



# Enrollment procedure

## Step One

An application package must be completed in full by a parent or legal guardian and submitted along with the application fee RMB of ¥2000 (non-refundable).

## Step Two

### Registration

- Documentation you must provide at the time of registration:
  1. proof of residence in Teda/House Rental Contract
  2. copy of student passport
  3. copy of parent's passport
  4. transcripts of past academic performance ( relevant to primary 2 and above )
  5. A current photograph
  6. Parent's business card
- Forms that must be completed and signed
  1. emergency contact information and health insurance waiver
  2. blanket permission form
  3. Acknowledgment of Major Issues Document

## Step Three

- Your child will be tested to ascertain their placement in the school
- Personal interview with the administration.
- A uniform and P.E. uniform and need to be purchased.
- Proof of tuition paid must be given to the accountant's office.

### Note:

- \* Placements in all grades will depend on the students' age by September 1<sup>st</sup> of the academic year of entry. Subsequent promotion and placement will depend upon further assessment.
- \* School hours are; Monday to Friday– 8:00-2:55 P.M.

*The School reserves the right to adjust a child's academic placement as determined by assessment.*