



# Enrolment

## *Information and application form*

### Hanoi International School



### **Academic Year 2010/2011**

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# HANOI INTERNATIONAL SCHOOL

## ACADEMIC YEAR 2010-2011

### Admissions Policy

The Hanoi International School is a Reception through to the last year of High School, English medium, co-educational international school offering a quality education through international curricula to the expatriate community in Hanoi.

Students are admitted any time during the academic year. The school year runs from mid August until mid June with vacations in the Winter and in the Summer. The academic year is divided into two semesters with two quarters each. Generally, students are placed in grades according to their age and their previous academic history. Consideration is, however, given to English language ability and physical and emotional development when grade placement decisions are made. Provision is made for students who require Extra Learning Support (ELS) which includes, but not limited to, students who do not speak English as a first language.

### Admissions Procedure

Applications for admission to Hanoi International School are accepted at any time. The normal application procedure is as follows:

1. The Admissions Officer meets with the parents, explains the application procedure and provides general information about the school.
2. The parents return the completed application forms to the Admissions Officer with: the completed medical form, a photocopy of the identification page of both the student's and parent's passport and visa, two passport-sized photographs and a copy of the student's most recent school report. Applications go to the Principal, then to the Vice Principal, Elementary or Vice Principal, Secondary for review. A payment of the Application Deposit (1,000 USD) must be paid immediately after receiving confirmation of a place at Hanoi International School.

The Application Deposit will be:

- refunded 50% if there is an appropriate grade placement for the student at HIS but the parents do not accept it and move the child(ren) out.
  - considered as the payment for one child's Registration Fee if there is an appropriate grade placement at HIS and the parents accept it. It will be transferred to the Registration Fee on the first day the child(ren) attend the school.
3. Non-native English child(ren), after application form submission, will have an English assessment for enrolment.
  4. An official acceptance letter of enrolment, signed by the Principal, is to be given to the parents. A copy is to be sent to the Business Office for invoice of tuition and other fees to be prepared. A copy is kept in student's file in the Main Office. The tuition and other fees are due 15 days from the date of enrolment.
  5. **This application is only valid for the current academic year. If parents wish their child to be considered for entry into a subsequent year, a new application form must be submitted.**

### School Calendar and Hours

The 2010-2011 school academic year runs from 16 August 2010 to 10 June 2011, and is divided into four quarters. (Please see the school calendar of 2010-2011 academic year at the end of this document). The school day runs as follows:

Grades Reception to Grade Five: 8.00 am to 2.00 pm (After School Programme: 2.00 – 3.00)  
Grades Six to IB2 (Grade 12): 7.50 am to 3.00 pm (After School Programme: 3.00 – 4.00)

**ACADEMIC YEAR 2010-2011**

**1. Registration Fee**

The Registration Fee is 1000 USD. This fee is payable per student and is paid immediately after confirmation of enrolment is received. This payment reserves the student's place within the school. The Registration Fee is a once-only, non-refundable, non-transferable payment for each period of continuous study at HIS and is due upon the acceptance of the student. Students who re-enroll at HIS, having been at another educational facility for a period of time, will be liable again for this fee.

All other fees are due within 15 days of a student joining the school during the school year or before a student attends classes if enrolment is for a new school year.

**2. Annual Tuition Fees**

Tuition Fees also include the cost of the Yearbook, swimming charges, field trip entrance costs in Hanoi and the most of the costs associated with participation in the After School Activities program.

<b>Grade Level</b>	<b>Full Year Enrolment Fee (USD)*</b>
Reception	13,000
Grade 1	14,000
Grades 2/ 3/ 4/ 5	14,500
Grades 6/ 7/ 8	15,000
Grades 9/10 or IGCSE 1 and 2	16,000
Grades 11/ 12 or IB 1 and 2	17,500

\* This Fee includes the previous Development Fund Fee.

Parents may elect to pay tuition fees annually, quarterly or by semester. The method of payment must be approved in advance by the School Principal.

**Fees paid per semester will attract a 3.0% Administration Fee. Fees paid Quarterly will be charged 4%. A late payment finance charge** shall be applied. For more details, please refer to the **School Fee Payment Policy** – See item **9** on page **5** in this application form.

