**Application Form**

Student’s recent photograph

(within last 3 months)

**A. Student’s Information**

Year level applying for:  Start Date:       (DD/MM/YYYY)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student’s Name (as in passport)** | | |  | |
| Family Name | Given Name | Middle/Other Name | |  |
| Preferred Name | | Chinese Name (if applicable) | |  |
| Date of Birth:       (DD/MM/YYYY) | | Gender: | |  |
| Place of Birth: | | Nationality: | | |
| Passport No: | | Date of Expiry:       (DD/MM/YYYY) | | |
| Chinese Visa No: | | Date of Expiry:       (DD/MM/YYYY) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sibling’s Name** | **Gender** | **DOB (DD/MM/YYYY)** | **Current school** | **Applying for Dulwich** |
|  |  |  |  | *(*  *if yes )* |
|  |  |  |  | *(*  *if yes )* |
|  |  |  |  | *(*  *if yes )* |

**B. Parent Information (Please complete BOTH sections below)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Mother** | | **Father** | |
| Title (Mr, Mrs, Ms, Dr) |  | |  | |
| Given Name |  | |  | |
| Family Name |  | |  | |
| Job Title |  | |  | |
| Company |  | |  | |
| Office Telephone |  | |  | |
| Mobile |  | |  | |
| Nationality |  | |  | |
| Native Language(s) |  | |  | |
| Email |  | |  | |
| Home Country Address |  | | Phone | Do you reside here during summer holidays? |
| Current Address |  | | Phone | How long have you lived here? |
| China Address |  | | Phone | Effective as of:        (DD/MM/YYYY) |
| Expected length of stay in Shanghai: | | ***NOTE***: It is the applicant’s responsibility to update this information as needed. Accurate phone numbers and email addresses are extremely important in the application process. | | | |

**C. Educational Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous School** | **City/Country** | **Language of Instruction** | **Curriculum Type**  **(please check one)** | **Grade/Year Level Attended** | **Dates Attended**  **(DD/MM/YYYY)** |
|  |  |  | UK  IB  US  AUS  Other |  | to |
|  |  |  | UK  IB  US  AUS  Other |  | to |
|  |  |  | UK  IB  US  AUS  Other |  | to |

1. Has your child ever been assessed for or received additional support (i.e., learning difficulty, speech and language therapy, resource, behavioural)?  Yes  No If yes, please describe:
2. Has your child ever been dismissed or asked to leave school?  Yes  No
3. Has your child ever been suspended from school:  Yes  No

If yes to any of the above two questions please describe the circumstances:

1. Please list any special interests or talents and associated awards (sports, music, arts, etc.):
2. Please list any recent leadership positions your child has held:

**D. Language Information**

1. List below the languages your child can listen to, speak, read and write and indicate the level of proficiency. Please start with your child’s strongest language and finish with the least developed language, choosing a proficiency level from the descriptors:

1: Beginner with little or no ability

2: Developing with minimal exposure and ability

3: Expanding through modest exposure and ability

4: Approaching Native level with regular exposure and ability

5: At/approximately Native level

6: Native learner

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Language** | **Place of Acquisition** | **How Long?** | **Listen To** | **Speak** | **Read** | **Write** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Has your child been in an “English as an Additional Language” (EAL) programme at school before?  Yes  No If yes, please describe:

|  |  |  |
| --- | --- | --- |
| School | From | To |

1. Has your child’s level of EAL proficiency been formally tested before?  Yes  No

If yes, please describe and enclose copies of results if available.

1. What percentage of the time is English used in the home?    % If English is not the primary language used at home, what is the main language used at home:
2. For *Year 7 to 9 applicants only*, please indicate your preferred European Language Choice for study:  French  Spanish

**E. Additional Educational Needs Information**

1. Has your child ever been assessed or diagnosed with any of the following: (Please check 🗹 relevant box if ‘yes’)

Attention Deficit Disorder  Autism  Dyslexia

Attention Deficit Hyperactivity Disorder  Dyspraxia  Dyscalculia

Language and Speech Delay/Disorders  Asperger’s Syndrome  Learning Disabilities

Emotional/Behavioural Delay/Disorders  Other - Please specify

If yes, please describe:

*Please provide a copy of the most recent Educational Psychology Report, Individualized Education Plan (IEP), or medical report related to this diagnosis.*

