

Administration  
 WL id :  
 St id :



**APPLICATION FORM – FRENCH STREAM  
 KINDERGARTEN & PRIMARY SCHOOL – Bilingual class  
 SCHOOL YEAR: ..... / ..... Class: .....**

Child's last name: .....

First name(s): .....

Sex :                      Male                       Female

Nationality: .....

Date of birth: .....

Place of birth:            City..... Country .....

Lunch arrangement:    Lunch box.....Canteen.....

**For registration in both Bilingual Class and French Class:**

1<sup>st</sup> Choice: .....                      2<sup>nd</sup> Choice:.....

Please check our website to see the admission criteria.

**DEBENTURE**

Even if accepted, the child will not be admitted in class until the debenture, application and registration fees have been paid. When a company pays the school fees for a child, the child must be covered by a corporate debenture "A".

- The debenture will be paid by my company: A
- The debenture will be paid by myself: B

**SCHOOL FEES**

I, the undersigned, .....  
 acknowledge having read the terms and conditions of the payment of school fees ( fees must be paid each term upon receipt of the invoice). In case of late payment, interest accrued will be added.

Invoice to be addressed to .....

Company .....

Address .....

Date ..... Signature .....

\* The Company's chop and the signature of the authorized person are required.

<b>For administration only</b>	
Date de rentrée : _____	Report _____
Ets homologué : __oui__ non _____	Test __oui__ non _____
N/E :                      1            2            3            4	

**EDUCATIONAL DETAILS OF APPLICANT**

Native language: .....

Other languages spoken at home: .....

Name and address of the last school attended:

School	Address	Language your child was taught in

**The school is public French school / private French school / private French school recognized by the French Ministry of National Education / school of other countries (*Delete as appropriate*)**

Last class attended: .....

Number of years spent outside of France: .....

Has your child been enrolled in a kindergarten?    yes    no\*                    *\*Delete as appropriate*

Does your child have any educational problems of any kinds?                    yes    no\*  
 If yes, in which area? :

.....

Does your child have any health problems?                    yes    no\*                    *\*Delete as appropriate*  
 If yes, please specify (allergies, asthma, eyesight problem or hearing problem etc...) :

.....

Number of brothers and sisters: .....

Name	Date of Birth	Sex	Name of Present School

Anticipated length of stay in Hong Kong : .....

**INFORMATION CONCERNING THE PARENTS**

Home Address .....  
.....  
.....

Telephone No .....

**Father's Name** .....

Nationality .....

Profession / Occupation .....

Company Name .....

Company Address .....

.....

Tel No. office ..... Tel No. mobile .....

E-mail : .....

**Mother's Name** .....

Nationality .....

Profession / Occupation .....

Company Name .....

Company Address .....

.....

Tel No. office ..... Tel No. mobile .....

E-mail : .....

<b>CONTACT IN CASE OF EMERGENCY</b>	
NAME	.....
Telephone Number:	.....

### **DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION**

1. Registration fee of HK\$3800 - non refundable on acceptance by the school or if no answer to our annual update mailing
2. Application fee of HK\$500 - non refundable (from 1<sup>st</sup> April onward)
3. A passport copy
4. Attendance certificate indicating the current level of the student
5. A copy of the most recent report from last school
6. Proof that the school is certify by the French government (Eligible only for student coming from a French school)
7. One recent ID photograph

### **DOCUMENTS TO BE SUBMITTED UPON ACCEPTANCE**

1. Debenture payment (Category A or Category B)
2. EXEAT for student coming from a French School
3. Previous School Reports

#### **NOTE :**

- Cheques should be payable to “**French International School**”
- Each student should provide all previous school reports before the first day of the school.
- **Each student** attending the French International School “Victor Segalen” must be covered by a debenture, details are available from the School Office at Tel: 2892 3607 or our website: [www.fis.edu.hk](http://www.fis.edu.hk)

I, the undersigned, ..... certify that the information is true and correct.

Signature : .....

**NB** : *Incomplete applications will not be taken into consideration.*

The completed form should be submitted to the following address:

**French International School « Victor Segalen »**  
**165 Blue Pool Road**  
**Happy Valley**  
**HONG KONG**

## FINANCIAL ANNEX

### FINANCIAL CONDITIONS

#### **Application and registration fees**

Application and registration fees must be paid at the time of application. The payment can be made by cheque (payable to "French International School") or by bank transfer.

- Application fee of HK\$500 - non refundable (from 1<sup>st</sup> April onward)
- Registration fee of HK\$3800 - non refundable on acceptance by the school or if no answer to our annual update mailing

#### **Debenture**

The purchase of a debenture is compulsory before the admission of the student in class.

- Category "A" - a company debenture at the value of HK\$110,000
- Category "B" - a personal debenture at the value of HK\$60,000

The full value of the debenture is refunded when the student's withdrawal from School is confirmed and all outstanding bills have been paid in full.

#### **Payment of tuition fees**

Any financial period that has been started must be paid in full.

Tuition fees are charged and must be settled in 3 instalments (payment in advance for the full academic year is also accepted).

- The first financial period includes the months of September, October, November and December.
- The second financial period includes the months of January, February and March.
- The third financial period includes the months of April, May and June.

**Exception for 3<sup>rd</sup> financial period:** The school fees for a student who leaves the school between the 1<sup>st</sup> April and the Spring Break will be charged pro rata for the number of calendar days if proper written notice of leaving has been given to the Headmaster before the 31<sup>st</sup> January.

Fees must be paid in full before the due date. In the event of late or partial payment, interest will be charged on the amount outstanding.

#### **Arrival during the course of the school year**

1<sup>st</sup> financial period from 1<sup>st</sup> September to 31<sup>st</sup> December:

- Arrival before the 1<sup>st</sup> November: The school fees are due in full for the corresponding financial period.
- Arrival after the 31<sup>st</sup> October: The school fees will be calculated pro rata for the number of calendar days of that financial period.

2<sup>nd</sup> financial period: from 1<sup>st</sup> January to 31<sup>st</sup> March

- Arrival before the 15<sup>th</sup> February: The school fees are due in full for the corresponding financial period.
- Arrival after the 14<sup>th</sup> February: The school fees will be calculated pro rata for the number of calendar days of that financial period.

3<sup>rd</sup> financial period: from 1<sup>st</sup> April to 30<sup>th</sup> June

- Arrival before the 15<sup>th</sup> May: The school fees are due in full for the corresponding financial period.
- Arrival after the 14<sup>th</sup> May: The school fees will be calculated pro rata for the number of calendar days of that financial period.

### **Withdrawal and penalty**

To withdraw a student from the French Section of the French International School, written notice must be received by the Admissions Office ( [inscriptions@lfis.edu.hk](mailto:inscriptions@lfis.edu.hk) or fax: 2577 9658) no less than 2 months before the start of the next financial period.

- The leaving notice deadline for departure at the end of the 1st financial period is 31st October.
- The leaving notice deadline for departure at the end of the 2nd financial period is 31st January.
- The leaving notice deadline for departure at the end of the 3rd financial period is 30th April.
- As the school year ends in June, a student not returning at the start of the school year in September must give notice to the school by **30th April** at the latest.

Failure to give 2 months' notice will result in a penalty being imposed equivalent to 2 months' school fees and the School reserves the right to deduct these monies from the redemption value of the debenture.

I, \_\_\_\_\_ have read and agreed that admission to FIS shall be subject to the above terms and conditions.

Signature:

Date: