



Nanchang International School

南昌国际学校

Student Application Form

Student's
Recent
Photo
(Please paste here)

A Particulars of Student *(please print clearly)*

- 1 Name: _____, _____ Preferred Name _____
(As in Passport, underline Family Name) (Chinese characters, if any)
- Date of Birth ____ / ____ / ____ Place of Birth _____, _____ Sex: M / F
 (day) (month) (year) (City) (Country)
- Passport No.: _____ Place of Issue: _____ Nationality: _____
- 2 Address in China: _____
 _____ Postal code: _____
- 3 No. of Siblings: ____ Position in Family: ____ Expected to stay in Nanchang: ____ yrs
- 4 Application to Enter (Grade Level): ____ Expected Starting Date: ____ / ____ / ____
 (day) (month) (year)
- 5 Height: ____ cm Weight: ____ kg

B Education Background

- 1 Name of Last School: _____ Country: _____
 Full Address: _____
 Language of Instruction: _____ Period of study: From _____ To _____
 Highest Grade Level Attended: _____ Reason for Leaving: _____
- 2 Please tick ONE to reflect the most appropriate level of the student's level of English:
Never studied before *Beginning* *Average* *Good*
- No. of years studying in English: ____
- Language most frequently used, if not English: _____
- 3 Has the student experienced any difficulty in school? Yes / No
 If **Yes**, please describe: _____

- 4 In the past two years, has the student received service in a special program (e.g. gifted and talented, speech/language therapy, etc.)? **Yes / No**

If **Yes**, please give the details and duration of the program: _____

- 5 Has the student ever been tested for a learning disability/difficulty? **Yes / No**

If **Yes**, please give the details: _____

C Parent/Guardian Data

	Parent/Guardian #1	Parent/Guardian #2
Name (as in Passport)		
Relationship to Student		
ID/Passport No.		
Citizenship		
First Language		
Second Language (if any)		
Occupation		
Company's Name		
Company's Full Address		
Office Tel.*		
Home Tel.*		
Office or Home Fax.		
E-mail Address*		
Mobile No.*		
Address in Home Country		

** It is the responsibility of the applicant's parents to update this information as needed. Telephone numbers and/or e-mail addresses are extremely important in the application process.*

D Payment Method

- 1 Invoice to be issued in the name of: _____
- 2 Invoice to be sent to: my registered residential address with the school
 my company's registered address as given below:

Name of Contact Person	
Position/Designation	
Department	
Fax. Number	

E Parent/Guardian's Agreement and Declaration

Being the _____ of the student mentioned above, I, _____, do hereby agree to undertake with NCIS as follows:

1. That the above information provided and any materials submitted along with the application is complete, true and correct to the best of my knowledge. If it is later found that essential details have been withheld or are untrue at the time of application, the school reserves the right to withdraw acceptance of my child and I shall not ask for any refund of the fees paid, if any. I shall also undertake to pay my company for the loss if these amounts are sponsored by my company. I also understand and agree to the school's Withdrawal and Refund Policies.
2. That I have read and fully understand the terms and conditions listed in the Fee Schedule for the current academic year attached herewith, and that school fees shall be paid before my child can attend the school. Whether the fees are paid by the family or by the company, I shall take full responsibility to ensure tuition is paid on time in preventing my child from being unable to attend school classes. (I understand that the Fee Schedule will be reviewed annually and parents will be notified officially.)
3. That it is my responsibility to notify the school in writing immediately of any changes of information, e.g. company/job, address, contact number(s) and my child's medical health, etc.
4. That my child will attend the school regularly and shall strictly conform to the Rules and Regulations adopted by the school, including any mandatory drug testing policy.
5. That I will be responsible to ensure my child has the approval to enter and remain in China with a valid visa and passport; otherwise I would have to remove my child from the school.
6. That the school may at its absolute discretion require the removal/suspension of a student with minimum notice if he/she has been guilty of serious misconduct (such as bullying, fighting etc.) In this case, I shall not ask for **any refund** (or **reduction**) of any portion of any school fees already paid (or payable) to the school.
7. That photographs or videos of my child may appear in school materials, including but not limited to NCIS brochures, websites, advertisements and newsletters.
8. That I agree although the school will take every precaution to ensure the safety of all students, accidents do happen. Thus the school will in no case be held responsible for any injury that may occur to my child whilst attending the school or whilst traveling to and from the school.

Signature: _____ Date: _____

NOTE:

Please take note that the following have to be submitted together with this form before your application can be accepted. Thank you for your co-operation.

Check List

- | | | |
|---|--|--------------------------|
| 1 | Payment of the non-refundable Application Fee of RMB 2,300 | <input type="checkbox"/> |
| 2 | Academic records from previous school (in English or with English Translation) for the past school year(s) | <input type="checkbox"/> |
| 3 | A copy of the vaccination record of the student | <input type="checkbox"/> |
| 4 | 5 recent passport-sized photographs of the student | <input type="checkbox"/> |
| 5 | Photocopy of the student's and each parent / guardian's passport, including the student's resident visa | <input type="checkbox"/> |
| 6 | Supporting documents of any educational / psychological testing | <input type="checkbox"/> |
| 7 | Completed Application Form Medical History Form | <input type="checkbox"/> |
| 8 | Completed Medical History Form | <input type="checkbox"/> |
| 9 | Completed School Bus Request Form (if needed) | <input type="checkbox"/> |

Application forms and attachments submitted by: _____, _____
(Name, Signature) (Date)

****For NCIS Office Use Only****

Registration handled by: _____, _____
(Name, Signature) (Date)

Admission Assessment(s):

- Parents informed of assessment date Assessment(s) given: **Y / N**
- Assessment Results: English: **Y / N** Chinese: **Y / N** Math: **Y / N**

Acceptance letter sent out on _____.

Confirmation of Acceptance received from Parent / Guardian: **Yes** **No**

Student's confirmed starting date: _____ School bus route arranged: **Y / N**

Registration Number: _____ Grade Level/ Class Allocation: _____

Finance Office Confirmation:

- | | |
|--|---|
| <input type="checkbox"/> Application Fee | Invoice no.: _____, Date: _____, by _____ |
| <input type="checkbox"/> Tuition Fee | Invoice no.: _____, Date: _____, by _____ |
| <input type="checkbox"/> School Development Fund | Invoice no.: _____, Date: _____, by _____ |
| <input type="checkbox"/> Guarantee / Deposit | Receipt no.: _____, Date: _____, by _____ |
| <input type="checkbox"/> Transport Fee | Invoice no.: _____, Date: _____, by _____ |
| <input type="checkbox"/> ESL Support Fee | Invoice no.: _____, Date: _____, by _____ |