

APPLICATION FORM



1. STUDENT'S PERSONAL INFORMATION

First given name

Other given names

Family name

Gender

Male

Female

Date of birth

Day

Month

Year

Country of birth

Email

Mobile

Nationality in passport

Passport number

Expiry date

2. PROPOSED DATE OF ADMISSION

Proposed date of entry to the school

Day

Month

Year

3. ENGLISH ABILITY

Is English your child's first language?

Yes

No

If not, what is your child's first language?

How would you describe your child's level of English?

Excellent

Good

Fair

Poor

4. PREVIOUS SCHOOL

Previous school's name & country

Year or grade

5. ADDRESS

Vietnam address (Primary Contact Information)

6. SPECIAL NEEDS SUPPORT

1. Does your child have any special educational needs?

Yes

No

2. Has your child ever repeated a Year/Grade?

Yes

No

3. Has your child had any issues at their previous school?

Yes

No

4. Has your child had any developmental problems?

Yes

No

5. Has your child ever been excluded or suspended from school?

Yes

No

6. Has your child ever been subject to a behaviour modification contract?

Yes

No

7. Has your child ever received learning support or special education?

Yes

No

Comments

7. PARENTS/GUARDIANS

1. PARENT/GUARDIAN DETAILS

Relationship to student

Your full name

Nationality

Mobile phone

Email

Employer

Is this person the emergency contact?

Yes

No

2. PARENT/GUARDIAN DETAILS

Relationship to student

Your full name

Nationality

Mobile phone

Email

Employer

Is this person the emergency contact? Yes No

8. SIBLING DETAILS

Sibling 1

Full name

Date of birth

Day Month Year

School

Sibling 2

Full name

Date of birth

Day Month Year

School

9. MEDICAL

This Medical Section must be accurately and truthfully completed. No physical medical examination is required to avoid unnecessary stress.

A. MEDICAL HISTORY

1. Has your child had any injury or surgery?
Yes No
2. Is your child under a physician's care for any reason?
Yes No
3. Is your child taking any medication?
Yes No
4. Does your child have a history of emotional/behavioural problems?
Yes No
5. Is your child allergic to any food or medication?
Yes No
6. Does your child have any problems that affect his/her participation in physical education classes and activities?
Yes No
7. Does your child have a hearing problem?
If yes, does he/she wear a hearing aid?
Yes No
8. Does your child wear glasses or contact lenses?
Yes No
9. Does your child wear any dental caps/bridges/braces/plates?
Yes No

B. MEDICAL DECLARATION

I fully understand and accept that any medication brought to the School must be accompanied by a written note from me as Parent/Guardian, and that the medication shall be submitted to the School Nurse in the original pharmacy container(s) and marked with my child's name, name of medication, its dosage, schedule and instructions. I fully understand and accept that it

is my responsibility to notify the school in writing of any changes to the information given in this medical section. I fully understand and accept that whilst the school will make all reasonable efforts to contact us in case of emergency, this will not always be possible. Therefore, in the event of emergency when immediate observation or treatment is deemed necessary by the school I thereby authorise the school to take my child to the most convenient medical facility for appropriate treatment. I shall not hold the school or its staff responsible or liable for any expenses, claims, death or damages that may arise as a result of such action taken in good faith and in the urgent best interest of my child and shall indemnify the school for all expenses, losses and claims incurred in relation to such action.

C. COMMENTS

10. FEES

The school fees at the school are in Vietnam Dong (VND) and are listed in the Schedule of Fees.

A. TUITION FEE

The Tuition Fees are annual and payable before the start of each academic year. Renaissance offers an Instalment Payment option to help spread the payment of the fees. Each instalment is payable prior to the start of each school term.

Please select what fee payment option would you prefer?

Annual Instalment

Payment by

Parents Employer

Invoice to be emailed to the address

If payment is by employer, please complete this section:

Company

Address

Tax code

B. BUS SERVICE FEE

Do you require bus service?

Yes No

C. PAYMENT OF FEES

You must pay all school fees before your child can attend class. If payment is not made within 14 days of the due date (including instalment payments) then a penalty of 10% will be added to the unpaid amount and a new debit note will be issued. Should payment not be received by the due date stated on the new debit note then your child will be excluded from class.

All fees are payable in Vietnam Dong (VND).

When making bank transfer payments, please ensure that you give your child(ren)'s name and the debit note number. Bank charges are your responsibility.

Renaissance's bank details are:

Beneficiary: **KHAI SANG JOINT STOCK COMPANY** (English)
CONG TY CO PHAN KHAI SANG (Vietnamese)

Account No (VND): **0181002794148**
 Bank Name: Vietcombank - Nam Sai Gon Branch
 Bank Address: Tan Thuan Export Processing Zone
 District 7, Ho Chi Minh City, Vietnam
 Swift code: BFTVNVX
 OR

Account No (VND): **700-003-911498**
 Bank Name: Shinhan Bank Vietnam - Phu My Hung T/O
 Bank Address: Riverpark Residence, 334-336 Dang Duc
 Thuat, Dist.7, Ho Chi Minh City, Vietnam
 Swift code: SHBVNVX

Please indicate by which method you will be paying your fee(s).

