



**Hangzhou International School**  
78 Dongxin Street, Bin Jiang District, Hangzhou, 310053  
Tel: (86 571) 8669 0045 Fax: (86 571) 8669 0044

## **Application Form**

### **APPLICATION CHECKLIST AND AGREEMENT**

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**Child's Name** (last, first) \_\_\_\_\_ **Birth date** (day/month/year) \_\_\_\_\_

#### **The following documents are required to complete the application:**

- \_\_\_\_\_ RMB 2000 non-refundable application fee
- \_\_\_\_\_ Completed Application Form (8 pages)
- \_\_\_\_\_ Copy of student's birth certificate
- \_\_\_\_\_ Copy of passports: student and parents (original must be available)
- \_\_\_\_\_ Official school report from last two school years in English, or verifiable English translation  
Grade 9-12 applications must also provide high school transcripts
- \_\_\_\_\_ 2 passport pictures
- \_\_\_\_\_ Copy of current immunization record
- \_\_\_\_\_ Transportation request – if applicable

**HIS reserves the right to request a Letter of Recommendation from an educator in the applicant's previous school speaking to the student's learning potential, behavior, and degree of parental support, and where applicable, the student's overall potential for success in a college preparatory high school program.**

#### **Submitting this application constitutes agreement with the following:**

1. The parent or guardian and student admitted will abide by the school's established policies and procedures.
2. The parents or guardians understand and agree that a one-time non-refundable ESOL fee of 7500 RMB, over and above the standard tuition fee, is compulsory for newly enrolled English for Speakers of Other Language students in grades 1 to 10, whose native language is not English, or who have been referred for additional language assessment and/or support. The fee helps HIS offer additional resources and support for the ESOL program in addition to, alongside and within the regular program.
3. The parents or guardians understand that the non-refundable application fee is payable when the student's application is completed and submitted to the school for consideration. This fee is not applicable to other school fees but is valid for up to one academic year beyond the applications original submitted date.
4. Understanding that while Admissions Office secretaries, assistants, and officers might make projections about seat availability or ESOL levels, these projections change daily. Additionally, these staff members **DO NOT** have the final decision in offers of acceptance.
5. Photographs depicting HIS students including your child may appear in school brochures, advertisements, press releases, our school website and/or other promotional avenues deemed appropriate by our Marketing Department.
6. The parent or guardian agrees to pay all fees and tuition according to HIS policy.
7. The parent or guardian agrees to inform HIS if any circumstance or information described in the application form changes.
8. The parent or guardian understands that HIS may contact the student's previous schools in order to obtain information relevant to the student's application.
9. I understand that the submission of this application verifies that I have received, read, and understand the Admission Guide.

**I certify that the information provided in this application is complete and correct. I understand a child may be disenrolled from HIS if any information provided in the application is incorrect, withheld, or omitted.**

**Signature** \_\_\_\_\_

**Relationship to applicant** \_\_\_\_\_ **Date** \_\_\_\_\_





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**PARENTS' INFORMATION**

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Local Address.....Tel:.....

.....  
 .....Valid from...../...../.....to...../...../.....

Address Overseas.....Tel:.....

.....  
 .....Valid from...../...../.....to...../...../.....

While attending HIS, child's guardian(s) will be:  both parents  father  mother  other\_\_\_\_\_

**All school correspondence will go through the parents' personal contact information, regardless of payment arrangement. The family holds sole responsibility to maintain current contact information and maintain communication regarding school matters.**

**Father's Name**.....  
Last Name First Name

Nationality.....Mobile or Alternate Phone No. ....

Name of Company/ Business .....

Title/ Position .....Office Tel. No. ....

Fax No. ....E-mail address.....@.....

Does the father understand spoken English? (Please circle) Yes / Some / None

Does the father understand written English? (Please circle) Yes / Some / None

If not, which language(s)?.....

**Mother's Name**.....  
Last Name First Name

Nationality.....Mobile or Alternate Phone No. ....

Name of Company/ Business .....

Title/ Position .....Office Tel. No. ....

Fax No. ....E-mail address .....@.....

Does the mother understand spoken English? (Please circle) Yes / Some / None

Does the mother understand written English? (Please circle) Yes / Some / None

If not, which languages?.....

**Please circle the email address listed above you want to serve as your primary means of contact for the school including newsletter, financial, enrollment, and time sensitive information.**



**Application Form**

**EDUCATIONAL PROFILE OF STUDENT**

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1. Please list all schools attended, beginning with most recent. School records must be provided for the last two school years, and three years for high school students.

School Name	Dates Attended	City / Country	Grades	Language of Instruction	National System

Last School

Tel.....Fax.....E-mail.....@.....

2. Has the student been tested for or recommended for any of the following: (please check No or Yes for all)

No Yes

- Gifted or talented program
- Global delays, developmental delays
- Learning disability
- Psycholinguistic disorder
- Attention Deficit Disorder/ADD or ADHD
- Physiotherapy
- Other .....

No Yes

- Language and speech disorder
- Dyslexia/dyspraxia / dysgraphia
- Hyperactivity
- Emotional/ behavioral disorder
- Autism / Asbergers
- Hearing impairment

Please explain any of the boxes checked YES above: .....

.....

