

# ENROLMENT APPLICATION



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westlinkkr



Gia Vinh Road, Tay Ho Tay Urban area, Xuan  
Tao Ward, Bac Tu Liem District, Hanoi.

## FOR OFFICE USE ONLY

Student No.	Placement test date
Enrolment Date	Accepted <input type="checkbox"/> Yes <input type="checkbox"/> No
Enrolment fee received <input type="checkbox"/> Yes <input type="checkbox"/> No	English support <input type="checkbox"/> Yes <input type="checkbox"/> No
Start Date	Proposed level
Admissions in charge	Assessment teacher

## APPLICATION CHECKLIST

☐

A certified copy of School Records for the last 2 years (where applicable)

☐

A certified copy of Student's Passport or Birth Certificate

☐

Student's Immunization Record (PYP Intro - Grade 5)

☐

03 Passport Photographs taken within 6 months (please write student's full name on the back)

☐

Medical Examination Form (with registered medical centre's stamp)

☐

Billing Information

Kindly complete this Enrolment Application Form and send it by email to our Admissions Office at [enquiry@westlink.edu.vn](mailto:enquiry@westlink.edu.vn)  
 We will invite your child to the School for a placement test.

## STUDENT INFORMATION

Student's Full Name

Preferred Name

Gender

Nationality (in Passport)

Date of Birth

Country of Birth

Passport/Birth certificate No.

Date issued

Place issued

Type of Visa

Visa Expiry Date

First language

Other language(s)

Student passport  
photograph x3

Student's current residential address

## DETAILS OF PARENTS/GUARDIAN

Father ☐

Guardian(\*) ☐

Mother ☐

Guardian(\*) ☐

Full name

Relationship to student

Only for Guardian

Only for Guardian

Nationality

Passport/ ID No.

Type of Visa (if applicable)

Profession

Home phone

Business phone

Mobile phone

Email

First language

Other language(s)

Company name

Residential/ mailing address

(\*)If you are a guardian, you need to submit legal documents to prove your guardianship of the child/ren. If there is any change in the parental/guardian status, please inform the School.

## EMERGENCY CONTACTS

Please provide two contacts in case School can not reach student's Parents/Guardian(s)

### Contact 1

Full name

Relationship to Student

Home phone

Business phone

Mobile phone

Residential address

Contact 2

Full name

Relationship to Student

Home phone

Business phone

Mobile phone

Residential address

SIBLINGS

Full name	Date of Birth	Age	Gender	School	Level

EDUCATION HISTORY

Please give details of schools attended.

Age	Name of school	Country	Was this an int'l school?	From (mm/yyyy)	To (mm/yyyy)	Level completed
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			

Reasons for withdrawal from the most recent school

Has your child ever been expelled from school?

If yes, please provide details:

☐ Yes

☐ No

ENGLISH PROFICIENCY

Written	Beginner	Intermediate	Good	Excellent	None
Spoken	Beginner	Intermediate	Good	Excellent	None

GENERAL INFORMATION

Has your child ever had an injury or surgery?

If yes, please give details

☐ Yes

☐ No

Does your child have a history of any medical conditions?

If yes, please give details

☐ Yes

☐ No

(Examples: Diabetes, Epilepsy, Anaphylaxis, Allergy etc.)

## PREFERRED MEDICAL CLINIC IN HANOI

Name of Clinic

Address

Phone

Doctor's Name (if any)

## SPECIAL EDUCATION NEEDS

Please tick in the appropriate box. If your answer is Yes to any of the questions, please provide more details below:

Has your child displayed any difficulties (learning, emotional, behavioral, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child now or in the past, had any special educational needs (e.g. school support, educational psychologist)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your child currently receiving any support for learning behavior?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child received Speech Therapy, Occupational Therapy or Physiotherapy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any problem that limits or affects his/her participation in physical education?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have trouble with vision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child wear a hearing aid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details (for any Yes answer)		

I hereby declare that the information provided is true and correct.

Name of Parent/Guardian

Signature

Date

## ENROLMENT TERMS AND CONDITIONS

Enrolment Terms and Conditions of Westlink International School of Hanoi are explained in the following document. Parents/Guardians (hereafter called Parents) are asked to read the document carefully and ask our well-trained staff should any issue(s) need clarification. By enrolling in Westlink International School (WIS), Parents agree to the following:

### COMPULSORY FEE

#### Placement test fee

A non-refundable, non-transferable and one-time Placement Test fee is payable before the School provides a placement test to assess the level of each child's academic status. Placement test has 6-month validity.

#### Enrolment Application fee

A non-refundable, non-transferable and one-time Enrolment Application fee is payable on the date that the school accepts a student for enrolment.

#### Tuition Fee

- Tuition Fee is non-transferable.
- Parents can choose to pay tuition fee by either (a) full Year Payment Plan or (b) Installment Plan.
- First payment in both the Instalment Plan or Yearly Plan should be made at least 30 days before 1<sup>st</sup> day of school or at the date of enrolment acceptance.
- Payment by installments should be made at least 21 days before the new term starts.
- To confirm a student's place for the next school year, the School Tuition Fee must be made fourteen (14) days before the last day of the current school year.
- Tuition Fee will not be reduced or refunded as a result of student's absence or as a result of the School providing online delivery in specific circumstances.

#### Guarantee Amount

This deposit will be refunded when the child leaves the school provided 07 weeks' notice is given in writing to the school within the school year. The School has no obligation to refund the Guarantee amount if Parents do not submit the Notice of Withdrawal seven (07) weeks prior to the student's last day at school or do not fulfill the outstanding financial liabilities.

#### Reservation fee

This is applicable for a new student who wishes to reserve a place in the School. The reservation fee is equivalent to the first payment of the Installment plan. The reservation fee is non-refundable and non-transferable and will be credited against the first invoice of the Tuition Fee.

### OTHER SERVICES FEE

Other fees e.g. Student's Insurance, Uniform, Book pack & Stationery, Meals, Bus service, English Language Support (ELS) and other supplemental fees or charges are not inclusive in the Tuition Fee and payable by Parents on a yearly or termly basis depending on requirements of each service.

Signature of Parent/Guardian



### Uniform

All students are expected to wear correct uniform when they are at School. Uniform fee is non-refundable once purchased. Uniforms to be exchanged must be unused and in their original packaging.

### Meals

Meals are provided by WIS's service provider. Parents who elect to use the meals at School will register with the School Office and pay meal fee on a yearly/ termly basis.

To get the refund when Parents made full year payment, Parents are required to provide the School 30 days written notice prior to student's last day of using the service. A refund will only be made for a full term of non-usage.

### School Bus

School bus for students to and from school is provided by School or WIS's service provider. Parents who elect to use the school bus service will register with the School Office and pay bus fees yearly or termly.

To get the refund when Parents made full year payment, parents are required to provide the School 30 days written notice prior to student's last day of using the service. A refund will only be made for a full term of non-usage.

### Student Insurance coverage

Student Insurance is compulsory if students don't have an equivalent insurance coverage in place. The School will inform Parents of the annual insurance premium. A premium refund will only be made for a full term of non-usage.

### English as an Additional Language (EAL)

Additional English classes (EAL) are provided for students who require support with English, at recommendation by Placement Test result, by the EAL teacher or the classroom teacher. EAL fee can be paid on a yearly/ termly basis. The EAL fee of a full term must be paid regardless of when a student enrolls at School. To get the refund, if Parents made yearly payment, Parents must provide the School 30 days' written notice and the withdrawal must be accepted by the principal. There is no pro-rata refund for withdrawal from the EAL service once the term has started. Refund of EAL fee is only applicable for yearly payment.