1. Does your child have any physical conditions or disability which would prevent him/her from participating in physical education classes?  Yes  No

If yes, please describe:

**F. Medical Information**

1. Does your child have any of the following? (Please check 🗹 where relevant)

Asthma  Epilepsy  Heart problems  Stomach problems

Diabetes  Hayfever  Infectious diseases  Tuberculosis

Ear infections  Recurring headaches  Neurological disease  Eczema

Hearing problems  Sight problems  Other:

If yes, please describe:

1. Does your child have any **ALLERGIES**?  Yes  No If yes, complete the following information.

Allergic to:

Medication (if any) taken:

Typical Reaction:

1. Has your child had a serious operation?  Yes  No If yes, please provide details including date(s):
2. Does your child take any medication (oral or injected) on a regular basis?  Yes  No If yes, please describe:
3. Please complete the vaccinations chart below for any vaccinations your child has received and *include a copy of the vaccination record*.

*\*Note some vaccines are combined or given together. Please complete the dates for both childhood and booster vaccinations in the appropriate box.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date (DD/MM/YYYY)** | | | | |
| **Type** | **1st** | **2nd** | **3rd** | **4th** | **5th** |
| Measles/Mumps/Rubella (MMR\*) |  |  |  |  |  |
| Diphtheria/Pertussis/Tetanus (DPT/DTaP/Td\*) |  |  |  |  |  |
| Poliomyelitis (TOPV/IPV\*) |  |  |  |  |  |
| Hepatitis B (3 injections) |  |  |  |  |  |
| Tuberculosis (B.C.G) |  |  |  |  |  |
| Haemophilus Influenza Type B (Hib) |  |  |  |  |  |
| Chicken Pox |  |  |  |  |  |
| Rabies |  |  |  |  |  |

**In case of an accident/illness and I cannot be reached, please contact:**

Emergency Contact:      Relationship:

Tel (H):       Tel (O):

Mobile:       Email:

***Please note that your child will be taken to a medical facility if emergency treatment is required.***

**G. Payment Details**

1. Application Fee payments will be made by:

a)  Company\*  Parents  Other

2. School Fee payments will be made by:

a)  Company\*  Parents  Other

b)  Annually  Term (Note that term-by-term payments will incur a 5% surcharge per year)

\* If you checked 🗹 ‘Company’, please provide details:

Contact person:       Email:       Tel:

Company/Organisation:

Street Address:       City:        District/State:

Country:       Postcode:       Fax:

**TERMS AND CONDITIONS GOVERNING ENROLMENT**

**AND ADMISSIONS TO DULWICH COLLEGE SHANGHAI**

All parents/guardians are requested to note that enrolment and admission to Dulwich College Shanghai (the “College”) are subject to the terms and conditions set out below (“Terms and Conditions”).

**Admissions and College Policies.** The enrolment of a prospective student at the College, including the placement of the prospective student into a particular year group, is subject to College admissions and entry policies and all other policies and procedures (including those relating to discipline and curriculum) as amended by the College from time to time.

**Admissions Disclosure and Residence.** Prospective students and their parents are required to produce valid documents for admissions purposes as prescribed by the regulatory authorities from time to time. Specific documents required will be notified at the time of admissions and will likely include valid passport, resident visa, work visa, alien employment permit/foreign experts certificate, permanent identity card or mainland pass (as applicable). It is the duty of the parents and legal guardians to comply with the PRC laws, regulations as well as any directives of the relevant authorities in relation to visa and residency, and to fully disclose the nationality, citizenship and visa status of the prospective students and their parents in order for the College to determine the students’ eligibility or identify approval required to admit to the College.

**Change in Status.** Admission and continued enrolment at the College is conditional upon the parents and students having valid documents to both reside in the permissible locality and attend an international school.  It is the parent’s responsibility to maintain valid documents for students to remain eligible for continued enrolment at the College.  Parents must notify the College immediately of any changes in the parent’s or student’s nationality, citizenship or visa status.  Students who lose eligibility to attend the College will be withdrawn, and fees (including Placement Deposit (if applicable), and Tuition Fees) may be forfeited in accordance with the Refunds policies if notification is not received by the withdrawal deadline.

