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APPLICATION FORM FOR ADMISSION

PERSONAL INFORMATION: STUDENT

Family Name:

Given Name:

Middle Name:

Preferred Name:

Nationality:

Which country would you like to be affiliated with for School Cultural Events:

Date of Birth:/...../..... (Day/Month/Year) Sex: Male Female First Language:

Student Email:

Names and Ages of any siblings currently attending **iHELP**: Has
the child applied for admissions to this school previously? Yes No

PERSONAL INFORMATION: FAMILY

Mother's Family Name:

First Name:

Nationality: First Language:

Father's Family Name:

First Name:

Nationality: First Language:

Home Address:

(Please note that all correspondence will be sent to this address unless the school is notified otherwise)

Current Contact Details *(please complete all)*

Home Phone: Email:

Mother's Mobile: Father's Mobile:

SCHOOL HISTORY: STUDENT

At what age did the child start formal schooling?.....

Please list the last 2 schools attended, and attach copies of recent reports and transcripts. These documents need to have a Notary English translation. The admissions process cannot proceed without this.

1. School Name: Language of instruction:

Address:

Dates: From (Month/Year)/. To (Month/Year)/. Grade/Class:

What month did the academic year begin?

2. School Name: Language of instruction:

Address:

Dates: From (Month/Year)/. To (Month/Year)/. Grade/Class:

What month did the academic year begin?

Please indicate the last grade/class completed in full: Date of completion:/...../..... (Day/Month/Year)

Type of curriculum (e.g. IB, British, USA Cambridge, GES National System):

Please list the child's particular interests/talents, or school activities in which they have been involved?

.....

Has the child ever been suspended or requested to withdraw from a school? Yes No

If yes, please explain.

If not a native English speaker, has the child had instruction or experience in English? Yes No

If yes, in what situation? For how long?

Please tick (✓) the child's level of proficiency in English: Beginner Intermediate Advanced

What language(s) do you speak at home?

What other languages does your child speak?

Has the child's educational programme ever been modified for any of the following reasons?

Behavioral: Yes No

Academic: Yes No

Gifted/Talented: Yes No

If yes, please explain.

Does the child currently receive any special educational assistance? Yes No

If yes, please explain.

Has the child ever been tested by a Learning Specialist or Psychologist? Yes No

If yes, please explain, and attach past and current records.

Does the child have any medical or physical disabilities? Yes No

If this information has not been provided above, please explain.

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PARENT EMPLOYMENT INFORMATION

Name of Company/Organisation:

Name of employee:

Position:

Company address:

Work phone: Work fax: Work email:

ADMISSIONS INFORMATION

Preference for Grade Placement:

Expected Date of Enrollment:/...../..... (Day/Month/Year)

Expected length of stay: Possible date of withdrawal:/...../.....(Day/Month/Year)

TUITION FEE INFORMATION

Fee Payment: By Parent

By Company

Both Parent % Company % (please indicate percentage of both)

Billing Name (if different from the Name of Company above):

.....

Billing Email Contact:

Parents are ultimately responsible for the payment of school fees; regardless of any arrangement that parents have with their employers. For further information or discussion, please contact our Client Relations Manager.

REQUIRED DOCUMENTATION FOR ADMISSION

1. Application Form
2. Copy of child's passport or Birth Certificate / National Card
3. Submit recent Passport Photos: *Option 1:* 3 hard copy photos / *Option 2:* 1 Passport Photo scanned to the Admissions email.
4. 2 previous school records/transcripts/test reports/certified (where applicable). Notary English translation of documents is required.
5. Letter of Recommendation from current Teacher (including Teacher's name & email contact)
6. Completed Medical Report
7. A copy of the Vaccination Records /Booklet
8. Provide *one* of the following from previous school: *a.* Completed Application Form / *b.* Letter advising transfer / *c.* Letter advising payment

IMPORTANT NOTES

1. Application Forms should be submitted as early as possible as spaces are limited in many grade levels.
2. The Application Form can not be processed until the School first receives the payment of a one time, non-refundable application fee.
3. Supporting documentation listed above (# 2-8) may be submitted separately at a later date.
4. Documentation can be couriered, faxed or scanned (PDF format only) and emailed to the Admissions Office.

