

FRENCH INTERNATIONAL SCHOOL 'VICTOR SEGALEN' ASSOCIATION LIMITED ('FIS')

Admissions Policy

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Disclaimer:

The information contained in this document is correct at the time of publication.

This document is aimed at helping you understand our policies and processes during the application process. You are expected to abide by the policies at all times during the application process. Abiding by the policies will ensure your application has the best chance of success, but does not guarantee an offer. In all applications, FIS's decision is final.

Revised: June 2026

1. Introduction

This document aims to inform you about FIS's admissions procedures, guidelines, criteria and practices ("Admissions Policies"). Parent(s) or Legal Guardian(s) (together referred to as "Parents" hereafter) are advised to read these Admissions Policies thoroughly before commencing the application process.

1.1. French Stream & International Stream

Within the French Stream, students from the Petite Section to Terminale follow the French National Curriculum as set by the French Education Ministry, leading to the Diplôme National du Brevet and the Baccalauréat Français. FIS also provides bilingual French – English classes in the SIA/BFI section in specific year groups, leading to the Baccalauréat Français International (BFI).

Within the International Stream, students follow an English language programme based on the English National Curriculum enhanced for our international setting. Students follow the accredited International Early Years Curriculum (IEYC) and International Primary Curriculum (IPC) from Nursery to Year 6. For Secondary, our curriculum is based on the International Middle Years Curriculum (IMYC) and leads to the IGCSE (University of Cambridge International Examinations) in Year 11 and the International Baccalaureate (IB) in Year 13.

1.2. Student placement

Proper placement of students is important to ensure that those students who are admitted benefit fully from the curricula offered at FIS and that they will have a higher probability of a successful learning experience.

The Admissions Department is committed to working together with families to determine the educational placement that is best for each student.

1.3. Contact information

FIS may need to contact Parents from time to time using the contact details provided during the application process, such as when requesting additional information, or informing Parents of the outcome of the application.

It is the Parents' responsibility to inform FIS of any change in their contact information. If FIS is unable to contact the Parents, this may result in the application being rejected, the assessment invitation or the offer being withdrawn.

If you have any questions regarding the application process after reading this document, you can contact the Admissions Department by email at: admissions@g.lfis.edu.hk (International Stream) or inscriptions@g.lfis.edu.hk (French Stream).

1.4. Data collection

FIS will treat all personal data collected throughout the application process in accordance with the Personal Data (Privacy) Ordinance, Cap. 486.

The personal data provided during the application will be used for the following purposes only:

- To process the application and for purposes related to and necessary for the processing of the application;
- for updating the student records system of the pedagogical team if the application is successful;

All personal data as well as other confidential information not constituting personal data which is collected by FIS during the application process will be kept confidential and will not be released to any third party unless it is necessary to do so in relation to the application process.

FIS will not retain your personal data for any longer than necessary for the above purposes. If the application is successful, FIS's personal data policy contained in the Terms and Conditions will apply to the relevant personal data collected during the application process. Personal data which is only used for the purposes of the application, or where the application is unsuccessful, will be deleted as soon as reasonably practicable.

You may at any time write to admissions@g.lfis.edu.hk to access or modify the personal data held by FIS.

2. General requirements

IMPORTANT All information and documents provided in the course of making the application must be true, complete, accurate and up-to-date. It is the Parents' responsibility at all times to keep FIS informed of any changes to relevant information or documents. FIS reserves the right to withdraw a place offer or reject an application if it discovers that any such information or document is untrue or inaccurate to a material degree, or that any material information or document was deliberately omitted or withheld at any stage in the admissions process.

2.1. Documentary requirements

The following documents will be required from Parents at various stages of the application process:

- Copy of your child's birth certificate
- Copy of your child's Passport
- Copy of your child's Permanent Resident Hong Kong Identity card (if applicable)
- Copy of your child's 3 most recent school reports (mandatory for all applicants currently enrolled in school)
- Copy of school certificate (for the current school year; French Stream only)
- Copy of Parents' proof of marital status/proof of legal custody
- Proof of payment of the application fee

Scanned copies of the required documents will need to be provided at various stages of the application process. Documents should be in PDF, JPG, GIF or PNG format, and no larger than 2MB per file. FIS may request additional documents not listed above during the application process if it requires more information in processing the application.

All documents must be in French or English, or translated into English if in another language. Translations must be certified by a professional translator or consular service.

