi Consulates’ websites to learn of any changes in requirements before scheduling any tests.
5	Visa Agent fees	In country of employee	Employee	Part of the initial visa process	At the time of making the visa application or as requested by agent	In most cases, an agent is mandatory for the initial visa process.
6	Visa Application	In country of employee	Employee	Part of the initial visa process	As soon as the certificates have been attested and	NB – the visa will be valid for 90 days when it is stamped in the employee’s passport. Therefore,

STEP	TYPE OF EXPENSE	WHERE PAID	WHO PAYS	WHY PAID	WHEN PAID	COMMENT
					application form is ready	the employee must ensure that they arrive in Saudi Arabia within that 90-day period.
7	¹ Saudi Embassy fees/Enjaz payments for the visa	In country of employee	Employee	Part of the initial visa process	As soon as they are requested by the Saudi Consulate as part of the visa process	NB - May need to combine with step 6 but in some cases, an initial payment is made BEFORE details are registered on Enjaz process
8	Airplane tickets		DAS	Part of employee contract	<ul style="list-style-type: none"> • First entry to Saudi Arabia • Annual repatriation • Final exit from Saudi Arabia after completion of FULL contract 	DAS will pay economy tickets for the employee at each of the times indicated. DAS will also pay the cost of tickets for spouse and a maximum of 2 children if it has approved that they will accompany the teacher(s).
9	Luggage Allowance		DAS	Assist employee with their move to Saudi Arabia	<ul style="list-style-type: none"> • First entry to Saudi Arabia • Final exit from Saudi Arabia after completion of FULL contract 	DAS will pay the costs incurred by employee for a maximum of 3 cases of checked baggage (maximum weight of 23kg for each bag) for the employee. In the case of a teaching couple, each employee will have this allowance. In the case of a family, DAS will pay this allowance for the employee and spouse, and a maximum of 2 children.

STEP	TYPE OF EXPENSE	WHERE PAID	WHO PAYS	WHY PAID	WHEN PAID	COMMENT
						DAS does NOT pay any (excess) luggage allowance costs on annual repatriation flights.
10	Start-up costs (Stipend)	Saudi Arabia	DAS	to help cover any initial costs incurred prior to/upon arrival to Saudi Arabia	Initial arrival at DAS.	DAS will give a stipend of SAR 2000 to each employee as a one-time separate payment
11	Iqama fees	Saudi Arabia	DAS	Required by the Saudi government	As soon as possible after arrival to Saudi Arabia	DAS will pay for the cost of the iqama for the employee. In the case of a family present, DAS will also pay the costs for the spouse and a maximum of 2 children
12	Medical re-examination and tests required for the Iqama	Saudi Arabia	DAS	Required by the Saudi government	As soon as possible upon start of employment	DAS will pay for the cost of the "in-country" medical exam for the employee's iqama. In the case of a family present, DAS will also pay the costs for the spouse and a maximum of 2 children
13	Exit and re-entry visa	Saudi Arabia	DAS	Part of employee contract – to be able to leave Saudi Arabia and return	In most cases, one time per year for the summer vacation	The school pays the fees when it needs the employee to have additional ones or multiples. If the employee wishes to have additional exit-re-entry visas, DAS will obtain them but the employee must pay the government fee.
14	Exit and re-entry visa/Multi visa for spouse/dependents	Saudi Arabia	Employee – if they are on the employee's	To be able to leave Saudi Arabia and return	As required	Visas MUST be checked by the employee to make sure that dates have not expired before a vacation or trip out of Saudi

STEP	TYPE OF EXPENSE	WHERE PAID	WHO PAYS	WHY PAID	WHEN PAID	COMMENT
			sponsorship			Arabia. All visas must be requested in line with specified processing requirements and time limits.
15	Visit visas for other family members	Saudi Arabia	Employee	To enable family members to visit employee in Saudi Arabia	As required	The law requires the employee to apply and follow up on line. The Business Office will help where possible.
16	Obtaining a passport for a new baby or registering him on the passport of one of his parents	Anywhere	Employee			DAS will assist with the process when possible inside Saudi Arabia.
17	Registrations of a new baby on the employee's Iqama if already has a passport or has been added to one of the parents' passports	Anywhere	<ul style="list-style-type: none"> • Baby born in Saudi Arabia - DAS • Baby born elsewhere The employee 	To ensure that all the family is correctly registered for residency, and visas can be obtained for the new child	As soon as required	The charge is currently SR2000.

Deputy President

Deputy President

Fawzi Jammal

Sarah Alturki

Date _____

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