**Withdrawal by the College of an Enrolment Offer.** If any of the following occurs, the offer of enrolment or the enrolment itself can be withdrawn or suspended or made subject to new terms and conditions: (i) the College determines that there has been any breach of the College’s policies or procedures or these Terms and Conditions, or that circumstances as described in these Terms and Conditions arise that entitle the College to exclude or remove a student, or withdraw or suspend enrolment or make enrolment subject to new terms and conditions; (ii) there has been any misrepresentation or inadequate disclosure about the prospective student including disclosure of the student's or parent's nationality, citizenship and visa status and subsequent changes thereof; (iii) the College determines at any time that it cannot reasonably meet the child’s needs, this may include, without limitation, situations where the College was unable to interview the prospective student fully before offering a place to the prospective student (e.g., where the prospective student was overseas) and subsequently determines it cannot meet the child’s needs. If a student’s existing enrolment is withdrawn, suspended, or made subject to new Terms and Conditions for any of the aforesaid reasons, this will be done pursuant to College policy.

**Withdrawal by Parent/Guardian.** If a parent/guardian desires to withdraw a child for any reason from the College, that parent/guardian shall deliver a written withdrawal notice to the College: (i) by 15th October for withdrawal from or at any time in Term 2 of the school year; (ii) by 31st January for withdrawal from or at any time in Term 3 of the school year; or (iii) by 1st April for withdrawal at the end of Term 3 of the school year or from or at any time in Term 1 of the following school year. If a written withdrawal notice is delivered to the College during a College holiday it will be deemed received by the College on the first day in session following the holiday.

**Tuition Fee Refund Policies.** A full term’s Tuition Fees are payable for any term during which the student is in attendance be it for part or all of that term, and for the term for which inadequate withdrawal notice is given. If adequate withdrawal notice is given, the balance amount of the Tuition Fees paid will be refunded after deducting a 5% surcharge per term attended by the student in the school year from which the student is withdrawn (5% surcharge only applicable to payment on annual basis). If late withdrawal notice is given, the balance amount of the Tuition Fees paid will be refunded after deducting (i) the Tuition Fees for the term withdrawn late and (ii) a 5% surcharge per term attended by the student in the school year from which the student is withdrawn and for the term withdrawn late (5% surcharge only applicable to payment on annual basis); if Tuition Fees have not been paid they shall remain due and payable. In respect of students enrolled prior to school year 2014/15 only, the Placement Deposit shall be used to offset the foregoing sums due arising from late withdrawal and the parents/guardians remain liable should there be any shortfall.

The College requires firm commitment for enrolment after the applicable withdrawal deadline, therefore once an enrolment place has been reserved, full Tuition Fees for the relevant first term will be due and any withdrawal from that term shall be treated as late withdrawal. All Tuition Fees and charges are subject to variation at any time and the rates shown to a parent/guardian may not be the rates applicable on the date when a place is offered or when withdrawal is made.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Refund Schedule of Tuition Fees Paid** (\* For illustration purposes only, kindly refer to the policies set out above.) | | | | |
|  | **Written Notice On or Before 1-Apr** | **Written Notice On or Before 15-Oct** | **Written Notice On or Before 31-Jan** | **Written Notice On or After 1-Feb** |
| Annual Fees | 100% | 65% | 30% | 0% |
| Term 1 Fees | 100% | 0% | N.A. | N.A. |
| Term 2 Fees | N.A. | 100% | 0% | N.A. |
| Term 3 Fees | N.A. | N.A. | 100% | 0% |

**Miscellaneous Charges.** Parents/Guardians in addition agree to pay the Resource Fee, School Lunch charges, School Bus Service charges, School Trip Fees and other miscellaneous charges required for school. The terms of payment and if applicable the terms of refund will be notified by the service providers or the College whether via the Notice of Fees and Charges or invoice or other methods.

**Attendance Conditional Upon Full Payment.** The parent/guardian accepts that a student’s entitlement to begin or continue classes at the College is conditional upon payment in full of each term’s Tuition Fees and all other charges for which the parent/guardian is liable including all charges set out in the Notice of Fees and Charges for the relevant school year and other charges notified to the parent/guardian from time to time via invoice or other methods. The parent/guardian shall take full responsibility to ensure that payment is made in full whether or not Tuition Fees and other charges are paid by the parent/guardian or the employer of one of the parents/guardians.

**Administration Charge for Late Payment.** If the parent/guardian does not pay any type of fees or charges due to the College on time, a late payment administration charge of RMB 1,000 will be imposed for each late payment reminder issued by the College. That is, RMB 1,000 will be charged when the College issues the first reminder, and if fees or charges are still not paid after the first reminder, another RMB 1,000 will be charged if the College issues a second reminder. However, this administration charge will not apply to pre-approved payment plans agreed in writing by the College prior to the deadline for payment of the relevant fees or charges.

**Payment in Foreign Currency.** Fees are denominated in RMB. If any payment of any sum due to the College is made in a currency other than RMB then the payment shall be deemed to have been converted to RMB at the prevailing exchange rate published by the People’s Bank of China at the time of payment. If there is any shortfall in an amount received by the College (including without limitation as a result of bank fees or foreign exchange conversion), the parent/guardian shall be liable to pay such shortfall to the College upon demand. The College shall also have the right to carry forward and add such shortfall to the next term’s fees.

**Exclusion for Non-Payment.** In addition to any charges that may be imposed, the College reserves the right to exclude a student where parents/guardians fail to pay in full the Tuition Fees or any other sum for which a parent/guardian is liable by the payment deadline. The College may also withhold any information, character references or property in the aforesaid circumstances. If the aforesaid circumstances persist or there are no reasonable prospects of payment by a parent/guardian, the College reserves the right to withdraw the student. Without prejudice to the College’s rights, the College shall endeavour to take reasonable steps to ensure that any such act does not cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the student.

**Personal Data.** Parents/guardians hereby unreservedly consent to the College’s collection, disclosure, retention and use of personal data, photographs and videos relating to the students and their parents and prospective students and their parents for the purposes of College operations and activities consistent with the ethos and philosophy of the College, which form part of the learning and teaching and pastoral care, or which directly or indirectly advance the educational and development potential of the students, including without limitation public communication through the College’s communication channels including the College’s materials, brochures, websites, advertisements or press releases to provide information on the intended curriculum, academic testing results, or the College’s academic, co-curricular, cultural and sporting activities and events whether held in conjunction with or organised by other Dulwich Colleges, affiliates of any Dulwich College, or other schools located in or outside of the city or country in which the College is situated, unless such consent has been explicitly withheld by parents/guardians in writing at the time of application. The parents/guardians further confirm that by signing these Terms and Conditions, the parents/guardians are giving consent for themselves as well as on behalf of the student or prospective student with respect to the collection, use, retention and disclosure of personal data relating to them.

**Termination by the College.** The College may at any time terminate this agreement and the prospective student’s enrolment may be withdrawn or suspended or made subject to new terms and conditions on one term’s written notice, or on less than one term’s notice where the College has reason, in its opinion, to determine that permanent exclusion or removal is required. The College shall not take such action without good cause and, where possible, full consultation with a parent/guardian and the student (if in the College’s opinion the student is of sufficient maturity and understanding). Exclusions shall be carried out according to College policy, which is available to parents/guardians. Parents/guardians have the right to appeal to the Board of Trustees on a decision to permanently exclude a student.

**Parental Consent.** If one parent/guardian of a child consents to or approves a course of action, both parents/guardians will be deemed to have given such consent or approval, and the College shall not be obliged to obtain the consent of both parents/guardians. Where the need arises, the College may authorise the taking of such action as the College deems necessary or desirable in the circumstances, including obtaining medical examination or treatment of a child, calling for further medical or specialist advice or treatment or the removal of the child to a hospital or other location, all expenses thereby incurred being for the parent’s/guardian’s account. The College will endeavour to contact one or both parents/guardians in the above circumstances and endeavour to obtain their consent but where neither parent/guardian can be reasonably contacted or if the College deems that the circumstances do not reasonably allow for such contact to be made, the College is hereby authorised to take such action as it deems necessary or desirable in the interest of the child and the College.

**College Liability.** The College shall not be held liable or responsible for any personal or other injury or loss that a child, parent/guardian or any other person may sustain at any time:

* outside the College gates or premises including without limitation on the road, pavement or car parks outside the College, notwithstanding that College staff may be present or providing traffic control guidance at such location.
* on a school bus or on a school trip save as specified in the College’s school bus and trips policy.
* within the College gates or premises unless such injury or loss is sustained during a College supervised activity and is directly and fully attributable to the fault or negligence of the College, the College officers or the College employees. In particular, the parent/guardian acknowledges that some College activities including without limitation sporting and play time activities are important to the students’ educational and developmental needs, but by their nature such activities may involve the risk of physical injury even though the College has taken reasonable steps to minimise the risk of injury.
* anywhere, whether within or outside the College gates or premises, in connection with any unsupervised activity or any activity partly or wholly supervised or provided by any third party other than the College.

**Disclosure.** Please note that it is important to declare in writing all medical, behavioral, emotional and other issues that might affect your child’s life at the College. In the case of a child with special educational needs, the College shall have the right to assess at any time whether it can provide or continue to provide adequate educational care and provision. If your child has previously been asked to leave another school, this information must be provided. Failure to give full and frank disclosure in writing at any time during the application process shall entitle the College to withdraw or suspend the offer of enrolment or the enrolment itself or to make the offer or enrolment itself subject to new terms and conditions with immediate effect.

These Terms and Conditions are subject to amendment by the College and shall take effect within 30 days from the date written notice is given to a parent/guardian, whether by printed copy, email notification, website notification or otherwise.

**Parent/Guardian Agreement**

Submitting this application signifies agreement with the following:

1. The parents/guardians and student will abide by the College’s policies and procedures.
2. The parents/guardians understand and agree that academic or diagnostic testing may be administered to the student.
3. Parents/guardians give the College permission to contact their child’s previous schools in order to obtain information relevant to the student’s application.
4. The College has the right to keep all information that parents/guardians submit with the application.
5. Parents/guardians agree to pay all fees and tuition according to the College policy.
6. The parents/guardians agree to inform the school if any given information described in this application form changes.
7. The parents/guardians certify that the information provided in this application is accurate and complete. I/We understand that failure to do so is grounds for nullification of a student’s enrolment at the College.
8. The parents/guardians understand and accept the Terms and Conditions Governing Enrolment and Admission to Dulwich College Shanghai. If this form has been signed/submitted by only one parent then that parent represents and warrants that she or he has the full irrevocable authority from the parent who has not signed to make decisions, communicate, give instructions and take actions in respect of the student and the College shall not be obliged to obtain the consent of both parents.

**Residence Statement**

By signing this application, I confirm that I/we will live in Shanghai, and this student will reside with us. Please note that the College, in accordance with Shanghai Municipal Education Commission policies, requires that every student live with at least one parent. My child will have legal Shanghai residency status, and I/we will provide copies of my/our resident permits and Shanghai working permit, including the student’s resident permit, no later than one month from enrolment date. Should we be unable to provide proof of legal residency, the College reserves the right to ask my child to leave school and all tuition fees paid will be forfeited.

Signature:  Father  Mother

Print Name:       Date:       (DD/MM/YYYY)

***Please submit a soft copy as well as print and sign this final page of the application form. Then send it with supporting documents by scan/email to*** [***admissions@dulwich-shanghai.cn***](mailto:admissions@dulwich-shanghai.cn) ***(limit 10 MB) or by mail to:***

*In English: In Chinese:*

Admissions, Dulwich College Shanghai 中国上海市浦东金桥蓝桉路266号，201206

266 Lan An Road 上海德威外籍人员子女学校， 招生部

Jinqiao, Pudong, Shanghai 201206

People’s Republic of China

***Application Checklist***

RMB 3,500 non-refundable application fee (**NOTE: Applications will not be processed without the application fee)**

Completed *and Signed* Application Form (all 6 pages)

All school reports from last two school years (including grade/code interpretation page): Reports must be in English, *or a verifiable English translation.*

Copy of Student’s birth certificate

Copy of Student’s current vaccination/immunisation record

Copy of Student’s passport

Copy of each Parent’s/Guardian’s passport/ID

2 passport photos or digital passport photo

Supporting documents of educational/psychological testing, IEP, or special learning needs *(if applicable)*

Copy of Student’s Shanghai resident permit *(must be provided within 30 days of moving to Shanghai) \**

Copy of each Parent’s Shanghai resident permit *(must be provided within 30 days of moving to Shanghai) \**

Copy of Working Parent’s Shanghai work permit *(must be provided within 30 days of moving to Shanghai) \**

*\* If the resident permits and working permit are not available prior to the student starting school, we must first receive a letter from the employer with company chop indicating a date by which they will be provided to us. Students may not start until it is received.*