FIS may contact the applicant's current and/or previous school(s) to obtain further information pertaining to the application.

2.2. Parents' authority

FIS will only process applications where it is satisfied that the Parents have the required authority to make the application.

In the case of Parents: unless 1 parent is able to prove that they have sole legal custody over the child's education, the signatures of both parents will be required on the application form and certain other documents.

In the case of legal guardians: the relevant legal documentation showing that the legal guardian has authority to make the application on behalf of the child will be required. Where such documentation appoints more than 1 legal guardian, signatures of all the legal guardians will be required unless FIS is satisfied that an individual legal guardian may take decisions without prior consent of the other(s).

FIS may within 2 weeks of requesting proof of authority, suspend or reject the application if it has not received satisfactory proof.

2.3. Entrance requirements

Applicants seeking admission to FIS should satisfy the following minimum entrance requirements:

- Age appropriate for the requested Year level as per FIS's Equivalence year group chart per stream
- Successful completion of the previous school year (where applicable)
- Admission assessment results (where applicable)
- Previous schools' records (where applicable)
- Reference from current school (where applicable)
- Fluent in English (International Stream only)
- Age-appropriate command (at primary level) or fluency (at secondary level) in French (French Stream only)
- EXEAT Certificate (where applicable)

2.4. Visa requirements

In order to study at FIS, all students must have the right to study in Hong Kong. Parents must make the necessary visa arrangements for their child and must provide proof of eligibility to study in Hong Kong prior to their child being allowed to start school. Parents must keep FIS informed of any visa status changes or renewal.

FIS will not act as a sponsor for visa applications.

2.5. Quotas

FIS welcomes families of all nationalities, but like all other international schools, must comply with quotas imposed by HK authorities, and admissions offers may be affected by such quotas.

For this reason, it is important that Parents fully disclose all nationalities held by their child from the moment they apply and throughout the entire time their child remains a student at FIS.

2.6. Class placement by age

FIS believes that students should be with students of the same age, who are at similar stages of social maturity.

For the International Stream, in accordance with the English national curriculum, students are grouped by their date of birth using 1st September to 31st of August as the basis for grouping.

For the French Stream, in accordance with the French Ministry of Education regulations, students are grouped by year of birth using 1st January to 31st December as the basis for grouping.

2.7. Exception to age-appropriate class placement

In exceptional circumstances and where it is agreed that such a placement is in a student's best interest, a student may be placed in the year group below his/her chronological age.

Parents should be aware that should a student leave FIS prior to completion of their education, this lower placement may affect the chances of admission to other schools.

3. Application procedure

3.1. General

Applications may be submitted at any time two years in advance of the start date, but will only be considered at the earliest 12 months prior to the intended enrolment date. A place will only be offered if FIS is satisfied that all entry criteria have been met, including the assessment results, the level of priority, and the availability of a school place.

Parents can apply simultaneously for both streams. All applications are made online through the FIS website www.fis.edu.hk and no other forms of application will be accepted.

3.2. Application fee

An EDB approved, **non-refundable** and **non-transferable** application fee ("the Application Fee") will be charged in respect of each individual application to FIS. The Application Fee is non-refundable regardless of the outcome of the application, and is payable in respect of every new application.

The Application Fee is payable at the time of application and is levied to recover the costs incurred for the processing and administration of the application. The collection of the Application Fees does not guarantee that a place will be offered.

The Application Fee shall be paid via bill payment, bank transfer or cheque and a copy of the payment confirmation or cheque should be sent to FIS.

Parents may request a receipt for the Application Fee, which will be sent by the FIS Accounts department approximately 2 weeks after the request.

If the Application Fee is not received within 2 weeks after submission of the application, the application will not be processed, and will be rejected.

3.3. Application confirmation

Completed applications will be acknowledged in writing and are registered on the application list for the year group (based on the applicant's date of birth) and school year applied for.

3.4. Non-acceptance of application

All applications and supporting information are reviewed by the Admissions Department to establish the applicant's ability to meet the minimum entrance requirements.

FIS reserves the right to limit student enrolment and/or withdraw student participation at any time.

For the International Stream, apart from exceptional circumstances, and at the discretion of the Head of School, FIS does not normally accept new applicants for Years 11 and 13.

3.5. Admissions Priority

The school admissions policy for both the French Stream and the International Stream gives priority to certain applicants. The admissions priority serves as a guide used through the FIS admissions process and does not guarantee a place. The final decision for all applicants is at the discretion of our Admissions Committee.

