



HOI AN
INTERNATIONAL SCHOOL



ENROLMENT FORM

WELCOME TO THE HOI AN INTERNATIONAL SCHOOL (HAIS)

www.hoianinternationalschool.com



**HOI AN
INTERNATIONAL
SCHOOL**

ENROLMENT FORM

We hope that enrolling your child at HAIS will be a pleasant experience. Enrolments are offered, if we have vacancies within your child's year level, on a year round basis. We offer enrolments for students who wish to join with us, from our Discovery class through to our Secondary classes.

Please contact the School to arrange a meeting with our Admissions Staff.
Tours of the School are available by appointment only.

To enquire about availability of places, request more information or to book an admissions appointment, please contact the Admissions Department at +84 (0)235 651 8518 or send an email to admissions.hais@gmail.com.

STEP 1

Documents that are required by the Admissions team need to be compiled by the Parents and submitted along with a non-refundable Application Fee. Upon receipt of the documents and Application Fee the student will be assessed for enrolment on a 'first come first enrolled' basis. Each application will be reviewed by the Admissions Staff and the Academic Staff.

STEP 2

The Application form will be reviewed by both the Admissions Staff and the Academic Staff. Parents will be notified if there is a need for an interview, more information or testing. The School will notify all Parents by email, if necessary.

STEP 3

An email will be sent to Parents to notify acceptance of enrolment. At this time the Enrolment Fee must be paid immediately and School Fees are to be paid, on an agreed plan, within 7 days. Failure to comply may result in another child being offered that vacancy within the class.

Please read carefully and contact our Admissions team for further questions/information.

Hoi An International School - HAIS

24 Phan Ba Phien and 14 Nguyen Tat Thanh, Hoi An, Quang Nam, Vietnam

Email: admissions@hais.edu.vn

Phone: +84 (0)235 651 8518

www.hoianinternationalschool.com | www.hais.edu.vn

APPLICATION FOR ADMISSION



**HOI AN
INTERNATIONAL
SCHOOL**

Applying for Grade _____

Preferred Start Date _____

Arrival Date in Hoi An _____

Previous School: _____

How many years has the applicant lived outside their country of citizenship? _____

APPLICANT'S PERSONAL DETAILS

Family / Last Name:	Given / First Name:	<div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto;"> <p>PASSPORT PHOTO</p> </div>
Middle Name:		
Date of Birth:	Gender:	
DD/MM/YYYY	M / F	
Citizenship:	Place of Birth:	
Passport Number:	Date of Issue:	Date of Expiration:
	DD/MM/YYYY	DD/MM/YYYY

EDUCATIONAL HISTORY

Name of School (include website)	City, State, Country	Date of Attendance (Month/Year to Month/Year)	Grade Level(s)	Primary Language of Instruction

LANGUAGE INFORMATION

APPLICANT	Language	Percentage of Time Spoken (approximately)	PARENTS	Language
First Language:			Parent / Guardian 1's Primary Language:	
Second Language:			Parent / Guardian 2's Primary Language:	
Other Language(s):				
Languages Spoken at Home				
Parent / Guardian 1 to Applicant:			Between Applicant and Siblings:	
Parent / Guardian 2 to Applicant:			Between Parents / Guardians:	

FAMILY INFORMATION

Parents / Guardians			
Parent / Guardian 1:			
Full Name (Last / First):	Citizenship:	Advanced Degree (if applicable):	
Relationship to Applicant:			M / F
Phone Number:	Email Address:		
Employer (if applicable):			
Company / Employer's Name:		Position / Title:	
Employer's Address:			
Parent / Guardian 2:			
Full Name (Last / First):	Citizenship:	Advanced Degree (if applicable):	
Relationship to Applicant:			M / F
Phone Number:	Email Address:		
Employer (if applicable):			
Company / Employer's Name:		Position / Title:	
Employer's Address:			

Siblings				
Name	Age	Grade	M/F	School Currently Attending /Applying to Attend

Family Contact Information	
Primary Email Address:	
Alternate Email Address:	
Hoi An / Danang Area Home Address (if known at the time of application):	
Hoi An / Danang Area Home Phone (if known at time of application):	
Primary Mobile Phone:	Relationship to Applicant:
Secondary Mobile Phone:	Relationship to Applicant:

Emergency Contact Information	
Please provide two local contact details in case of an emergency if parents/guardians cannot be reached. These can be provided at a later date if they are unavailable at the time of filling the Application Form.	
Contact 1:	
Full Name:	M / F
Relationship to Student:	
Mobile Phone:	Email:
Contact 2:	
Full Name:	M / F
Relationship to Student:	
Mobile Phone:	Email:

ADDITIONAL INFORMATION

An informed decision to accept a student at Hoi An International School (HAIS) depends on complete and accurate information. A student's ability to succeed at HAIS may be adversely affected by factors unknown to us. Failure to provide information during the application process may result in HAIS being unable to fulfill its educational commitment to you and your child and may result in a reversal of an admission decision for an already enrolled student.