**ACADEMIC FEES 2010 – 2011 - USD**

GRADE	FULL PAYMENT	SEMESTER PAYMENT (+3%)		PAYMENT MADE QUARTERLY (+4%)			
	Academic Fees	Semester 1 50%	Semester 2 50%	Quarter 1 25%	Quarter 2 25%	Quarter 3 25%	Quarter 4 25%
	Due by 16 Aug. 2010	Due by 16 Aug. 2010	Due by 10 Jan. 2011	Due by 16 Aug. 2010	Due by 18 Oct. 2010	Due by 10 Jan. 2011	Due by 21 Mar. 2011
Reception	13,000	6,695	6,695	3,380	3,380	3,380	3,380
Grade 1	14,000	7,210	7,210	3,640	3,640	3,640	3,640
Grade 2/3/4/5	14,500	7,467.50	7,467.50	3,770	3,770	3,770	3,770
Grade 6/7/8	15,000	7,725	7,725	3,900	3,900	3,900	3,900
Grade 9/10 *	16,000	8,240	8,240	4,160	4,160	4,160	4,160
Grade 11/12*	17,500	9,012.50	9,012.50	4,550	4,550	4,550	4,550

*Please Note:*

\* IG1/2 = Years one and two of the IGCSE Programme

\* IB1/2 = Years one and two of the International Baccalaureate Diploma Programme

The previous Development Fund Fee has been absorbed into the one tuition fee.

### 3. Refundable Book/Security Deposit

For students joining HIS, a refundable fee of 300 USD per family is payable at the time of first payment of Tuition Fees for the 2010-2011 school year. It will be refunded upon completion of all procedures\* associated with the withdrawal from school of the last student from the family (\*e.g. return of all course and library books/ equipment, payment of all outstanding fees).

### 4. Cambridge University External Examination Courses

Students wishing to take subjects in the International General Certificate in Secondary Education (IGCSE) will, upon registration for these courses, be charged a non-refundable, non-transferable fee of 100 USD per subject to cover examination and administration charges.

### 5. International Baccalaureate Diploma Program (IBDP)

Students registering for International Baccalaureate Certificates will be charged a fee of 250 USD per subject to cover the registration, administration and examination charges. The fee will be charged upon the registration with the IBO by the IB Coordinator in March (at the latest).

### 6. Extra Learning Support Fee (ELS)

Extra Learning Support covers, but is not limited to, EAL or English as an Alternative Language, SEN or Special Educational Needs (both assistance for a specific learning difficulty or, if the case arises, specialist extension work, outside of the normal practice of the class teacher, for Gifted and Talented students, additional languages taught outside of the core curriculum. The school accepts students into one of its ELS programs upon payment of the ELS fee of 600 USD per Quarter, 1,200 USD per semester and 2,400 USD per year. This fee payable by any student included in any one of the ELS programmes on a regular weekly basis for the quarter regardless of the number of lessons but in practice it is expected there would be a minimum of 4 (four) lessons per week. Refunds will be provided only for full Quarters of non-participation. The decision as to inclusion in an ELS program will be made by the Vice-Principal in collaboration with specialist teachers and the parents.

## 7. School Bus Fee

The School provides minibus transport to and from home for its students. The School uses 15 seat vehicles rather than large buses to minimize the number of stops, and the time that students spend traveling. The fee for this service is \$250 USD per quarter, \$500 USD per semester and \$1,000 USD per full year. This fee may be paid by quarter or per semester or a full year in advance. Refunds will only be made for unused full quarters. Acceptance is based upon available space on the bus and suitable routing. Students who use one way bus service will pay half of the fee.

## Additional Programs

- a) **Sports:** Students are required to wear the official Sports Uniform for Phys. Ed. and Sports lessons. This can be purchased at the School Service Shop. Admission charges to rented sports facilities, e.g., swimming pools, soccer pitches, tennis courts are **included in the Tuition Fee**.
- b) **Club Fees:** Students participating in the after school activities program are not charged a fee to cover the cost of professional coaches, materials and supplies required. **This is included in the tuition Fee.**
- c) **School Trips:** Overnight or extended trips away from the School to attend scholastic, cultural and athletic/sporting events occur periodically. Students participating are charged for transportation, accommodation and meals. Costs for teachers are built into student costs.
- d) **Lunch:** Students have the option to bring their own lunch or to purchase lunch/morning snacks from the School Cafeteria.
- e) **Special Educational Needs Day Care Costs:** Where students require specially hired staff to support students with special educational needs throughout the day, the staff are hired and paid for by parents.
- f) **Instrumental music lessons:** Where a student takes instrumental music lessons tutored by a person organised by, but from outside the school, the fee will be paid by the parent. The fee of 10 USD per lesson is paid in VND at the fixed exchange rate of 19,000 VND to the USD. at the Main School Office. For more information about instrumental music lessons on offer, please contact the Main Office.