### Supplemental charges

This may include costs for any extra-curricular activities such as individual music lessons, domestic/ overseas trips and visits, etc. Parents will be informed. The School may also charge for any damage intentionally caused by the student (whether alone or with others) to School property or the property of any other persons.

## PAYMENT OF FEES

- All fees must be paid in advance by the due date stated in the payment advice sent to Parents. Overdue invoices will be imposed and incur a late payment penalty of 1,5% per month.
- If Compulsory Fees are not paid by the first week of the new school year/new school term, the student will be considered as automatically withdrawn from the School. In this event, all outstanding fees up to the withdrawal date must be paid before the student's records can be released.
- In case a student has withdrawn from the School and wants to re-enroll, Parents will be required to fill a new Enrolment Application form and pay the Enrolment Application fee again. Re-enrolment will be subject to vacancies available in the School.
- All Fees can be paid by cash or credit/debit card to the Cashier/ Accountant at the School Office or by Bank Transfer to the provided School account. All bank charges are the responsibility of the Payer.
- Tuition Fee and Other Fees are subject to change with due notice, at the discretion of the School Management.
- Parents accept the full liability for the fee payments regardless if the fees are paid for by a 3<sup>rd</sup> party.
- Parents shall register the billing and recipient information with the School to receive tax invoices upon fees payment to the School. The registered recipient will receive a tax invoice by 10<sup>th</sup> day of the next month after payment is made. Any changes of billing information should be notified to the School at least 5 working days prior to the payment date.
- Once payment is received, the School shall be entitled to allocate payments in the following order:
  - Enrolment Fee**
  - Guarantee Amount**
  - Tuition Fees**
  - Other Fees:** Parents are responsible for confirming the order of services that Parents wish the student to use in case of any shortfall.

## WITHDRAWAL AND REFUND

- Parents are required to fill out the School's standard Notice of Withdrawal during the period stated herein and ensure that the School has acknowledged the withdrawal in order to obtain a proper refund, if any.
- All other obligations to the School including returning of any school property (e.g. outstanding fees, library books etc.) must be met before any refundable amount, School Records and Transcript can be released.

### For existing students:

- During the school year, the Written Notice of Withdrawal must be submitted to the School at least 7 school weeks prior to the student's last day. Failing which, the student's last day at school is considered to be in the next term.
- If Parents request a refund of the Tuition Fee for the next school year, they are required to submit the written Notice of Withdrawal to the School 07 weeks before the current school year ends. Failing which, the student's last day at School is considered to be in the first term of the next school year.

### For new students:

- The School requires written Notice of Withdrawal 7 school weeks before the new school year starts. Failing which, the last day of the required notice period is considered to be in the first term.

## REFUND OF TUITION FEES FOR WITHDRAWAL

Refund liability is the balance of paid amount and amount payable to school as listed in below table:

Last day of student at School (after the required 7 school weeks notice period)	Amount of Tuition Fee payable to the School
<b>For Yearly Payment Plan</b>	
The last day of the notice period is before the school year commencement	10% of Full Payment of Yearly Plan
Within Term 1 (or 1 <sup>st</sup> term of enrolment of a new student)	45% of Full Payment of Yearly Plan
Within Term 2 (or 2 <sup>nd</sup> term of enrolment of a new student)	85% of Full Payment of Yearly Plan
Within Term 3 (or 3 <sup>rd</sup> term of enrolment of a new student)	100% of Full Payment of Yearly Plan (no refund)
<b>For Installment Payment Plan</b>	
The last day of the notice period is before the school year commencement	10% of the Total Amount of the Installment Plan
Other cases	No refund or part thereof will be made for payments by Installments.

Signature of Parent/Guardian

## ONLINE LEARNING

- In the instance that online-learning needs to be implemented, online lessons will constitute normal classes i.e. all Terms and Conditions including School Fees and refund policies will remain in effect. The School will decide the best course of action for continuing lesson content, provision of learning materials, staffing arrangements, etc. to ensure that learning continues to cover the core curriculum.
- The student must accept school rules of online- learning under Parents' monitoring.

## HEALTH AND SAFETY

- The School will do all that is reasonable to safeguard and promote student welfare and to provide pastoral care. Parents acknowledge that while the School will provide appropriate supervision, the risk of accident or injury cannot be eliminated.
- The School is not liable for any loss or damage to a student's personal belongings.
- The School will not be held responsible for students who leave school premises in breach of school rules or regulations and students who walk or take their own transportation to/from school on their own. The School will also not be held responsible for students who stay in School before and after school hours on their own accord.
- Any student suffering from infectious diseases such as SARS, measles, rubella, eye infection, etc. will not be allowed at the School. Parents must obtain a letter from a registered medical practitioner certifying the child's full recovery and fitness for school and submit this certification to the School before the student is allowed to resume School.
- In the event of an illness, accident or emergency and if either of the undersigned Parents or the provided Emergency Contact cannot be contacted, the School will seek medical advice and treatment for the student and all medical expenses will be borne by the Parents.
- The School has limited programs and facilities to provide educational services for students with learning, behavioral, emotional disorders, or other disabilities, and consequently, may not cater to these students' needs. If any change in the child's cognitive, emotional, physical, or behavioral state occurs that is likely to affect learning and/or interactions with peers, staff, or the community, Parents must immediately notify the school in writing.

## COMMUNICATION

- Photographs, images or recordings taken of the students may be used for educational and promotional purposes including but is not limited to publication on websites or any other social media platforms.
- Parents are to notify the School for any change of address or contact details. The School will not be held responsible if the School is unable to contact the Parents in any emergency or unable to deliver any correspondence to the registered contact details.

## DAY EXCURSIONS

- In signing this form, parents give permission for their child(ren) to attend excursions within the school day.
- Overnight excursions will require a separate permission.

## TERMINATION OF SCHOOL SERVICES

- The School reserves the right to terminate any services provided for students, by giving Parents one month's notice in writing, and refunding any un-utilised portion of the School Tuition Fee and Other Fees, should any of the following occur:
  - Discipline violations which might include but are not limited to, excessive truancy, excessive use of foul language at School, violent behavior, insubordination, etc.*
  - Behavioral, cognitive, emotional and any other disruptive disorders that may impact the learning, safety and environment of others.*
  - Regular late payment of School Fees.*
  - Parents who breach, or do not adhere to, the School's Policies, Rules and Regulations.*
- The School also reserves the right for immediate termination of services provided for students, and refunding any un-utilised portion of Tuition and Other Fees should any of the following occur:
  - Possession, distribution or sale of illegal drugs or drugs deemed detrimental to the health of other students.*
  - Possession or use of any dangerous items that can be used to cause injury or harm to others.*
  - Aggressive physical or verbal assault of another party at School.*
  - Serious violation of the School's or any external program policy on cheating including Plagiarism on assignments and / or examinations.*
  - Any other serious misconduct.*
- When services are terminated by the School, the amount to be refunded will be a pro-rata of the un-utilised portion of Tuition and Other Fees.
- Parents must clear all outstanding obligations to the School, including return of school property e.g. library books, parking permit etc. before any refundable monies, School Records or Transcripts can be released.

## PARENT HANDBOOK

Important school policies, rules and regulations are set out in the Parent Handbook. Parents are expected to read the Parent Handbook to comply with the rules therein at all times.

By signing this Enrolment Application Form, I/ we certify that the information provided is true, accurate, and relevant to my child's enrolment. I/we have read, understood and agreed to be bound by the obligations in this document and the Parent Handbook and any subsequent amendment(s) as notified by the School from time to time.

Name of Parent/Guardian

Signature

Date

## ACCEPTANCE BY THE SCHOOL

Name of Authorized Personnel

Signature

Date