Priority Group 1	French nationals Children of FIS Faculty Student coming from a French program at an AEFE homologated school to join our French homologated program
Priority Group 2	Allocation of a Mature Corporate Debenture
Priority Group 3	Sibling of current FIS student FIS student requesting a stream transfer Children of Alumni Quality Migrant Admissions Scheme (QMAS) dependants

Admissions to our school is open to all students on a non-discriminatory basis without regard to race, colour, national and ethnic origin, gender, disability and religion.

3.6. Deferral of application

If an applicant has **not been invited** for an assessment or offered a place for the school year and year group applied for, he/she will remain on the application list for the next academic year only.

If an applicant wishes to defer his/her application to the next school year, they may do so only once, prior to receipt of an invitation for assessment. FIS must be notified by email. No additional fees are required.

3.6.1 Deferral after confirmation of an admission offer

After the Parents have notified FIS of their acceptance of an offer and FIS has sent confirmation, they may only defer the start date by informing FIS **not less than 30 days** prior to the start date.

Parents will be allowed to defer the start date one time only, and the deferral must be to another date in the same term and the same school year. The Parents will still be invoiced the school fees for the full term even if the start date is part-way through the term.

Deferral requests made **less than 30 days** prior to the arrival date will not be accepted, and

Parents will be deemed to have withdrawn their acceptance of the offer.

The Application Fee and Advance on Tuition Fees (as defined in clause 5.1 below) will not be refunded or transferred to any subsequent application, Parents will be invoiced the school fees for the full term. Parents will have to liaise with the Debentures Department if they want to redeem their debenture.

Should they wish to join FIS for another term or school year, the Parents would have to re-apply to FIS.

3.7. Withdrawal of application

Parents may withdraw an application at any time up to and after receipt of an admission offer.

3.7.1 Withdrawal before receipt of an admission offer

If the Parents wish to withdraw an application prior to receipt of an offer, they must notify the Admissions Department by email. Once the notification of cancellation has been received by FIS, it is final. If the Parents subsequently wish to reapply, a new application must be made, including payment of the Application Fee.

3.7.2 Withdrawal upon receipt of an admission offer

Upon receipt of an admission offer, Parents may notify FIS that they wish to withdraw their application by using the admissions reply form that is sent out with the offer letter. Once an application has been withdrawn, it cannot be restored. The Parents will be required to make a new application, including payment of all fees, if they subsequently wish to reapply to FIS.

If an applicant has twice withdrawn an application after the receipt of an offer, the applicant will not be permitted to reapply for 2 years following the last withdrawal.

3.7.3 Withdrawal after confirmation of an admission offer

After Parents have notified FIS of their acceptance of an offer, they may only withdraw by notifying FIS **not less than 30 days** prior to the start date by email. The Application Fee and Advance on Tuition Fees will not be refunded or transferred to any subsequent application, and Parents will have to liaise with the Debentures Department if they want to redeem their debenture.

For withdrawals notified **less than 30 days** prior to the start date, the Application Fee and Advance on Tuition Fees will not be refunded or transferred to any subsequent application and the Parents will be invoiced the school fees for the **full term**. Parents will have to liaise with the Debentures Department if they want to redeem their debenture.

Should Parents wish to apply to FIS again, a new application must be made.

4. Assessment procedure

The format and content of assessments varies depending on the class and stream being applied for.

Admission decisions are based on a careful assessment of each applicant's age-appropriate knowledge, skills and understandings as well as their social and emotional development.

The assessments are necessary for FIS to, amongst other things, understand any specific needs of the applicant and whether FIS can reasonably accommodate these.

Siblings of current students and students under a mature corporate debenture are guaranteed an assessment if submission aligns with the admissions calendar.

4.1. Assessment format

For the International Stream, when a place is likely to become available, an applicant from the application list will be invited for an assessment.

For the French Stream, the same applies in respect of applicants who are not French passport holders or who did not attend an AEFE or French public school.

The general assessment format is explained on the FIS website:

<https://www.fis.edu.hk/en/international-stream-and-french-stream-assessment>

4.1.1 Rescheduling an assessment

In the event the applicant is unable to attend the scheduled admissions assessment for any reason, applicants must inform FIS as soon as possible, and in any event no less than three business days before the date of the assessment.