SCHOOL		
	NO	YES
1. Has the applicant repeated any grade level?		
If YES, please specify grade level(s) and reason(s) for repeating:		
2. Has the applicant ever been suspended or dismissed from school for any reason?		
If YES, please provide specific details:		
3. Within school: Has the applicant ever received or been recommended for any academic, behavioral or similar support, such as but not limited to learning support services, social/emotional support, or classroom accommodations, whether as part of an Individualized Education Plan (IEP), Section 504 Plan or other school accommodation plan?		
If YES, please provide specific details and copies of educational or emotional support documentation. These documents include but are not limited to school reports; diagnostic test reports and results; Individualized Education Program (IEP) or 504 Plans; educational psychologist evaluations or other learning support profiles; medical information related to the applicant's learning; notes on speech therapy and other therapeutic support; and recommendations from specialist for future support.		
4. Outside of school: Has the applicant ever received or been recommended for any academic, behavioral, social/emotional support, or similar support?		
If YES, please provide specific details and copies of educational or emotional support documentation:		
5. Has the applicant ever been in an ESL, ESOL, EAL, ELD, ELL, or related program for English language assistance?		
If YES, please specify period of study (month/year to month/year):		

SPECIAL TALENTS		
1. Has the applicant been in a formal gifted/talented program?		
If YES, what type of program and/or testing has the student received or taken to determine gifted/talented placement?		
2. Does your child exhibit any special talents in academics, sports (please specify), music (instrument), art?		
If YES, please specify.		
3. Can your child swim?		

ADDITIONAL INFORMATION

MEDICAL

	NO	YES
1. Has your child suffered any major trauma/operation?		
If YES, please provide specific details:		
2. Has the applicant ever been diagnosed with any condition that may affect learning (such as, but not limited to: ADD/ADHD, autism, dyslexia, Asperger's, etc.)?		
If YES, please provide specific details and copies of all diagnostic test reports and results with application materials.		
8. Does the applicant have mental, psychological or physical health conditions about which the school should be aware?		
If YES, please provide specific details:		
9. Does the applicant routinely take medication?		
If YES, please indicate medication(s), dosage, reasons for the medication(s), how long student has been taking medication(s) and side effects:		
Does your child exhibit any learning difficulties?		
If YES, please specify what the difficulties are and how they were diagnosed.		
Does your child have hearing or visual impairment?		
If YES, please detail as to what aids your child needs to wear/use at school on a daily basis eg: glasses, hearing aid.		
Does your child have any food allergies?		
If YES, please specify all food allergies that your child exhibits.		
Does your child have any special dietary needs?		
If YES, please specify. Please note 'I don't like vegetables/or alike' is NOT a special dietary need.		
Is there any reason your child cannot join any sports classes?		
If YES, please give specific details and provide any supporting documents eg: Medical Certificate.		
Is there any reason why your child should not participate in all school activities including field trips and school camps?		
If YES, please specify your concerns with supporting documentation.		

BILLING & TRANSPORTATION INFORMATION

The bill for tuition and fees should be sent to:

- Local Hoi An / Danang Area Home (please complete "Hoi An Home Address" on Page 3)
- Employer (please circle one): Parent or Guardian 1 / Parent or Guardian 2
(Please complete the Employment Information on Page 2)

Do you wish to have bus transportation provided by the school (at additional cost)? No Yes Uncertain
Please note that we require two weeks notice prior to daily bus transportation arrangement for your child.

SIGNATURE

It is hereby agreed as follows:

The undersigned Parent(s) and/or Guardian(s) (herein collectively referred to as "Parent(s)") acknowledge and agree that this Admission Contract is a legally binding contract between the Hoi An International School (herein referred to as "the School" and "HAIS") and such Parent(s) subject to acceptance of enrolment of an applicant by the School. The enrolment of each applicant at HAIS is subject to the availability of a place at the School and is not guaranteed until: (i) an offer of a place is made to the applicant by the School, (ii) all applicable fees have been paid in full. Any reference to the Parent(s) in plural, and to "we" or "our" in this context, shall also mean a reference to a single Parent who signs this Admission Contract.

Payment of Fees

All Fees are payable in accordance with the Schedule of Fees, which is an integral part hereof. The School reserves the right to amend the Schedule of Fees from time to time and any reference to the Schedule of Fees herein is a reference to the most up-to-date Schedule of Fees. The School reserves the right to cancel the enrolment of any Applicant or not to accept a student into the School if Tuition Fees are not paid by the applicable payment date specified in the Schedule of Fees.

Withdrawal and Refund of Fees

A Withdrawal Notification Form should be submitted to the respective HAIS campus office at least 90 calendar days prior to the student's last day at School. This ensures that the refund policy is applied and School reports can be issued. The School will not refund any portion of Term Tuition Fees and Late Enrolment Fees. The School will refund a percentage of the Annual Tuition Fee based on the date of the last day at School.

Liability Waiver

The undersigned Parent(s) acknowledge and agree that the School is not liable in respect for any injury that may occur to the Applicant whilst attending the School or participating in School organised activities, except to the extent that such injury arises from the gross negligence of the School. The School is not liable for any loss or damage to a student's personal belongings.

Residence Statement

By signing this application, I confirm that I / we will live in Hoi An / Danang area, and this student will reside with us. My child will have legal Vietnamese residency status, and I /we will provide copies of my/our visa permits, including the student's, no later than one month from enrolment date. Should we be unable to provide proof of legal residence, HAIS reserves the right to ask my child to leave school, and all tuition/fees paid will be forfeited.

Applicant Image Usage Agreement

HAIS uses images of students that are viewable by the public such as on the website, social media, and occasionally marketing and promotional material. By signing this application you grant permission for us to use your child's image, if they are enrolled, in the above-mentioned applications unless you provide us with a signed statement requesting otherwise.

Permission to Release School Records

By signing this application, you grant Hoi An International School (HAIS) express permission to collect school records and related information and /or follow-up with any and all previously attended schools listed on this form.

Name of Parent / Guardian 1:

Name of Parent / Guardian 2:

Signature Parent / Guardian 1:

Signature Parent / Guardian 2:

Date:

Date: