



### APPLICATION FOR ADMISSION

FOR OFFICIAL USE			
<input type="checkbox"/> Test Scheduled _____	OFF	SGN	PYM
<input type="checkbox"/> Interview Scheduled _____	SOL	ADM/HSE	O/I

Before you complete this application, please read the accompanying prospectus and the rules and regulations governing enrolment as well as the conditions of admission. Please print in black ink and return completed form to the office of admission.

Enrolment Year _____	Enrolment Term	<input type="checkbox"/> T1	<input type="checkbox"/> T2	<input type="checkbox"/> T3	<input type="checkbox"/> T4					
Date of Application _____	Is this your first application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No - Date _____							
Seeking Admission To Year / Level:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 1B	<input type="checkbox"/> PRE-IGCSE	<input type="checkbox"/> PRE-IB	<input type="checkbox"/> Foundation IB

#### STUDENT DETAILS

Full Legal Name on Passport _____ (Underline Surname)	Preferred Name _____		
Date of Birth _____	Age _____		
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male			
Please select one only <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Dependent Pass <input type="checkbox"/> Student Pass			
FIN / NRIC _____	(If FIN) Date of Expiry _____	Nationality _____	Country of Birth _____
Passport No. _____	Date of Issue _____	Date Of Expiry _____	Country of Passport _____
Mobile No. _____	Residential No. _____	Email _____	
Ethnic Group <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Eurasian <input type="checkbox"/> Other _____			Language Spoken _____
Religion <input type="checkbox"/> Christian (Methodist) <input type="checkbox"/> Christian (other) <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Taoist <input type="checkbox"/> Other _____ <input type="checkbox"/> No Religion			

#### PARENTS CONTACT DETAILS

	FATHER <input type="checkbox"/> Alumni <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Others: _____	MOTHER <input type="checkbox"/> Alumni <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Others: _____
Family Name	_____	_____
Given Name	_____	_____
Nationality	_____	_____
Singapore PR	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
FIN / NRIC	_____	_____
Passport No. & Country of Passport	_____	_____
Profession & Company	_____	_____
Mobile No. + Country Code	_____	_____
Residential No. + Country Code	_____	_____
Email	_____	_____
Current Address + Postal Code	_____	_____
Primary Parental Contact (select one only)	<input type="checkbox"/> Father <input type="checkbox"/> Mother	

## GUARDIAN CONTACT DETAILS

Family Name <input type="text"/>		Given Name <input type="text"/>	
Nationality <input type="text"/>	FIN / NRIC <input type="text"/>	Passport No. and Country of Passport <input type="text"/>	
Singapore PR <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile No. + Country Code <input type="text"/>	Residential No. + Country Code <input type="text"/>	Email <input type="text"/>
Current Address + Postal Code <input type="text"/>			

## FAMILY DETAILS

Family Information	<input type="checkbox"/> Parents Married	<input type="checkbox"/> Parents Divorced	<input type="checkbox"/> Parents Separated	<input type="checkbox"/> Father Deceased	<input type="checkbox"/> Mother Deceased		
Student Lives With	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Guardian	<input type="checkbox"/> ACS(I) Boarding	<input type="checkbox"/> Oldham Hall

Students are not allowed to live unsupervised. Students living with parents who travel regularly must have a guardian appointed for emergency purpose. International students must board with a school-certified accommodation and must have a parent-appointed guardian.

## GUARDIANSHIP POLICY

All parents who live overseas, or who are not immediately accessible whilst their children are at school, are required to have a guardian who is resident in Singapore. The guardian's role is a vital one and is to support the child and to deputise for the parents when they are not available.

A guardian can be a relative or close friend of the parents but they must know the child and the child must be comfortable in having them deputise as a parent. As guardians are in a responsible position they should be at least ten years older than the child and must be at least the age of 30 at this registration. With the exception of parents registering as guardians, guardians must be Singaporeans with jobs that do not take them away from Singapore regularly. Guardians must be capable of speaking English and they must attend all school events organized by ACS (International) related to their ward's studies and performance at school.

All ACS (International) students must have a guardian or have their parents who act as their guardian. Students must be accommodated with the parents or guardians or with the school dormitory. In the event where the student does not board with his / her guardian, the guardian must organize weekly meeting with his / her ward and communicate with him / her on a daily basis to make sure the ward is healthy and coping in school.

Guardians should make themselves aware of all the relevant aspects of the School and the education of the children for whom they are responsible. They should communicate regularly with the School, initially through housemasters and housemistresses; similarly guardians must be readily contactable by the School. The School will seek to keep in-touch with guardians on a regular basis.

The School requires all guardians to complete a registration form and to update the School about any changes to their details. All guardians will be monitored by the School and should problems emerge in the guardianship arrangements the Vice Principal (Pastoral) will intervene to resolve the problems.

The Vice Principal (Pastoral) is in-charge of guardianship matters and further help and information can be obtained by emailing [guardianshipmatters@acsinternational.com.sg](mailto:guardianshipmatters@acsinternational.com.sg).

### Specific Guidelines for Guardians

Guardians must:

1. Apply for ward's student pass/ and replace lost ones
2. Alert the school on medical issues/absences/late-coming of wards
3. Assist with ward's overseas travel arrangements
4. Liaise with the school on ward's discipline matters
5. Ensure that ward is properly attired and reports to the school on time
6. Keep communication lines open through email, SMS or telephone
7. Monitor ward's progress in school: both in academic and co-curricular activities (the school publishes end-of-term records through ISAMS)
8. Monitor ward's computer and internet usage
9. Monitor ward's weekend activities
10. Monitor ward's expenditure
11. Provide a daily structured timetable for study for ward
12. Provide breakfast and dinner during term time as appropriate
13. Provide avenues for enrichment activities for ward
14. Acknowledge receipt of communications from school through email
15. Read the newsletters (the school publishes regular newsletters on the website)
16. Update address and contact information when there are changes
17. Update the school when overseas

**Important:** No student is permitted to self-stay outside school.

Parent's / Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

## COMMUNICATION

To ensure good communication that meets appropriate levels of security, privacy and safety, please tick the appropriate options below.

Who is the emergency contact?	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian
Who will access the Parent Portal? <i>The school uses a parent portal that gives access to attendance data, academic progress details, reports and notices over the Internet.</i>	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian

## INFORMATION ON SIBLINGS

Do you have (or had) any other children at ACS family of schools?  Yes  No (If yes, please provide the details below)

	Name	Enrolment Year	Enrolment Term	House
Child 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## ACADEMIC HISTORY

Present School Name <input type="text"/>	Country <input type="text"/>
Previous Academic Programme Followed <input type="checkbox"/> GCSE / IGCSE: <input type="checkbox"/> A*, <input type="checkbox"/> A, <input type="checkbox"/> B, <input type="checkbox"/> C <input type="checkbox"/> PSLE : Aggregate <input type="checkbox"/> <input type="checkbox"/> GCE 'O' Level: L1R5 <input type="checkbox"/> <input type="checkbox"/> Others <input type="text"/>	

Please attach academic transcripts and certificates for the last 2 years of study

## OTHER INFORMATION

Please tick accordingly	NO	YES	If yes, please provide details below with attached evidences
Does the applicant have any learning difficulties which affect or affected their education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Has the applicant ever enrolled in a gifted programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Has the applicant ever been enrolled in a learning support programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Has the applicant ever seen a school counsellor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Are there any factors (personal, psychological or social) which have affected the applicant's academic performance in the past?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Does the applicant have any medical or physical conditions that require special attention or medication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Has the applicant ever had a long term absence (more than 10 days) because of ill-health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Does the applicant have any allergies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
If the student feels unwell in school, do you agree to the school nurse giving the following? <input type="checkbox"/> Paracetamol <input type="checkbox"/> Antacid <input type="checkbox"/> Antihistamine <input type="checkbox"/> Antidiarrheal <input type="checkbox"/> Lozenges			
How will the applicant travel to school? <input type="checkbox"/> Car <input type="checkbox"/> Walking <input type="checkbox"/> Bicycle <input type="checkbox"/> MRT <input type="checkbox"/> School Bus <input type="checkbox"/> Public Bus			

## HOW DID YOU FIND OUT ABOUT ACS (INTERNATIONAL)?

<input type="checkbox"/> Previous ACS (International) students	<input type="checkbox"/> Friends	<input type="checkbox"/> Current ACS (International) parents	<input type="checkbox"/> Agent
<input type="checkbox"/> Referred by ACS family of schools	<input type="checkbox"/> Internet	<input type="checkbox"/> Newspaper / Magazine	<input type="checkbox"/> Others <input type="text"/>

## PAYMENT TERMS AND CONDITIONS

### FEES

**TEST FEE** (Non Refundable) - **S\$550.00** is payable at application for a placement test to be organized should test be required.

**REGISTRATION FEE** (Non Refundable) - **S\$3,210.00** one-time payment at offer; **DEPOSIT** (Refundable) - **S\$6,000.00**.

**PEAKS PSYCHOMETRIC ASSESSMENT** - **S\$481.50** payable with tuition fees for students applying to Years 1/1B, 3 and 5 (2017).

**INTERNATIONAL STUDENT PASTORAL CARE** - payable for international students applying for student pass. **S\$495.00** is payable for those joining Semester 1 onwards. For students who join the school in semester 2, a fee of **S\$300.00** is payable instead.

**END OF YEAR CAMPS** – Compulsory for Years 1 – 3. **S\$350.00 - S\$400.00**; **OVERSEAS TRIPS** Voluntary for Years 1 – 6 - **S\$1500.00 - S\$5500.00**

**IB ENRICHMENT AND INDUCTION FEE** - **S\$1,000.00** one time payment at admission to Year 5.

### TUITION FEE

Year 1 to 4 - **S\$26,400.00** per annum; Year 5 - **S\$35,200.00** per annum; Year 6 - **S\$24,200.00** per annum

**ADMINISTRATION FEE** - **S\$770.00** per annum; **PSP** - **S\$50.00** per annum

All fees are GST inclusive unless otherwise stated.

Parents or Guardians are responsible for the payment of uniform, school bus, meals, school books and other special co-curricular activities at school.

Parent's / Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

## PAYMENT PROCEDURE AND CONDITIONS

### Payment Procedure and Conditions

Payments are to be made only either in cash, cheque, cashier's order or inter-bank transfer. No credit card facilities are available.

All payments from overseas by cashier's order or telegraphic transfer are to be made payable to ACS (International) with applicant's name listed.

All bank charges must be borne by applicant.

All cheque payments are to be crossed and made payable to ACS (International) with applicant's name written at the back of the cheque.

All fees are payable one month in advance before commencement of each semester on a half yearly basis.

A student cannot commence or continue schooling whilst fees are unpaid.

### Account Details for Cashier's Order of Telegraphic Transfer

**NAME OF BANK** DBS Bank Ltd, Singapore

**ADDRESS** 12 Marina Blvd Level 3 MBFC Tower 3 S'018982

**BANK CODE** 7171

**BRANCH CODE** 033

**SWIFT CODE** DBSSGSG

**BENEFICIARY NAME** ACS (International)

**ACCOUNT NO** 033-900959-8

## WITHDRAWAL AND REFUND PROCEDURE

### Refund of Tuition Fee

- 100% refund if notice is received more than 30 days before course commencement
- 50% refund if notice is received less than 31 days before course commencement
- 25% refund if notice is received 1 – 60 days after course commencement
- NO refund if notice is received 61 days after course commencement

### Refund of Deposit

- If due notice is given – full refund of Deposit; course fees are not refundable
- If no notice is given – NO refund is applicable
- Notice of student withdrawals within each academic year must be given in writing to the school by:  
**31 October:** for students leaving in December  
**31 March:** for students in Years 1 – 4 leaving in Term 3; there is no refund for early withdrawal for IB students in Years 5 or 6.
- Students without notice of withdrawal will be deemed to be progressing to the next academic year, and shall pay course fees according to the terms of the Student Contract and/or official invoice. Places will be reserved only upon receipt of course fees within the stipulated deadline.
- The deposit, less deductions, is refunded by cheque to the original payee three months after the student's last day at school.
- Transcripts and Testimonials are not prepared if the above requirements are not fulfilled.
- All refunds are net of any outstanding administrative costs (e.g. end of year school camps, examination fees, and any losses or breakages of school property).

Parent's / Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

## CHECKLIST FOR ATTACHED DOCUMENTS

<input type="checkbox"/> Two Recent Passport-Sized Photographs Of Child	<input type="checkbox"/> Copy of applicant's Singapore Passport / Birth Certificate / NRIC
<input type="checkbox"/> Copy of applicant's School Reports For Last Two Years	<input type="checkbox"/> Copy of applicant's Examination Certificates
<input type="checkbox"/> Copy of applicant's speech / language / psycho – educational / psychologist reports or evaluation record for applicants diagnosed with learning disability condition (if applicable)	<input type="checkbox"/> Copy of applicant's foreign passport / Dependent Pass / PR (identity card – please indicate blue on the copy) / Student Pass (if applicable)

## DECLARATION

*Failure to declare the following could result in the withdrawal of the offer of a place at the school. Please note that it is important to declare all significant academic, emotional and medical problems. In the case of special educational needs, the school will assess carefully whether it can manage the needs of your child. Kindly attach copies of relevant medical reports, if applicable.*

- I declare that all information provided in this application form is correct and true.
- I agree that my child and our family will endeavour to support the ideals of the school.
- I understand that my child's place in the school may be withdrawn for failure to comply with the requirements outlined above.
- I have read and accept the payment, withdrawal, accommodation and guardianship terms and conditions listed on the previous page.
- I have read and accept the Policy and Procedures on Guardianship.
- I consent to my child's name and/or photo being used by the school for school publicity purposes.
- I give permission for my child to participate in offsite school-run activities and field trips during the school day knowing that the school staff will act in loco-parentis.

Parent's / Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_