While the Admissions Department will make every effort to reschedule an assessment, this is not guaranteed. The dates offered for the rescheduled assessment will be selected from FIS's predetermined assessment dates.

If the applicant fails to attend on the second assessment date, the application will be rejected and the application and assessment fees will be forfeited.

In the event the applicant is unable to attend the assessment due to an emergency (for example an accident or illness), Parents must inform the Admissions Department as soon as possible, and a new assessment date will be scheduled once satisfactory proof of the emergency is submitted to the Admissions Department.

4.2. Assessment fee

Assessment fees must be settled in full prior to the date of the assessment, and are non-refundable and non-transferable regardless of the outcome of the assessment. The latest assessment fees are available on the FIS website.

The assessment fees cover the assessments themselves and all related administrative tasks, and are only valid for one academic year. If an applicant passes the assessment but is not admitted due to

a lack of space, they will be placed in the wait pool to await a vacancy. If the next vacancy becomes available after expiry of the validity of the assessment (see clause 5.3 below), the assessment fees must be paid again.

Settlement of the assessment fee shall be made via bill payment, bank transfer or cheque. FIS reserves the right not to conduct an assessment if the assessment fee is not settled in advance. A payment receipt can be issued upon request and should be received within 2 weeks after completion of the application from the accounting department (Receivables).

4.3. Assessment results

Assessments are reviewed by the Director of Admissions or Admissions Manager and members of the Assessment team, headed by the respective Principal of Primary/Secondary.

All assessment activity records/assessed papers are kept confidential. They remain the property of FIS and will not be released to parents. No examples of the assessment activities are available.

Following an applicant's assessment, the Parents will be notified of the outcome by email within two week,s which is counted from the later of: (i) receipt of all required documents from the Parents; or (ii) all assessments for the relevant academic year having been completed.

Due to the volume of applications, FIS cannot provide verbal feedback. On request, a short feedback will be provided by email.

4.4. Appeals

Retests will not be offered to unsuccessful applicants for the same year group. Parents may appeal the results of an assessment by writing to the Admissions Committee stating the reasons for the appeal. The Admissions Committee's decision on whether or not to allow the appeal shall be final.

5. Admissions Procedure

When it becomes apparent that a place will become available, applicants who have successfully completed the assessment (where applicable) and are in the wait pool will be contacted by email. They will be required to fill and return an admission form to confirm their decision in writing.

5.1. Acceptance of offer

When a place is offered, Parents must indicate their acceptance by paying a non-refundable & non-transferable deposit of the tuition fees of HK\$25,000 per child ("Advance on Tuition Fees") and must purchase or allocate a debenture to the child who has been offered a place. The Parents must also submit a direct debit authorization form (please refer to the debenture guidelines at section 8).

The Advance on Tuition Fees will be credited against the tuition fees for the student's first term at FIS. Please note that confirmation of acceptance must be made within the deadline stated in the offer letter. Failure to do so may lead to the place being withdrawn and offered to another applicant in the wait pool.

All required documents and payments/debenture purchases must be provided/made before FIS will accept a successful applicant. Failure to make the relevant payments or provide the required documents by the deadline will lead to the offer being withdrawn. A final confirmation will be sent to Parents once all required documents and payments have been received.

A payment receipt will be available upon request and should be received within 2 weeks after completion of the application from the Accounting department.

5.2. Failure to respond

If the Parents fail to notify FIS of their decision to either accept or decline an offer before the deadline on the offer letter, the offer will be withdrawn, and the applicant will be removed from the wait pool. Parents will be required to make a fresh application, including payment of all fees, if they subsequently wish to re-apply to FIS.

5.3. Wait Pool

An applicant who meets the current admission requirements with a successful assessment (when applicable) will be placed in the wait pool if there is no place available at that time. When a place becomes available, FIS will select an applicant who will best fit the balance of a cohort at that time according to several criteria, including but not limited to previous schooling, assessment results, age, gender, nationality, learning style, etc.

Being in the wait pool does not guarantee a school place. The admissions priorities listed in section 3.5 may result in a later application with higher admissions priority being offered a school place instead of an earlier application with lower or no admissions priority.

A successful applicant will remain in the wait pool from the date of the successful assessment until the following 31 January. If no place becomes available by 31 January following the applicant's placement in the wait pool, the applicant will automatically be placed back onto the application list of the following school year and year group and may be reassessed if a place becomes available.

6. Before starting at FIS

Once an acceptance of an admission offer is received and confirmed by FIS, the applicant is officially registered as a student of FIS and a place is reserved for him/her from the date stated on the confirmation.

FIS Admissions team will provide all necessary information for families to prepare ahead of the start of school.

6.1. FIS “Back to School” checklist

Every new family will receive a “Back to School” checklist that sums up key information (parent portal, ECA's, canteen, uniforms, buses, etc).

Class allocation and teachers are announced on the first day of school at the latest. Should a new student start during the school year, the campus secretary will liaise with the Parents directly to provide this information as well as the name of the class/form teacher.

6.2. Parent portal - Parent accounts

Once the admission confirmation is sent by FIS, the Parents will be sent a reminder email to the email addresses given during the application, with instructions on creating their parent portal account. The reminder email will automatically be sent every week until the account has been created.

Only one parent portal account is required, but it is recommended that, where applicable, both Parents create an account, in order to have access to their child's schooling information.

6.3. Campus visit

If the Parents wish to visit the relevant campus ahead of the start of school, they should email the Admissions department to request this, and FIS will try its best to accommodate the request.

6.4. Options (French Stream only)

6.4.1 Primary

Section Internationale Americaine (SIA) classes are only available upon recommendation by the FIS pedagogical team.

When a place becomes vacant for SIA (for a year group and campus), eligible students will receive a notification from the Admissions team. Students who are coming from another SIA class at an AEFE school may join without assessment upon availability.

6.4.2 Secondary

The secondary cycle secretary will send a form to the Parents to choose their curricula options.

6.5. Student Accommodation

You must inform the Admissions department if the student will be staying with a host family during his/her time at FIS. However, FIS accepts no responsibility for and will not bear any costs of such arrangements.

6.6. No show

A student who does not attend school on the planned start date or for the next consecutive 15 days is considered a no show.

6.6.1 No show with legitimate reason

A legitimate reason includes, for example:

- the relevant visa is not granted
- the student is unable to travel to Hong Kong due to travel restrictions

The family must inform FIS and will have to provide satisfactory proof of the legitimate reason to the Admissions Department within the first 15 consecutive days following the planned start date.

FIS will then allow the student to postpone his/her arrival for up to an additional 45 calendar days or decide to withdraw permanently from FIS. The invoicing of the tuition fees would then be on a pro rata basis.

6.6.2 No show without legitimate reason

If a student is a no show and does not provide any legitimate reason, FIS reserves the right to revoke the place with immediate effect and invoice the tuition fees for the term in full.

7. Assistance For Students With Special And Specific Needs

FIS aspires to meet the needs of all its students. Parents whose child has specific/special needs are encouraged to consult directly with the FIS Admissions Department before starting the application process, to discuss the needs of their child and understand what reasonable accommodation can be provided by FIS with regards to the application process, admission and overall schooling of their child.

FIS would facilitate such services, and can arrange for external therapists, whose fees, if any, are billed at cost to parents.

8. Debentures

Admission at FIS is conditional on the purchase or nomination of a debenture. One debenture covers a single student only and must be purchased before the deadline given in the offer letter. The purchase of a debenture will make the debenture holder a member of FIS, and subject to its Articles of Association, as well as giving the holder the right to vote at the Annual General Meeting and other meetings of FIS.

There are 2 categories of debentures that can cover a student at FIS. Category A debentures are corporate debentures that will become “mature” 1 year after purchase, giving the nominated student priority as listed in clause 3.5 above. Category B debentures are private debentures that give no priority. For more information on debentures, please see the following link: <https://www.fis.edu.hk/en/debentures>

An applicant who is in the wait pool under a mature corporate debenture will lose the associated priority if at any time he/she is no longer covered by the debenture.

Students who have applied for an AEFE scholarship are eligible for a 50% discount on a private debenture upon proof of application being shown to FIS. If the scholarship application is unsuccessful, the full price of the debenture will become payable.

9. Policy Review

The information contained in this document is subject to change without notice. FIS does not warrant nor make any representation as to the accuracy, currency, or completeness of such information.

FIS, as with any other school, is likely to undergo a number of changes during the time a student is here. For example, there may be changes in the staff, in the premises, facilities and their use, in the curriculum, the size and composition of classes, the Terms and Conditions, the disciplinary framework and the length of the school year. Tuition and school fees will be regularly reviewed and adjusted annually.