## 9. School Fee Payment Policy

- The Registration Fee is due upon acceptance of the student by the school Principal.
- The Annual Tuition Fee is due on the first day of the school year or before the student attends classes if enrollment is during the school year. The fee can be either paid quarterly (4 times a year) or by semester (2 times a year). **The due dates are noted in academic fee list (page 4).** Payment by quarter or semester will be charged an additional administration fee 4% or 3% respectively of annual tuition fee.
- Other fees (such as school bus, IB & IGCSE) are due when the student uses the service and/or registers for the classes/program, and upon receipt of an invoice for the fee(s).
- The ELS fee is due at the beginning of the quarter which the student shall attend and upon receipt of an invoice for the fee.

**School fee payment can only be made through the school bank, detail as follows:**

<i>Bank name and address:</i>	<b>Citibank, 17 Ngo Quyen St., Hoan Kiem District, Hanoi Vietnam (Swift code: Citivnvx)</b>
<i>Account Name:</i>	<b>Hanoi International School</b>
<i>Account Number:</i>	<b>0 - 200061 – 039 (VND) 0 - 200061 – 004 (USD)</b>

### **Cash payments can NOT be accepted at the school office**

All bank charges are the responsibility of the parent. If payment is made in VND, the applicable exchange rate is the Vietcombank selling rate applicable for the wire transfer on the transferring date. Any difference arising because of a change in the exchange rate since the issuance of the invoice is the responsibility of the parent.

- Any outstanding fee, which exceeds **15 - 30 days** from the deadline, will be charged additionally at the rate of **5% of the Late Payment figure as a late payment penalty**, and exceeding **30 days** from the deadline, will be charged additionally **10% of the Late Payment figure as a late payment penalty**. **After 30 days, overdue school fees** will result in a pause in the student's programme at HIS until the overdue amount is paid.

### **Refund Policy**

A written notice of withdrawal must be received by the Principal at least thirty days prior to the date of withdrawal. Should any student who has paid fees for the year withdraw before the end of the academic year, refunds will be given upon written request to the Principal. **There will be no refund for a quarter already begun.** Please be aware that it can take up to 15 days to receive the refund.

Please note that Tuition and Allied Fees are subject to change at the Discretion of the Board of Management of the Company. For further details please contact the Principal at the School.

Effective from April, 2010

(Approved and signed)

Mr. Terry Hamilton, Principal.



**SECTION II:****PREVIOUS EDUCATION**

1. School attended (most recent school first):

#	Name of School	City/ Country	From - To (Month & Year)	Class/ Grade	Report available
1.					
2.					
3.					
4.					
5.					
6.					

**\*N.B.: Copies of the most recent school reports/records must be provided**

2. Please list your children's strengths: \_\_\_\_\_

3. List areas of concern / weakness: \_\_\_\_\_

4. Has your child ever been retained or moved up a grade?  
\_\_\_\_\_5. Has your child ever received any specific learning support: Yes  No  (If yes, please give details)

Speech & Language  Reading & Writing  Mathematics  Social Skills   
 Fine or gross motor skills e.g. handwriting or physical education

Others: (In details): \_\_\_\_\_

6. Are you aware of any specific learning support that your child will need? Yes  No **SECTION III: LANGUAGE PROFILE**

1. Child's first language: \_\_\_\_\_ Other language(s) spoken: \_\_\_\_\_

2. Language(s) of instruction in previous school: \_\_\_\_\_

3. Mother's first language: \_\_\_\_\_ Other language(s) spoken: \_\_\_\_\_

4. Father's first language: \_\_\_\_\_ Other language(s) spoken: \_\_\_\_\_

5. English spoken at home? Yes  No  Often  Sometimes  Rarely 

6. What other languages are spoken at home? \_\_\_\_\_

7. Does the child have any private tutoring in English? \_\_\_\_\_

8. Has he / she had any English Proficiency test before? \_\_\_\_\_

Yes No (If yes, please give details)

**OTHER INFORMATION**

**SECTION IV: OTHER INFORMATION**

1 What special holidays/days do you celebrate as a family (please give names and dates)

2 Would father/mother like to work as a parent volunteer at school?

Yes No

3 Do you have any special skills/talents which you would like to share with the students?

4 Other important information:

5 Who do we contact first in case of an emergency?

Father/Mother/ Baby sitter:

\_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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*Please return with two photographs of the child, a copy of the child's passport and one of the parents' passport, to:*

**The Principal  
Hanoi International School  
48 Lieu Giai Street, Ba dinh District  
Hanoi, Vietnam**

# HANOI INTERNATIONAL SCHOOL

## TRANSPORT REQUEST FORM 2010-2011



*If you would like your child(ren) to take the school bus for this school year 2010/2011, please fill in the form below and return it to the school as soon as possible.*

Family name:

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Name(s) of child(ren):

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Complete home address (i.e. including home number and street name):

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Tel number: \_\_\_\_\_ (Home)

