



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

Class: \_\_\_\_\_ Date of Entry \_\_\_\_\_

The following **MUST** be completed prior to student enrollment:

### **Step 1: Acceptance**

- Fully completed and signed application form
- Copy of child's passport
- Copy of one parent's passport
- Non-refundable application fee of 1,500RMB

### **Step 2: Completion of Necessary Forms**

- Emergency Contact Form
- 3e health record form for child (requires Doctor signature)
- School security/collection of student Form
- Provide passport sized digital or printed photos of parents, ayi/driver, and/or relatives who are allowed to pick up the student from school
- Sign tuition/fees reimbursement agreement
- Research Release Form (Pre-K and Kindergarten only)*
- Make appointment for pre-enrollment conference with class teacher (only applicable for mid-year enrollment)*
- Bus Application Form – if applicable*

### **Step 3: Completion of Enrollment Procedures and Pay Tuition**

- Attend pre-enrollment conference with class teacher (only applicable for mid-year enrollment)*
- Receive Parent Handbook and Signed Form
- Tuition payment paid in full