Cash Bank Transfer

11. PARENT/GUARDIAN & CHILD RESPONSIBILITIES

In accepting Renaissance's Offer of Place for your child, you agree to:

1. Your child attending every school day at Renaissance and to explain any absences.
2. Your child arriving on time each day.
3. Your child wearing the Renaissance school uniform and shoes in the correct manner.
4. Your child conforming to all the rules, regulations, code of conduct and policies of Renaissance and any future revisions.
5. Supporting Renaissance's decision at any time for your child to take EAL classes and pay the EAL fees as listed in the Fees Schedule.
6. Immediately notify Renaissance of any change of contact details, guardianship or any circumstances that may affect your child.
7. Support Renaissance's absolute discretion to expel or suspend your child without notice should they be guilty of serious misconduct. In this event no claim shall arise for the refund or reduction of any fees already paid (or payable) to Renaissance. The same applies to any permanent suspension from Renaissance.
8. Allowing your child to participate in all of Renaissance's activities.
9. Renaissance taking any photographs and videos of your child solely for the school's use.
10. Renaissance arranging emergency medical advice and/or treatment for your child should that circumstance occur and reimburse Renaissance for any medical costs.
11. Your child attending Renaissance at their own risk and unless Renaissance is proven to be grossly negligent, then Renaissance will not be held responsible for any injury that may occur while at school or travelling to/from Renaissance, or for any loss or damage to your child's personal belongings (including money).
12. Your child participating in all residential visits or educational visits whether within Vietnam or overseas, and for you to pay for the cost. An exemption not to attend can be made due to medical conditions.
13. Your child using their best endeavours to successfully complete their course of study and pass examinations.

Please note: Renaissance has a Public Liability Insurance for all students.

Does your child have Personal Accident Insurance?

Yes No

12. QUICK SURVEY

How did you hear about Renaissance?

- Renaissance Website Recommendation
 Internet Search Advertisement
 Other, please specify:

13. CHECKLIST

Have you done the following?

| | |
|--------------------------|---|
| <input type="checkbox"/> | Read fully the Application Form and understood the terms and conditions of your child's admission to Renaissance. |
| <input type="checkbox"/> | Completed all required sections of this Application Form. |
| <input type="checkbox"/> | Read, signed and dated the acknowledgement and declaration sections. |
| <input type="checkbox"/> | Attached a copy of your child's birth certificate (in English or notarised translation). |
| <input type="checkbox"/> | Attached a copy of your child's passport (photo page with passport number shown). |
| <input type="checkbox"/> | Attached copies of your own passports as Parents/Guardians (photo page with passport number shown). |
| <input type="checkbox"/> | Attached your child's current passport photos (2 photos). |
| <input type="checkbox"/> | Attached your child's school reports for the last two (2) years. |

14. ACKNOWLEDGEMENT & DECLARATION

As the Parent/Guardian, I apply for enrolment of my child at Renaissance. I understand and agree to the following:

1. As soon as Renaissance receives my Application Form, Renaissance will interview and carry out any necessary assessment of my child.
2. Once my child has satisfactorily completed the assessment and interview phase, Renaissance at its own discretion may offer my child a place at the school by sending an "Offer of a Place" Letter.
3. I have within five (5) working days of the date of Renaissance's Offer of Place Letter to accept the offer by paying the Registration Fee to secure my child's place at Renaissance. Failure to pay the Registration Fee by that date forfeits my right to the child's place at Renaissance.
4. I must pay all Fees due as stated in the Fees section before my child can start attending class.
5. I can only withdraw my child from Renaissance by completing the "Withdrawal Application Form" available from Renaissance Admission Office. The date of receiving the Withdrawal Application Form is deemed to be that date inserted by Renaissance receipt date stamp. The refund of fees if any, is subject to the Withdrawal Refund Policy.
6. I have read and understood the "Parent/Guardian & Child's Responsibilities" and agree to abide by them.
7. All the information I have provided to Renaissance is true and complete in all respects. Renaissance has the right to terminate my child's enrolment should the information be found to be misleading or inaccurate. In this event there will be no refund or reduction of any fees already paid (or payable) to Renaissance.
8. Renaissance at its own discretion may end my child's enrolment if Renaissance is not satisfied with my child's attitude or behaviour.
9. That I have fully read and understood Renaissance's Application Form and have agreed and signed this Acknowledgement and Declaration section as proof of this.
10. I/We authorise the school to take photographs/videos of the child for the school's use.
11. I/We understand that the school may contact us by SMS, email, telephone call or letter.

Signed

Date ___/___/___

Name of Parent/Guardian

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