\_\_\_\_\_ (Mobile) \_\_\_\_\_ (work)

My child(ren) will take the school bus starting from date:

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**Parent's/Guardian's name**

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**Signature**

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**Date**

**HANOI INTERNATIONAL SCHOOL  
STUDENT HEALTH RECORD 2010-2011**



Name \_\_\_\_\_ Grade \_\_\_\_\_  
Last First Middle

**Immunizations:** *(Please, list the month and year of the last immunization):*

Polio		Rubella	
Smallpox		Hepatitis B	
DPT (Diphtheria, Pertussis, Tetanus)		Chicken pox	
Measle		Typhoid	
Mumps			

Other *(please specify)*: \_\_\_\_\_

**Operation:** *(Please, list approximate date of surgery)*

- Appendectomy
- Hernia

Other *(please specify)*: \_\_\_\_\_

**Previous illnesses:** *(Please, place the date next to the illness that is pertinent to your child, a "?" if you are not sure, and leave it blank if it does not apply.)*

Migraine		Pneumonia	
Mumps		Problems with Joints	
Ear Infections		Rheumatic Fever	
Diabetes		Emotional Problems	
Skin Problems		Heart Disorders	
Epilepsy		Dizzy spells	
Frequent Headaches		Sinus Trouble	
Asthma		Heart condition	
Frequent Nosebleeds		Hyperactivity	
Eczema		Travel Sickness	
Intestinal Disorders		Chickenpox	

Others (*please specify*): \_\_\_\_\_

Does your child have any continuing problem resulting from any of the above illnesses? If so, please explain:

**General information:**

1. List the last date on which the following occurred:

Physical Exam \_\_\_\_\_ Eye Exam \_\_\_\_\_

Dental Exam \_\_\_\_\_ T.B. Test \_\_\_\_\_

2. Does the student wear glasses or contact lenses: \_\_\_\_\_

If known, please list the prescription \_\_\_\_\_

3. Does the student have any allergies? (i.e. penicillin) If so, please list (incl. any plants, animals, food,

cold or humidity weather...) \_\_\_\_\_

4. Does the student have impaired hearing in any way? \_\_\_\_\_

5. Is the student currently on medication? \_\_\_\_\_ If so, please state the name, the dose and time(s)

the medication(s) needs to be taken and any precautions \_\_\_\_\_

6. Does the school have permission to give your child

Paracetamol (or Panadol, Tylenol) Antacid, Anti-Histamin if he or she should request it?

7. In case an emergency should arise with your child, are there any medical treatments which are

prohibited on medical, religious or national grounds (i.e. blood transfusions)? \_\_\_\_\_

If so, please specify: \_\_\_\_\_

**7. ACCIDENT AND MEDICAL INSURANCE DETAILS.**

Insurance Company: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

**Please note** that all students are covered by a School Personal Accident Insurance Policy however this is a local basic policy. All students should be covered by a policy taken out by the parents. In the case of students attending school camps and trip that are more than 24 hours in duration, proof that the student is covered by a full accident and medical policy must be with the school or the student cannot attend such a trip.

\_\_\_\_\_  
**Parent's/Guardian's name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Relationship to student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**Internet and Email Access**

Hanoi International School values the benefits of responsible internet use for educational purposes.

I consent to allow my child to be allowed supervised internet and email access while at Hanoi International School.

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

**Promotions and Publicity**

On various occasions, Hanoi International School would like to use images taken at school for publicity

and promotion purposes. For example: school website, brochures, newspapers, newsletters, etc.

I give permission for photographs of my child to be used for publicity and promotion purposes.

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

**Parent Email Database**

To ensure open communication between school and home we would like to develop a database of

family email addresses. This will save paper and photocopy costs and hopefully improve our methods

of distributing information.

Please provide your email address for school contact purposes.

Personal email: \_\_\_\_\_

Work email: \_\_\_\_\_

Please tick your preferred email address for school contact.

Medical Release Form

Parent/Legal Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #s: Home \_\_\_\_\_

Work \_\_\_\_\_

Mobile \_\_\_\_\_

Other \_\_\_\_\_

Children's Names	List all known medical conditions including food allergies and/or drug allergies. Also, include any and all medications taken regularly.

Emergency Contact Information

Contact #1

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Phone #s: \_\_\_\_\_

Contact #2

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Phone #s: \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Statement of Consent:

*In the event of an emergency or non-emergency situation requiring medical treatment, I, \_\_\_\_\_, hereby grant permission for any and all medical attention to be administered to my child/children, in the event of an accidental injury or illness, until such time as I can be contacted. This permission includes, but is not limited to, the administration of first aid, simple medications, and/or the use of an ambulance under the recommendation of qualified medical personnel.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_