3. Has the student ever skipped a grade/been promoted? Yes / No

If yes, which grade/s? .....

4. Has the student ever repeated a grade? Yes / No

If yes, which grade/s? .....

5. Has the student ever been given an Individualized Education Plan (IEP) or modified curriculum? Yes/No



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6. Has the student been suspended or expelled from any previous schools? Yes/ No

7. Has the student exhibited behavior problems at home or in a school setting? Yes/ No

8. Has the student participated in behavioral management, counseling, or family therapy? Yes/No

9. Please provide details for the above or any other factors that the school should be aware of that might affect the success of your child .....

(use the reverse or attach additional documentation if necessary)

10. For pre-school, pre-kindergarten, kindergarten applicants- My child is completely toilet trained.

Yes/No



**Application Form**

**LANGUAGE AND LEARNING PROFILE**

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**Part A: For all students**

1. Does your child have outside school commitments?(e.g. music, sports, tutoring, etc.)

Activities	Days of the Week	Time (e.g. 6-8 pm)
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Part B: Only for non-native English speakers (Please check the correct box.)**

Student's Native Language:..... Second Language:.....

Other Languages Spoken:.....

Please (✓) the box that best applies to your child.

- What language is spoken in the home?  English  Other
- What language does your child speak to you?  English  Other
- What language does your child speak to siblings?  English  Other
- What language does your child speak to friends?  English  Other
- What language does your child read and comprehend?  English  Other (*if applicable*)
- What language does your child write?  English  Other (*if applicable*)
- Has your child ever enrolled in a full time English speaking school? Yes / No.....years
- How many months/years of English language instruction has your child had? .....
- Where has your child studied English? (please check and indicate the length of time)
 

<input type="checkbox"/> School	..... months/years	<input type="checkbox"/> Cram School	..... months/years
<input type="checkbox"/> Private tutor	..... months/years	<input type="checkbox"/> Home / Other	..... months/years
- Has your child received ESOL (English Speakers of Other Languages) instruction at school? Yes / No
 

If yes, how many years has he/she been in an ESOL program? ..... month/ years



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**PAST SCHOOL RECORDS RELEASE FORM**

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I hereby give my permission to the school listed below to submit a Letter of Recommendation, if requested, or to release my child's school records to Hangzhou International Schools and to provide information regarding my student's:

- Grades and report cards
- Standardized test results
- Attendance records
- Special education records (if any)
- Discipline records
- Individualized Education Plan (if any)
- Other relevant records

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Parent Signature	Date	Day/Month/Year
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Name of Last School Attended	School Website Address
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Name of Principal or Head of School	Email address
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Street Address	City	State/Province
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Country	Postal Code	Phone
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Student's First and Last Name

Please mail or fax to:

Admission Office  
Hangzhou International School  
78 Dongxin Street  
Bin Jiang District, Hangzhou 310053 CHINA  
Telephone: 86-0571-8669-0045 Fax: 86-0571-8669-0044  
Email: admission@scischina.org





**Application Form**

**TRANSPORTATION APPLICATION (OPTIONAL)**

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**Submission of the application verifies that I understand and agree to the following conditions concerning the participation of my child in HIS school transportation:**

1. Daily transportation to and from school will be provided (transportation fee) to HIS students living within a reasonable distance to our campuses. This does not include before or after school activities.
2. Transportation arrangements typically take up to one week to finalize. A transportation form must be submitted to each campus five days prior to the start of services. Parents will communicate with the campus transportation assistant to finalize details.
3. HIS will first try to arrange a pick-up at or near the child’s housing complex. In housing developments where a number of families and students live in close proximity, HIS may arrange for a centrally located pick-up/drop-off location within or near the development. In some instances in which students live in more isolated areas, parents may be asked to transport students to and from designated pick-up and drop-off points.
4. To help ensure on time arrival at school, busses will wait for two minutes after the assigned pick-up time before moving to the next pick-up point.
5. The school will provide parents with the approximate drop-off time and location after school. Parents are responsible for daily supervision arrangements when a child arrives at the designated drop-off (i.e. meeting a young child at the drop-off location, providing children with house keys, training the child what to do if the parent is not at the drop-off point, etc.).
6. Traffic, city events, and accidents may disrupt a child’s busing, but this does not constitute HIS’s inability to fulfill its transportation obligation.
7. HIS must be notified in writing of any changes to a parent’s transportation request. If you plan to alter your child's routine for a special occasion, before or after school activity, etc., you must provide a written note to the school office for that day's change.
8. Bus space is limited and is reserved for the transportation of HIS students. Our busses stop only at HIS arranged drop-off points and any change in bus schedule or route must be facilitated through the transportation office.
9. All issues and questions related to bus transportations should be directed to the campus transportation office or the school principal.
10. HIS, the officers, and teachers are released from liability whatsoever arising from the student’s participation in HIS-contracted busing.
11. Violation of, or failure to comply with, bus rules can result in disciplinary action consistent with HIS policies. In serious cases, a student’s bus service may be terminated.

Child/Children’s family name: _____	Desired date to start transportation _____
Child/Children’s first name(s):.....	Grade.....
.....	Grade.....
Pick-up/home address .....	
.....	
Any Special Notes.....	