



ACADEMIC YEAR 2014-2015

ADMISSIONS PROCEDURES.

On behalf of Hanoi international School (HIS) I thank you in advance for your interest in our school and welcome you to review our information and to submit an 'Initial Inquiry Form'. HIS is a Reception to Grade 12, English medium, co-educational international school offering a quality education through international curricula, notably the International Baccalaureate Primary Years Programme (PYP), Cambridge University IGCSE and the IB Diploma Programme.

The school year runs from mid-August until mid-June and is divided into two semesters with two quarters in each.

Generally, students are placed in grades according to their age and their previous academic history. Consideration is, however, given to English language ability and individual student needs when grade placement decisions are made.

T.Hamilton, Principal.
principal@hisvietnam.com

ADMISSIONS OFFICE INFORMATION.

Admission Office: Ms. Thu Trang

Email: mainoffice@hisvietnam.com

Tel: (+84 4) 38328140-Ext: 130

Fax: (+84 4) 37624184

For the Elementary School: Ms. Lisa Hughes (Vice-Principal)

Email: elementaryhead@hisvietnam.com

For the Secondary School: Mr. David Miles (Vice-Principal)

Email: secondaryhead@hisvietnam.com

WHEN AND HOW TO APPLY.

Applications for immediate and future entry can be made at any time of the year. Families who have an interest in HIS should submit the 'Initial Inquiry Form' online, or directly to HIS through our Main Office, as soon as possible as there are grades that fill quickly. HIS accepts students at all times of the school year, pending to class availability. Once HIS receives your Initial Inquiry Form, the Admissions Officer will contact you.

Applicants who cannot be enrolled due to lack of space in a grade are placed on a waiting list for that grade until a place becomes available.

APPLICATION INCLUSIONS:

The application is complete when all of the following documents, contained in the HIS Enrolment Package, are received by the Admissions Officer:

1. All forms found in the 'The Enrolment Package'.
2. Photocopy of the student's birth certificate or passport.
3. Photocopy of the parents' passports and visas.
4. Two passport-sized photographs of the student.
5. A copy of the student's most recent school report and/or transcript.

The HIS Enrolment Package can be obtained from the website or on request by email from the Main Office at HIS.

After receiving all the requested documents, Admission Officer will contact the family to schedule an entrance interview and assessment.

When a student is accepted into a grade, an official letter of enrolment, signed by the Principal, will be sent to the parents/ guardian.

Payment of 21,300,000VND as Acceptance Fee must be paid after receiving this letter of enrolment. The Acceptance Fee will be:

- refunded 50% if the student does not take up his/her place at HIS.
- go towards the payment for the Registration Fee when the student commences at HIS.

A copy of the letter of enrolment is sent to the Business Office, who will issue an invoice for tuition and other fees. **Tuition must be paid two weeks after the invoice is issued.**

The HIS Admissions Officer and Main Office staff are available for assistance with any aspect of this procedure and with any general inquiries.

ADMISSIONS PROCEDURE AND STUDENT SUPPORT.

At HIS, we have an individualised, case-by-case approach to admissions.

HIS will accept students who are deemed to be suited to the daily academic programme, provided there is space available in the grade.

Students need to be 5 years old, turning 6 during the school year to be accepted into the first year of the Elementary School referred to as 'Reception'. Following Reception, HIS grades are 1-5 for Elementary School, and 6-12 for Secondary School.

Provision is made for students who require Extra Learning Support (ELS). This includes students who do not speak or write English as a first language (English as an Additional Language - EAL) and students who require some support for a learning difficulty (Special Educational Needs - SEN). Our well developed ELS programme operates from Grade 1 to Grade 10 with additional support available in Grades 11 and 12. Once admitted into HIS, ELS students will have further assessment to establish the type and degree of support required. The decision as to inclusion in an ELS programme will be made by the Vice-Principal in collaboration with ELS support staff.

Please note: Inclusion in an ELS programme will be obligatory if it is decided that your child requires such support. The withdrawal of a student from an ELS programme will be determined by the Vice-Principal after appropriate evaluation by our staff.

There may be cases where the enrolment of a child with a Special Educational Need is dependent on the parents agreeing to have their child supported throughout the school day by a specially hired carer. In such

cases the parents take the responsibility of paying employed carer directly . The school can assist in finding an appropriate person if required.

