

BASIS INTERNATIONAL SCHOOL PARK LANE HARBOUR

APPLICATION PACKAGE

2018-19

We are now accepting applications for the 2018-19 school year for grades from 5-9 on a rolling basis (Rolling Admissions).

Please complete application package in ENGLISH and BLOCK CAPITALS.



BASIS
INTERNATIONAL™
SCHOOL
Park Lane Harbour

REQUESTED RECORDS

We are requesting the release of the following records for use in providing appropriate educational services:

- **Applicant Information**
- **Copy of Applicant Passport/ID:** (BASIS International School Park Lane Harbour only accepts applications from foreign passport holders, residents of foreign countries, or residents from Hong Kong, Macau and Taiwan.)
- **Four (4) Printed ID Photos (38mm*51mm, plain white background):** A Digital Photo (the same as the printed) – Please email it to the school office at admissions@basisinternationalph.com, with the email subject as GRADE+ NAME (e.g. G9+ Elsa Wang+ 王艾莎)
- **Copy of Parents/Guardians Passport/ID**
- **Medical:** birth certificate, immunization records, child medical records (if applicable)
- **Educational:** including report card(s), official transcript, and standardized test scores for the past two years. These records are required for students entering grades 5–9.
- **Special Education Program Information** (if applicable)
- **Teacher Recommendation Form:** Required for students entering grades 5–9.
- **Application Fee:** \$330/2000 (RMB) non-refundable fee
- **Admission Assessment Exam:** BASIS International School Park Lane Harbour will administer an admission assessment to all applications in grades 5th–9th.
- **Parent Interview:** At least one parent and/or legal guardian of the applicants must attend a 15-minute interview on the Admission Assessment Exam day (*Required for all grades*).

We are currently accepting and reviewing applications for the 2018-19 school year on a rolling basis:

Deadline for Completed Application: An official notice will be sent from info@basisinternationalph.com.

Notification Date: We aim to notify applicants on a rolling basis and roughly 30 days after a completed application is submitted. An application is considered complete only after a prospective student has completed the entrance exam, attended an on-campus family meeting, and submitted all transcripts and recommendations.

Commitment Date: During Rolling Admission, a student has five days from the acceptance letter issue date to commit to the contract with BASIS International School Park Lane Harbour. We will require a shorter time frame for your commitment as we get closer to the start of the school year, as a grade nears capacity.

Contract Binding Date: The contract will come into force on the date the Admissions Letter is issued.



APPLICANT INFORMATION

1. GENERAL STUDENT INFORMATION*

First Name (Given)

Middle Name

Last Name (Family)

English Name** (if different than above)

Preferred Name

Gender Male Female

Date of Birth (MM/DD/YYYY)

Country of Birth

**Upon acceptance and enrollment, the student's legal name (name on passport) will be used for all official purposes.*

***Once enrolled, a student's application for English name change will not be accepted if it is different from the student's legal name.*



Entering grade level for the 2018-19 school year (please check one)

5th grade

6th grade

7th grade

8th grade

9th grade

To which other schools do you plan to apply?

.....
.....
.....
.....
.....
.....
.....
.....
.....

2. CITIZENSHIP/LANGUAGE OF STUDENT

Primary Language Spoken at Home

.....

Other Language/s Spoken

.....

English Language Proficiency: Beginner Learning Functional Nearly Fluent Fluent/Native

Nationality/ies

Place of Residence

Passport/Residency Number Expiration Date (MM/DD/YYYY)

3. ACADEMIC INFORMATION

1. CURRENT SCHOOL (if any)

Name

Dates Attended (month/year) FROM TO

Grades Attended (check all that apply): Gr. 4 Gr. 5 Gr. 6 Gr. 7 Gr. 8 Gr. 9

Type of School: Public Independent International Parochial

Address

City, State, ZIP Code, Country

Phone: Country Code..... City code Number

2. PREVIOUS SCHOOL (if any)

Name

Dates Attended (month/year) FROM TO

Grades Attended (check all that apply): Preschool Kindergarten Gr. 1 Gr. 2 Gr. 3 Gr. 4

Gr. 5 Gr. 6 Gr. 7 Gr. 8 Gr. 9

Type of School: Public Independent International Parochial

Address

City, ZIP Code, Country

Phone: Country Code..... City code Number

4. ADDITIONAL ACADEMIC INFORMATION

Has the student ever repeated a grade? Yes No

If yes, which grade was repeated and why?

.....

Has your child ever received special help or attended special classes for any learning, social, emotional, or behavioral difficulties? Yes No

If yes, please elaborate

.....

Has the student ever been involved in any disciplinary incident/s resulting in a response (e.g. censure, suspension, withdrawal or dismissal) from school? Yes No

If yes, during what grade level and why?

.....

Does this student have additional support needs? Yes No

If yes, please elaborate

.....

Does this student have physical disabilities? Yes No

If yes, please elaborate

.....

Has your child ever been placed in a class/grade above or below normal for his/her chronological age?

Yes No

If yes, please elaborate

.....

4. ADDITIONAL ACADEMIC INFORMATION (continued)

Has your child ever attended special classes because of an exceptional talent? Yes No

If yes, please elaborate

.....

.....

.....

.....

.....

Please attach any reports that would be useful for us to better understand your child’s needs.

Reports attached? Yes No

May we contact your child’s previous school? Yes No
(By selecting yes you are providing consent for us to contact your child’s previous schools)

5. STUDENT ACTIVITIES AND ATHLETICS

Please indicate your child's favorite school subjects

.....
.....

Please indicate your child's most successful school subjects

.....
.....

Please indicate your child's most challenging school subjects

.....
.....

