



WELCOME TO THE BEST OF BRITISH EDUCATION

- Personalised learning for your child
- Centrally located campus
- A curriculum that opens doors
- Supporting world language development

Date application received:
(for admissions use only)



ADMISSIONS AND ENROLMENT FORM

Welcome to Britannica International School, Shanghai. You are now at an important and exciting stage in the process of choosing the right school for your child. The process below is designed to help you complete this form. If you have any questions at all, please don't hesitate to contact our Admissions Team.

Tel (0086 21) 6402 7889 admissions@britannicashanghai.com

1 Contact us

Call or email our Admissions Team to arrange a bespoke school visit and a tour around the school, or to receive information over email if a visit is not possible to arrange.

2 Submit this Admissions & Enrollment form

This form and the required documents can be submitted online through our website (www.britannicashanghai.com/admissions) or manually completing the information in this admissions booklet. Please submit/return the form together with supporting documents (see checklist).

3 Assessment and meet Principal

Assessment is adjusted according to applicant's age.

4 Offer of Place

Offer of Place Letter sent to Parent/Guardian

5 Accept Offer of Place

Parent/Guardian pays Registration Fee and Tuition Deposit to accept the offer and secure the child's place in the school

6 Class and Start Date/time confirmation

Email sent by school to Parent/Guardian

7 Fully enrolled

Parent/Guardian pays Tuition Fee and other school fees

8 Child starts school

Required Documents (please check)

- | | | |
|--|--|--|
| <input type="checkbox"/> Copy of child's birth certificate | <input type="checkbox"/> Copies of the last two school reports | <input type="checkbox"/> Copy of child's medical insurance card |
| <input type="checkbox"/> Copy of child's passport | <input type="checkbox"/> Copy of parents'/guardian's passport | <input type="checkbox"/> Copy of parents'/guardian's work permit |
| <input type="checkbox"/> Child's photo (passport size) | <input type="checkbox"/> Copy of residence permit | <input type="checkbox"/> Copy of immunization record |



Pupil's Personal Information

First name(s):

Family name:

Preferred first name used at school:

Gender: Female Male

Date of birth:

Day Month Year

Nationality in passport:

Proposed Entry to Britannica

Proposed Date of Entry:

Day Month Year

Requested Year of Entry:

School Bus Required: Yes No

Current school

Current Year Group/Grade (if any):

Current School Name:

City/Country:

Main Language of Instruction:

Favorite subjects at school:

Least favorite subjects at school:

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

Additional Information

Does your child have any special interests and/or abilities in sports or arts?

Yes No

Can your child play any musical instruments?

Yes No

Has your child had any problems at current or any previous schools?

Yes No

Has your child ever repeated a year/grade?

Yes No

Has your child had any development problems?

Yes No

Has your child received learning support or special education?

Yes No

Does your child have any special needs such as ADD, ADHD, ASD, Dyslexia, Aspergers, Autism or other?

Yes No

Has your child ever been excluded or suspended from school?

Yes No

If you responded 'Yes' to any of the questions above, please provide further details and/or attach relevant reports or documentation.



Medical Information

Has your child had any injury or surgery?

Yes No

Is your child under a physician's care for any reason?

Yes No

Is your child taking any medication for emotional/behavioural problems such as Ritalin, Prozac and Xanax?

Yes No

Does your child have a history of emotional or behavioural problems?

Yes No

Has your child had any development problems?

Yes No

Is your child allergic to any food or medication?

Yes No

Please provide information regarding your child's health and/or behaviour which might affect his/her performance in the classroom, or limit participation in physical education activities and/or field trips:

If your child has any dietary needs, please state here:

Parent Information

Father / 1. Guardian

First name:

Family name

Nationality

Father's Native Language:

Mobile phone number

Email:

Occupation

Employers Name

Office Phone:

Mother / 2. Guardian

First name:

Family name:

Nationality:

Mother's Native Language:

Mobile phone number:

Email:

Occupation:

Employers Name:

Office Phone



Sibling Information

Siblings are defined as brothers or sisters

Sibling 1:

First name: Family name:

Date of Birth:
Date: Month: Year:

Currently studying at Britannica? Yes No

Applying with the Applicant? Yes No

Sibling 2:

First name: Family name:

Date of Birth:
Date: Month: Year:

Currently studying at Britannica? Yes No

Applying with the Applicant? Yes No

Address

Shanghai Address (Primary Contact Information):

Address line 2:

District:

City: Postcode

Home Phone:

Overseas Address (if applicable)

Address line 2

City: Postcode

Country

Emergency Contact

Contact person in the case of emergency, if parents are not reached

Name:

Email:

Phone:

Occupation:

Billing and Invoicing Information

Please provide contact details for communication regarding Billing and Invoicing.

Name:

Email:

Phone:

Occupation:

Checklist

Please check that you have completed the following requirements for school admission.

- Read and understand the Terms & Conditions of Enrolment at the School?
- Completed all the section of the Admissions and Enrolment Form.
- Provided all of the requested documentation to support your application



Terms and Conditions

1. Admission and School Policies

The enrolment of a prospective pupil to the School is subject to the School's Admissions and Entry policies and other policies and procedures (including those relating to discipline and curriculum) as amended by the School from time to time.

2. Withdrawal of Enrolment Offer

If the School determines that there has been a breach of any of the School's policies, procedures and of the Terms and Conditions herewith, the School may exclude, withdraw or suspend enrolment, or make enrolment subject to new Terms and Conditions.

