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

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Level</td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td>Xi Campus, Thao Dien Campus, Thu Thiem Campus</td>
</tr>
<tr>
<td>Siblings Campus</td>
<td></td>
</tr>
<tr>
<td>Expected Date of Commencement</td>
<td></td>
</tr>
</tbody>
</table>

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td></td>
</tr>
<tr>
<td>Given Name</td>
<td></td>
</tr>
<tr>
<td>Preferred Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Language Spoken at Home</td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>If English is not the first language, please indicate length of time your child has studied English:</td>
<td></td>
</tr>
<tr>
<td>At school</td>
<td></td>
</tr>
<tr>
<td>At home</td>
<td></td>
</tr>
<tr>
<td>Student’s Email</td>
<td></td>
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<tr>
<td>Student’s Mobile</td>
<td></td>
</tr>
</tbody>
</table>

PARENT INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Father / Legal Guardian</td>
<td></td>
</tr>
<tr>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>Occupation / Profession</td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Company Address</td>
<td></td>
</tr>
<tr>
<td>Business Phone</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Skype Address</td>
<td></td>
</tr>
<tr>
<td>Vietnam Residential Address</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Mother / Legal Guardian</td>
<td></td>
</tr>
<tr>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
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<tr>
<td>Occupation / Profession</td>
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<td>Company</td>
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<td>Vietnam Residential Address</td>
<td></td>
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<tr>
<td>Home Phone</td>
<td></td>
</tr>
</tbody>
</table>

HOME COUNTRY CONTACT DETAILS (Expatriate parents only)

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
</tbody>
</table>
### ALTERNATE EMERGENCY CONTACT
(person(s) in HCMC known to the student other than his/her parents)

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Relationship to Student</th>
<th>Mobile Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Home Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Full Name</td>
<td>Relationship to Student</td>
<td>Mobile Phone</td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PAYMENT INFORMATION

- Payment of Tuition Fees:
  - Annual: [ ]
  - Three Instalments: [ ]
  - EAL required: [ ]

- Payment by:
  - Parents: [ ]
  - Company: [ ]

- Company Name: [ ]
- Company Address: [ ]
- Company’s tax code No: [ ]

- 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: [ ]

### EDUCATION HISTORY

Please fill in details of the last two schools attended.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Location</th>
<th>Date and Year Enrolled</th>
<th>Date and Year Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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.

- [ ] Gifted and talented
- [ ] Learning support
- [ ] Behavioural or emotional problems
- [ ] Impairment (e.g., hearing, vision, motor skills, cognitive development, brain development, etc.)
- [ ] Communication and socialisation issues
- [ ] Other

Please describe (and attach assessment or report)

---

### MEDICAL RECORD INFORMATION

Has your child ever had an injury or surgery?  
* If yes, please give details

---

Does your child have a history of any medical conditions?  
* If yes, please give details

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

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**Detailed Medical History**

1. Is your child currently under a doctor’s care for any reason?  
2. Is your child taking any kind of medication?  
3. Has your child taken medication for emotional/behavioral problems such as ritalin for ADD/ADHD, Prozac for depression, Xanax for anxiety, etc.?  
4. Is your child allergic to any food or medication?  
5. Does your child have any problem that limits his/her participation in athletics?  
6. Does your child have a hearing problem or wear a hearing aid?  
7. Does your child have trouble seeing or does he/she wear glasses or contacts?  

* If yes, please give details

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### HOMESTAY

Do you require Homestay?  
* If yes, please specify:

---

Will you be staying in HCMC during term breaks?  
* If yes, please give details
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

☐ Application Fee paid in accordance with the Fees Schedule
☐ Copy of student’s Birth Certificate or Passport
☐ Copy of school reports for preceding 2 years (translated into English, where applicable)

☐ Special Education Needs assessment or report (if applicable)
☐ Copy of certificate of achievement in academic, sporting, cultural or community programme (if applicable)
☐ 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 to the use (including disclosure) of the above information by the School’s campuses for school related activities.

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

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

I/We agree to inform the School of any accident or emergency medical treatment, and neither I/we nor my/our contact information 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 occurrence that may affect the education or well being of the student concerned.

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 I District 2 I HCMC
t: +84 28 3742 4040

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

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

enrolments@aisvietnam.com | aisvietnam.com | 1900 6940

264 Mai Chi Tho (East-West Highway)
An Phu Ward | District 2 | HCMC

APSC Compound | 36 Thao Dien Road
Thao Dien Ward | District 2 | HCMC

264 Mai Chi Tho (East-West Highway)
An Phu Ward | District 2 | HCMC