



AUSTRALIAN INTERNATIONAL SCHOOL

*Leading to a Bright Future*



# ENROLMENT APPLICATION FORM

Member of **inspired**



 Cambridge Assessment  
International Education

 CIS WE ARE AN  
ACCREDITED  
SCHOOL



## ENROLMENT CONDITIONS

### CURRICULUM

The Australian International School is an International Baccalaureate (IB) School and is the first school in Vietnam to offer an international education from Kindergarten to Senior School with the IB Primary Years Programme (PYP), Cambridge Secondary Programme (including IGCSE) and IB Diploma Programme (DP).

Progression through the School from one year level to the next is usually automatic. The progress of each child is assessed on a continuous basis and a placement for the following year will depend on whether the School is able to continue to meet the particular needs of the child. In exceptional circumstances the School may be unable to do this in which case it reserves the right not to offer a place in the next year level.

School camps, excursions, field trips, sports events and other curriculum activities are an integral part of the curriculum. These and other events organised by the School contribute to a student's overall assessment. All students are expected to attend and participate fully in such activities.

### ATTENDANCE AND STUDENT BEHAVIOUR

In order to achieve the high academic standards expected of students at AIS, students must attend school regularly. Absences will generally not be excused other than for serious health or compassionate reasons. If there is a reason why a student needs to be absent from school for any period of time, then a parent must send a written notice or request to the Executive Principal. Students in Senior School will require a medical certificate for sickness when their absence might affect their assessment.

Parents should notify the School in writing if they both expect to be absent from home for more than a day and they should provide emergency contact details.

Parents need to support the School in ensuring that students act in accordance with the the rules of the School and the directives of its staff.

Students are required to be neatly dressed and groomed, wearing the uniform as specified by the School.

### PROPERTY AND LIABILITY

In the event that a student damages or loses any item belonging to the School, their parent/guardian must fully reimburse the School for the full cost of repair or replacement. This includes textbooks, library books, ICT equipment, etc.

Students should not bring items of significant monetary or personal value to the School.

The School is not liable for any loss of or damage to property, or injury to or death of any person, arising out of any act or thing done or not done by the School or by any of its staff or service providers.

### STUDENT & PARENT HANDBOOK

Important school information and rules are set out in the Student & Parent Handbook. This includes rules relating to technology and internet use at the School. Students and parents are expected to read the Handbook and to comply with the rules therein at all times.

### SUSPENSION AND EXPULSION

The School reserves the right to suspend or expel any student from the School if the School considers such action to be necessary or desirable for any reason, including late payment of fees. In such case, fees and other monies paid to the School will not be refundable.

### WITHDRAWAL

In the event that a parent/guardian wishes to withdraw a student, written notice must be provided on the standard Withdrawal Form, signed by the parents/guardians and returned to Reception at least 8 school weeks before the withdrawal date (ie the last date on which the student actually attends school).

Failure to provide the required notice will result in forfeiture of the full amount of any Bond, Security Deposit or 8 weeks tuition fee held by the School.

Application fee, Acceptance fee, transportation fee and the student support service (SSS) fee are non-refundable.

### APPLICATION AND ACCEPTANCE FEE

Enrolment Application Forms are processed by the relevant campus. Please identify siblings at different campuses clearly on the Enrolment Application Form.

If a family already has one or more siblings studying at the School, priority will be given to a new sibling, but a place is not guaranteed.

A place will only be offered for a child when all of the required documents are submitted to the Enrolment Department and the Application Fee has been paid.

The final decision on all applications is made by the Executive Principal.

Each offer of a school place must be accepted within one week after which it is automatically withdrawn and may be offered to another family. To formally accept an offer the parent should:

- Write a formal acceptance email or letter to the Enrolment Department.
- Pay the non-refundable Acceptance Fee within 7 days from the date on which the offer of a School place is accepted. Payment of the Acceptance Fee guarantees a place for the student at the School.

Each offer of a school place will include a date for the child to start school. Places cannot be held beyond this date without the payment of the relevant tuition fees.

A re-application for a school place more than 12 months after a child has withdrawn from the School is treated as a new application including the payment of appropriate fees.



# ENROLMENT APPLICATION FORM

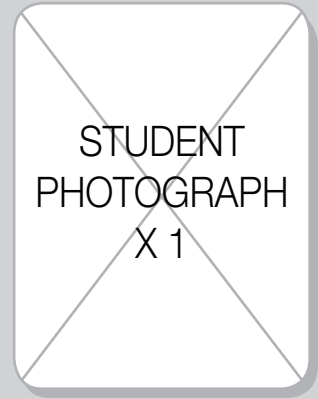
**OFFICE USE ONLY** ▼

Received by:  Signature:  Date Received:   
*day / month / year*

**STUDENT INFORMATION** ▼

Year Level:   
Campus: Xi Campus  Thao Dien Campus  Thu Thiem Campus   
Siblings Campus:

EXPECTED DATE OF COMMENCEMENT  
.....  
*day / month / year*



## STUDENT INFORMATION

Family Name:  Given Name:  Preferred Name:   
Date of Birth:  Boy  Girl  Language Spoken at Home:   
*day / month / year* Passport No:  Nationality:   
If English is not the first language, please indicate length of time your child has studied English: At school:  At home:   
Student's Email:  Student's Mobile:

## PARENT INFORMATION

	Father / Legal Guardian		Mother / Legal Guardian
Full Name:	<input type="text"/>	Full Name:	<input type="text"/>
Nationality:	<input type="text"/>	Nationality:	<input type="text"/>
Occupation / Profession:	<input type="text"/>	Occupation / Profession:	<input type="text"/>
Company:	<input type="text"/>	Company:	<input type="text"/>
Company Address:	<input type="text"/>	Company Address:	<input type="text"/>
Business Phone:	<input type="text"/>	Business Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>	Mobile Phone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Skype Address:	<input type="text"/>	Skype Address:	<input type="text"/>
Vietnam Residential Address:	<input type="text"/>	Vietnam Residential Address:	<input type="text"/>
Home Phone:	<input type="text"/>	Home Phone:	<input type="text"/>

## HOME COUNTRY CONTACT DETAILS (Expatriate parents only)

Home Address:   
 Home Phone:

## ALTERNATE EMERGENCY CONTACT (person(s) in HCMC known to the student other than his/her parents)

Full Name:  Relationship to Student:   
① Home Phone:  Mobile Phone:   
Email:

Full Name:  Relationship to Student:   
② Home Phone:  Mobile Phone:   
Email:

## PAYMENT INFORMATION

Payment of Tuition Fees: Annual:  Three Instalments:  EAL required:  Payment by: Parents:  Company:   
Company Name:  Company's tax code No.   
Company Address:   
Debit Note to be mailed to: Parents:  Company:  VAT Invoice/Receipt to be mailed to: Parents:  Company:   
Do you require bus pick-up? Yes:  No:  If yes: Parents pay:  Company pay:

## EDUCATION HISTORY

Please fill in details of the last two Schools attended

School Name:	Location:	Date and Year Enrolled:	Date and Year Withdrawn:
① <input type="text"/>			
② <input type="text"/>			

Previous school's telephone:  Previous school's email:

Has the student ever repeated a grade, skipped a grade, or been in an accelerated grade? Yes  No

If yes, please describe the circumstance(s).

Has the student ever been suspended or dismissed for academic, disciplinary or other reason? Yes  No

If yes, please describe the circumstance(s).

Does the student play a musical instrument? Yes  No  If so which ones?

Does the student play a sport? Yes  No  If so which ones?

Does the student have any special abilities or talents? Yes  No

If yes, please specify:

## PREFERRED MEDICAL CLINIC

Name of clinic:   
Address:   
Telephone:   
Doctor's name:

## SPECIAL EDUCATION NEEDS

Has your child been assessed, identified, supported or diagnosed by a doctor, specialist or educational psychologist for any of the following?  
If yes, please provide a copy of any reports.

Please describe (and attach assessment or report) ▼

Gifted and talented	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Learning support	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Behavioural or emotional problems	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Impairment (eg hearing, vision, motor skills, cognitive development, brain development, etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Communication and socialisation issues	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Other	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>

## MEDICAL RECORD INFORMATION

Has your child ever had an **injury** or **surgery**? Yes  No

\* If yes, please give details

Does your child have a history of any **medical conditions**? Yes  No

\* If yes, please give details

(Example: Diabetes, Epilepsy, Anaphylaxis, etc.)