WAITING LISTS.

If you have received a letter from HIS indicating that your child has been placed on a waiting list, it is required that you inform the Admissions Officer at HIS of your wish to keep your child on the waiting list. This is particularly important when moving from one semester or academic year to another. In these cases, the Admissions Officer will contact the families concerned. **If confirmation has not been received by the deadline indicated on the waiting list letter, the student will be removed from the waiting list and the application will be considered withdrawn.**

WITHDRAWAL FROM HIS.

If a student is to withdraw from HIS, written notification must be sent to the Admissions Officer at the address or email shown above. Every student leaving HIS at any time has an exit/ clearance procedure to follow. Such clearance includes the return of text and library books, school equipment and the settlement of all fees. These clearances must be obtained before the leaving certificates, transcript, school letters of recommendation, current year school report, refund of book/security deposit and examination certificates, where appropriate, can be obtained from HIS. HIS will not withdraw a student until the Admissions Office receives written confirmation directly from the parent via email or letter, including the date of a student's last day. If you are aware that you will be leaving, but do not yet know the official date, please contact the Admissions Officer immediately. **Note that the Main Office requires sufficient notice, ideally at least fifteen (15) days prior to the withdrawing of a student, to prepare the required paperwork.**

If a student withdraws during a quarter, there will be no reimbursement of any fees relating to the quarter in which they leave HIS. Any other requests for reimbursement outside of this policy must be made in writing to the Principal.

HANOI INTERNATIONAL SCHOOL FEES 2014-2015.

In compliance with Vietnam Government Regulations on foreign exchange control, all fees are given in Vietnam Dong (VND). Please contact our accounts department for the most current exchange rates.

ACCEPTANCE FEE

The Acceptance Fee is 21,300,000 VND and must be paid after receiving the letter of enrolment at HIS. This will secure the student's admission to HIS. The application deposit will be:

- Refunded 50% if the student does not take up his or her place at HIS.
- Paid towards the Registration Fee when the student commences at HIS.

REGISTRATION FEE

The registration fee is 21,300,000 VND. This fee is payable per student and is transferred from the Acceptance Fee. This payment reserves the student's place within HIS. This fee is a once-only, non-refundable, non-transferable payment for each period of continuous study at HIS. Students who re-enroll at HIS, having been at another educational facility for a period of time, will be liable again for this fee.

Families with more than two (2) children studying at HIS concurrently will receive a 10% discount on Tuition Fees only for the third (3) and any subsequent children. This discount is applied to the fees of the child/children following the order of the lowest to highest grades.

Tuition fees paid by semester will attract an administration fee of 3% of the total tuition fee. Tuition fees paid quarterly will attract an administration fee of 4% of the total tuition fee.

The deadlines for the payment of fees are:

Quarter 1/ Semester 1: 12th August 2014.

Quarter 2: 11th October 2014.

Quarter 3/ Semester 2: 08th January 2015.

Quarter 4: 28th March 2015.

GRADE	FULL PAYMENT	SEMESTER PAYMENT (+3% of Administration fee)		PAYMENT MADE QUARTERLY (+4% of Administration fee)			
	Academic Fees	Semester 1 50%	Semester 2 50%	Quarter 1 25%	Quarter 2 25%	Quarter 3 25%	Quarter 4 25%
Reception	325,890,000	167,833,350	167,833,350	84,731,400	84,731,400	84,731,400	84,731,400
Grades 1/2/3/4/5	368,490,000	189,772,350	189,772,350	95,807,400	95,807,400	95,807,400	95,807,400
Grade 6/7/8	394,050,000	202,935,750	202,935,750	102,453,000	102,453,000	102,453,000	102,453,000
Grade 9/10*	430,260,000	221,583,900	221,583,900	111,867,600	111,867,600	111,867,600	111,867,600
Grade 11/12**	464,340,000	239,135,100	239,135,100	120,728,400	120,728,400	120,728,400	120,728,400

*Grade 9 and 10 – Years one and two of the Cambridge IGCSE programme.

**Grade 11 and 12 – Years one and two of the International Baccalaureate Diploma programme.

Tuition fees also include the cost of the yearbook, swimming charges, field trip entrance costs within Hanoi and most of the costs associated with the Co-Curricular Programme. Parents may elect to pay tuition fees annually or quarterly or by semester.