3. Withdrawal by Parent / Guardian

Parents / Guardians shall give a minimum of 6 weeks written notice of withdrawal to the School. Notice received during a school holiday will be deemed to have been received on the first day of the following session.

4. Refundable Deposit

On the offer of a place at the School, the Refundable Deposit becomes payable. This is to secure enrolment at the School until the termly or annual fees have been paid. Deposit will be credited against the next term's tuition fee. The Refundable Deposit is refundable in accordance with the School's Withdrawal and Refund policy. The Refundable Deposit shall be without interest and without taking into account fluctuations in exchange rates.

Before 18th May an enrolment fee and tuition fee refund is available upon request.

Before 1st July paid tuition fees may be refunded upon request minus the enrolment deposit of 20,000 RMB. A refund of paid enrolment deposits is not available.

After 1st July a deduction of six weeks' tuition fees will be applied to all tuition fee refunds. A refund of paid enrolment deposits is not available.

All refunds requested during the academic year require a minimum of six weeks' notice. Failure to provide notice for this duration will incur a deduction of six weeks' tuition fees, payable in lieu of notice.

Reduced fees as part of the Early Bird discount or other schemes will not be taken into consideration or applied in any way. All refunds are calculated based on the standard fee scheme and current price list only.

5. Fees

School Fees are listed on the Fees Schedule and subject to variation from time to time. A full term's tuition is payable for any term during which the pupil is in attendance irrespective of the number of days attended. If tuition fees have not been paid, they shall remain due and payable and the Refundable Deposit shall be used to offset the tuition fees and the parents / guardians remain liable for any shortfall.

A pupil's entitlement to begin or continue classes at the school is conditional upon payment in full of each term's tuition fees and all other charges for which the parents / guardians are liable, whether or not the fees are paid by the employer or parents / guardians.

The School reserves the right to exclude a pupil where tuition or other fees are not paid in full by the due date. The School may also withhold any information, pupil reports or property in such circumstances.

6. Termination by the School

The School may terminate this agreement at any time where the School has reason, in its opinion, that permanent exclusion or removal is required. The School shall not take such action without good cause and, where possible, full consultation with parents / guardians and the pupil. Parents / guardians have the right to appeal to the Orbital Education International Schools Development Officer on a decision to permanently exclude a pupil.

7. Pupil Photograph

Images of pupils may appear in the School's publicity materials unless parents / guardians notify the School in writing that they do not consent to this.

8. School Liability

The School shall not be held liable or responsible for any loss or personal injury that a pupil or parents / guardians may sustain at any time unless such loss or injury is directly attributable to the fault or negligence of the School or its employees.

9. Parents / Guardians & Pupil Responsibilities

In accepting the offer of a place at the School, you and your child agree to:

1. Your child attending school each day and to explain any absences.
2. Your child will wear the required school uniform in the correct manner.
3. Your child conforming to school rules and code of conduct.
4. Notify the School immediately of changes in contact details or guardianship.
5. Allowing your child to participate in all school activities. Participation outside school hours requires parental consent.
6. Allowing your child to participate fully in all field trips and agree to pay the cost of such trips.



Acknowledgement & Declaration

I hereby apply for my child to be enrolled at Britannica International School, Shanghai. I understand and agree to the following:

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 drug, 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 an emergency when immediate observation or treatment is deemed necessary by the school I hereby authorise the school to take my child to the most convenient medical facility. I shall not hold the school or its responsible authorities 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.

- a) As soon as the School receives my Admission & Enrolment Form, arrangements will be made for the test / interview.
- b) Subject to my child passing the test / interview, the School will at its discretion offer my child a place at the school through an Offer Letter.
- c) I must pay all fees due before my child can start attending the school.
- d) That all the information I have given to the School is true and complete in all respects. False declaration may invalidate the offer of a place or result in exclusion.

Force Majeure

Britannica International School, Shanghai will not be liable for any cancellation or delay in delivery or performance resulting from causes beyond its reasonable control, including, but not limited to; acts of God; strikes or labour disturbances; equipment failure; delays in transportation; war; acts of terrorism; riot; epidemics; floods; fires; unusually severe weather conditions; accidents; or other contingencies the non-occurrence of which was a basic assumption upon which this agreement was made.

Statement on Information Collection and Processing

We collect personal information on students, guardians and related contacts. We obtain this through the admissions process and during your time with the school. We do this to process your interest in the school and to serve the needs of our students and the parental community.

We only share your information with our parents and suppliers to comply with regulatory requirements. We share this information on the basis that it is protected to the same higher level than we store and process ourselves.

There will be times where you can optionally have your information shared more widely. For instance, to play a part in the wider school community. It will be up to you to choose if you are happy to have this information shared, on a case by case basis.

I have read, fully understand and accept Britannica International School, Shanghai's Admissions and Enrolment Form.

Parent/Guardian's Signature

Date

Britannica Profile

How did you first find out about Britannica International School, Shanghai?

- Internet Search Recommendation Social Media
 Advertising Other: _____

'a vibrant, supportive and creative environment'

*A former A Level student
studying at The University of Edinburgh, UK*

'there is more personalised education here at Britannica'

*A former A Level student
studying at University of Southampton, UK*

'great teachers and small class sizes so our kids get proper attention'

Father of Year 5 and 6 students

'we recognise and celebrate the essential work you and your colleagues do each year'

*James Boote, Senior Recruitment and Marketing Manager,
Queen Mary University of London, UK*



CONTACT OUR ADMISSIONS TEAM:

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