### Detailed Medical History

1. Is your child currently under a doctor's care for any reason? Yes  No
2. Is your child taking any kind of medication? Yes  No
3. Has your child taken medication for emotional/behavioral problems such as ritalin for ADD/ADHD, Prozac for depression, Xanax for anxiety, etc? Yes  No
4. Is your child allergic to any food or medication? Yes  No
5. Does your child have any problem that limits his/her participation in athletics? Yes  No
6. Does your child have a hearing problem or wear a hearing aid? Yes  No
7. Does your child have trouble seeing or does he/she wear glasses or contacts? Yes  No

\* If yes, please give details

## HOMESTAY

Do you require Homestay? Yes  No  Will you be staying in HCMC during term breaks? Yes  No

Is there any food that you cannot eat? If yes please specify:

## GENERAL INFORMATION

How did you learn about the Australian International School?

Why have you chosen AIS for your child's education?

Please add any comments that will assist us to better understand your child as he/she begins at AIS.

## FEES

All fees are payable in accordance with the Fees Schedule. This includes the Application Fee or Registration Fee, Acceptance Fee, Tuition Fees and any EAL (English as an Additional Language) Fee.

## ENTRANCE REQUIREMENTS

Students entering Year 1 to Year 13 are required to sit an Entrance Test. The Executive Principal or Primary Principal will review the Enrolment Application Form with the Entrance Test results to determine whether the student meets the standards required by AIS. Applicants are normally interviewed before a place is offered although this requirement may be waived at the discretion of the School.

Placement of a student in a specific year level is determined by the Executive Principal or Primary Principal based on the student's date of birth and the School's assessment of the student's academic level, maturity and English language ability at the time of application. The final decision on all applications is made by the Executive Principal.

Non-native English speakers are required to be tested for their English proficiency. The School will provide a suitable course for students who may initially need support with their English or who have minor specific learning difficulties at an additional fee. Senior students will require an IELTS score of 5.5 or equivalent across all areas to enrol into Years 12 or 13.

## CHECKLIST

- |   |  |
|---|--|
| <input type="checkbox"/> Application Fee paid in accordance with the Fees Schedule                                | <input type="checkbox"/> Special Education Needs assessment or report (if applicable)  |
| <input type="checkbox"/> Copy of school reports for preceding 2 years (translated into English, where applicable) | <input type="checkbox"/> Copy of certificate of achievement in academic, sporting, cultural or community programme (if applicable) |
| <input type="checkbox"/> Copy of student's Birth Certificate or Passport  | <input type="checkbox"/> IELTS or equivalent English proficiency test results (Years 12 and 13)                                    |

## PARENT DECLARATION

I/We declare that the information provided in this Enrolment Application Form (including the medical and health details) are true and correct.

I/We will inform the School in a timely manner of any change in the information provided in this Enrolment Application Form.

I/We agree to comply with the Fees Schedule and to comply, and ensure our child (children) comply, with the Enrolment Conditions.

I/we agree to update the School regarding any changes in my/our contact information. I/we will take responsibilities for the consequences of not updating the School.

I/We agree that the School may contact the student's current/previous school in order to obtain or verify information relating directly to this application.

I/We give permission for our child (children) to travel between the School's campuses for school related activities.

I/We agree that any images taken of the students throughout the period of enrolment may be used by the School for promotional purposes.

I/We agree to the use (including disclosure) of the above information by the staff of the School for any purpose related to the education or well being of the student concerned.

In the event that there is an accident or my child requires emergency medical treatment, and neither I/we nor my/our emergency contact can be notified, I/we authorise the School to initiate such emergency medical procedures as it deems necessary in the best interest of my son/daughter.

I/We agree to inform the School of any absence of the child from school.

Signature of Parent / Guardian

Name of Parent / Guardian

day / month / year

Signature of Parent / Guardian

Name of Parent / Guardian

day / month / year

### Thu Thiem Campus

(Kindergarten – Year 13)  
264 Mai Chi Tho (East-West Highway)  
An Phu Ward | District 2 | HCMC  
t: +84 28 3742 4040

### Thao Dien Campus

(Kindergarten – Year 6)  
APSC Compound | 36 Thao Dien Road  
Thao Dien Ward | District 2 | HCMC  
t: +84 28 3744 6960

### Xi Campus

(Kindergarten)  
190 Nguyen Van Huong Street  
Thao Dien Ward | District 2 | HCMC  
t: +84 28 3519 2727