If a student's begins at HIS during a quarter, the fee for that whole quarter will be charged.

REFUNDABLE BOOK/ SECURITY DEPOSIT.

For students joining HIS, a refundable fee of 6,390,000 VND per family is payable at the time of the first payment of tuition fees for the 2014-2015 school year. It will be refunded upon completion of all procedures associated with the withdrawal from HIS of the last student from the family (for example, the return all course and library books or equipment and the payment of any outstanding fees).

CAMBRIDGE UNIVERSITY EXTERNAL EXAMINATION FEES.

Students wishing to take subject examinations in the International General Certificate in Secondary Education (IGCSE) will, upon registration for these examinations during Grade 10, be charged a non-refundable, non-transferable fee of 2,875,500VND per subject to cover examination and administration charges.

INTERNATIONAL BACCALAUREATE DIPLOMA EXAMINATION FEES.

Students registering for International Baccalaureate Certificate examinations will, upon registration for these examinations in March of their Grade 12 year, be charged a non-refundable, non-transferable fee of 5,857,500VND per subject, to cover examination and administration charges.

EXTRA LEARNING SUPPORT FEE (ELS).

Extra Learning Support covers English as an Additional Language (EAL) and/or Special Educational Needs (SEN). If the student is placed into one of its ELS programmes, payment is due within two weeks of an invoice being received. The ELS fee is 13,845,000 VND per quarter or 27,690,000VND per semester or 55,380,000VND per year. A refund will be provided only for a full quarter of non-participation. The decision about inclusion in an ELS programme will be made by the Vice-Principal in collaboration with appropriate staff. **Please note: This will be obligatory if it is decided that your child requires ELS. The withdrawal of a student from ELS programme will be determined by the Vice Principal in consultation with appropriate staff.**

SCHOOL BUS FEE.

The School provides, where possible, minibus transport to and from home for its students. Parents must register for this service with the Main Office. The fee for this service is 6,390,000 VND per quarter, 12,780,000 VND per semester and 25,560,000VND per full year. This fee may be paid by quarter, semester or full year in advance. In case, you stop using the school bus service anytime of the year, you **have to** inform to our office. Refunds will only be made for unused full quarters. No discount is available if a child begins or withdraws within a quarter. Acceptance is based upon available space on the bus and suitable routing. Students who use one way bus services will pay half of the fee. The school reserves the right to discontinue a student's use of the bus service due to unacceptable behavior on the bus.

ADDITIONAL PROGRAMMES.

A) Sports: Students are required to wear the official sports uniform for Physical Education and Sports lessons. This uniform can be purchased at the School Service Shop. Admission charges to rented sports facilities, e.g. swimming pools, soccer pitches, tennis and hard courts are included in the tuition fees.

B) Co-Curricular Programme (CCP): Most Co-Curricular Programmes run by the school staff are usually included in the tuition fee. Occasionally there may be a need to charge a fee for outside professional expertise.

C) School Trips: Overnight or extended trips away from HIS to attend scholastic, cultural and athletic/sporting events occur periodically. Students participating are charged for transportation, accommodation and meals. Costs for teachers are built into student costs. NOTE THAT SECONDARY SCHOOL CAMPS FEES ARE INCLUDED IN THE TUITION FEE.

D) Lunch: Students have the option to bring their own lunch or to purchase lunch and snacks from the school cafeteria. Our current cafeteria service provider, [Donkey Bakery](#) lists prices as it thinks appropriate with the school's oversight.

E) Special Educational Needs (SEN) additional support costs: Where specially hired staff are required to support students with special educational needs throughout the day, the staff are hired and paid for by the parents directly. The school is able to assist and give guidance in this process.

F) Instrumental music lessons: Where a student takes instrumental music lessons tutored by a person organized by, but from outside the school, the fee will be paid by the parent. The instrumental teacher issues an invoice which is sent home with the child. For more information about instrumental lessons on offer, please contact the Main Office.

G) Day to day student stationary: This is available from the School Service Shop. Grade and subject teachers will communicate with the home on stationary requirements. The materials are paid for directly to the School Service Shop.

SCHOOL FEE PAYMENT POLICY.

1. For the families who are licensed to pay in USD, in compliance with Vietnam Government Regulations. Please contact the Business Office to get information on the USD to VND exchange rate.

4. The Acceptance Fee is due when the student receives a letter of enrolment from the HIS Principal.

5. Cash payments cannot be accepted at the school finance office. School fee payment can only be made through the school bank, detailed on the Invoice and Debit Note.

6. All bank charges are the responsibility of the parent.

7. **Late Payment Fee:** Parents whose school fees remaining unpaid 15 days after the deadline for paying fees will be charged a penalty calculated at 10% of the total amount due. After 30 days the school reserves the right to suspend the student from the education programme at HIS until the overdue amount is paid.

8. Other fees (such as bus fee, IB Diploma and IGCSE examination fees) are due when the student uses the service and/ or registers for the examinations, and upon receipt of an invoice for the fees.

9. The ELS fee is due within 2 weeks of receipt of an invoice. If a student begins ELS during a quarter, the fee for that whole quarter will be charged.

School fee payment can only be made through the school bank, detail as follows:

<i>Bank name and address:</i>	Citibank, 17 Ngo Quyen St., Hoan Kiem District, Hanoi Vietnam (Swift code: Citivnvx)
<i>Account Name:</i>	Hanoi International School
<i>Account Number:</i>	0 200061 039 (VND) 0 200061 004 (USD)

REFUND POLICY.

A written notice of withdrawal must be received by the Principal at least fifteen (15) days prior to the date of withdrawal. Should any student who has paid fees for the year withdraw before the end of the academic year, refunds will be given upon written request to the Principal. There will be no refund for a quarter already begun. Please be aware that it can take up to 15 days to receive the refund.

Student ID: _____

Assessment Date: _____

Start Date : _____

Grade _____

Month _____ Year _____

Received: _____

Student Photo

HA NOI INTERNATIONAL SCHOOL APPLICATION FOR ADMISSION (Please complete all sections of this form)

SECTION I: General Information

STUDENT	Family Name: _____				
	First Name (s): _____				
	Name used: _____				
	Date of Birth: Day _____ Month _____ Year _____ Sex: M F				
	Nationality (ies) 1. _____ 2. _____				
FATHER	Family Name: _____				
	First Name (s): _____				
	Private Address: _____				
	E-mail: _____ Tel: _____ Fax: _____				
	Occupation: _____ Employer: _____				
	Business Address: _____				
	Nationality (ies): _____ Tel: _____ Fax: _____				
MOTHER	Family Name: _____				
	First Name (s): _____				
	Private Address: _____				
	E-mail: _____ Tel: _____ Fax: _____				
	Occupation: _____ Employer: _____				
	Business Address: _____				
	Nationality (ies): _____ Tel: _____ Fax: _____				
FAMILY	Child's position in family: (circle)	Only Child	1st Child	2nd	3rd
	Information on other children in family:				
	First Names		1st child	2nd	3rd
	Date of Birth				
	School				

SECTION II: PREVIOUS EDUCATION

1. School attended (most recent school first):

#	Name of School	City/ Country	From - To (Month & Year)	Class/ Grade	Report available
1.					
2.					
3.					

***N.B.: Copies of the most recent school reports/records must be provided**

2. Please list your children's strengths: _____

3. List areas of concern / weakness: _____

4. Has your child ever been retained or moved up a grade? _____

5. Has your child ever received any specific learning support:

Yes ☐ No ☐ (If yes, please give details)

Speech & Language ☐ Reading & Writing ☐ Mathematics ☐ Social Skills ☐

Fine or gross motor skills e.g. handwriting or physical education ☐

Others: (In details): _____

6. Are you aware of any specific learning support that your child will need? Yes ☐ No ☐

SECTION III: LANGUAGE PROFILE

1. Child's first language: _____ Other language(s) spoken: _____

In the event of my child requiring ELS support, I agree to his/her participation in the programme and to the payment of extra tuition fees. Please note that your agreement here is a pre-condition of enrolment at the school.

Name of parent.

Signature

Date

SECTION IV: CONTACT INFORMATION IN CASE OF EMERGENCY

1. Who do we contact first in case of an emergency? _____

2. Contact Number: _____

Signature of parent or guardian: _____ Date: _____

Please return with two photographs of the child, a copy of the child's passport and one of the parents' passport, to:

**Admission Office
Hanoi International School
48 Lieu Giai Street, Ba dinh District
Hanoi, Vietnam**