Extracurricular Activities	Years Involved	Level/Leadership Position	Plans to continue?
.....	<input type="radio"/> Yes <input type="radio"/> No
.....	<input type="radio"/> Yes <input type="radio"/> No
.....	<input type="radio"/> Yes <input type="radio"/> No

Athletics	Years Involved	Level/Leadership Position	Plans to continue?
.....	<input type="radio"/> Yes <input type="radio"/> No
.....	<input type="radio"/> Yes <input type="radio"/> No
.....	<input type="radio"/> Yes <input type="radio"/> No

Please list any additional skills/interests/talents/school awards received

(e.g. Membership of clubs/school teams, etc.)

.....
.....

6. FAMILY INFORMATION

PARENT 1

Title (Mr./Ms./Dr./Prof)

First Name (Given)

Last Name (Family)

Relationship to Applicant

Does the applicant live with this parent? Yes No

Country of Birth **Residency/Citizenship**

Is this parent the primary point of contact for admission correspondence? Yes No

Does this parent have custody/legal guardianship of the applicant? Yes No

Email or WeChat ID

Primary Phone: Country Code City Code Number

Secondary Phone: Country Code City Code Number

Address

District **Country**

Field of Work Engineering Educational Medical Communication Legal Finance Arts

Technology Other

Occupation **Employer**

English Language Proficiency Beginner Learning Functional Nearly Fluent Fluent/Native

6. FAMILY INFORMATION (continued)

PARENT 2

Title (Mr./Ms./Dr./Prof)

First Name (Given)

Last Name (Family)

Relationship to Applicant

Does the applicant live with this parent? Yes No

Country of Birth **Residency/Citizenship**

Is this parent the primary point of contact for admission correspondence? Yes No

Does this parent have custody/legal guardianship of the applicant? Yes No

Email or WeChat ID

Primary Phone: Country Code City Code Number

Secondary Phone: Country Code City Code Number

Address

District **Country**

Field of Work Engineering Educational Medical Communication Legal Finance Arts

Technology Other

Occupation **Employer**

English Language Proficiency Beginner Learning Functional Nearly Fluent Fluent/Native

SIBLING(S)

Name 1 **Gender** Male Female **Age** **Grade**

Name 2 **Gender** Male Female **Age** **Grade**

Name 3 **Gender** Male Female **Age** **Grade**

7. EMERGENCY CONTACT INFORMATION

In the event of an emergency, parents will be contacted first. If parents cannot be reached, we will contact the alternative emergency contacts that you list below. Please provide two emergency contacts (other than the applicant's parents) that can be contacted in the event of an emergency. These contacts must be adults living in Park Lane Harbour/Shenzhen.

Contact Name 1 **Phone**

Email or WeChat ID **Nationality**

Contact Name 2 **Phone**

Email or WeChat ID **Nationality**

Contact Name 3 **Phone**

Email or WeChat ID **Nationality**

Signature Verification: By signing this application, the signer agrees that all material submitted as part of the application process (including teacher recommendations) are confidential and will not be released to the student, parent, or any third party entity. The signer also indicates that he or she has the authority to enroll the applicant in BASIS International School Park Lane Harbour, should the applicant be admitted.

Parent/Guardian Signature **Date**

BASIS International School Park Lane Harbour admits students of any race, color, religion, national or ethnic origin to all rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national or ethnic origin in administration of its educational policies, scholarship, athletic and other school-administered programs.

DROP OFF/MAIL INSTRUCTIONS

Drop off the completed application in person at the school's security desk or front desk or mail the application with "ATTN: Admissions Department" to:

BASIS International School Park Lane Harbour
Jingguan North Rd,
Park Lane Harbour, Xiachong, Daya Bay, Huizhou,
Guangdong Province, PRC China
Postal Code: 516001

华润小径湾贝赛思国际学校 招生部
中国 广东省
惠州市 大亚湾
华润小径湾 景观北路

ANNUAL TUITION FEES*

FEE EXAMPLE AS G-5

GRADE	TUITION (RMB)	PAYMENT ITEM	AMOUNT	DUE DATE
5-8	197,900	ENROLLMENT DEPOSIT**	RMB 50,000	Due Upon Enrollment***
		TOTAL ANNUAL TUITION	RMB 197,900	
9	209,800	REMAINING ANNUAL TUITION	RMB 147,900	Due per Payment Schedule

*The cost of tuition covers the core instructional program. It does not include books and supplies. Expenses for books, supplies, lunches, school transportation, boarding (if applicable) and customized student interests such as after-school activities, sports or trips are not included in the Annual Tuition cost. The School will not make any deductions, omissions, or refunds for absence, suspension, termination of enrollment, regardless of the reason or cause, whenever such reason or cause may occur.

**Non-refundable deposit to secure student place at the BASIS International School Park Lane Harbour This fee is credited toward the total annual tuition fee amount. Enrollment is finalized only after the school has received the Enrollment Deposit.

***Within five business days from of receiving Letter of Acceptance

REMAINING ANNUAL TUITION PAYMENT SCHEDULE

An official notice will be sent from info@basisinternationalph.com. Students who have overdue payments will be considered to have forfeited a place and any deposit paid will not be refunded.

Withdrawal and Refund: In the case that a Student withdraws from the School at any time during the period from when the full annual tuition is paid, to August 31, 2018 (inclusive), 60% of the full tuition paid will be refunded if a completed Student Withdrawal Application Form signed by both Parents of the Student is submitted to the School Office by this date. 40% of the full tuition paid will be refunded if a completed Student Withdrawal Application Form signed by both Parents of the Student is submitted to the School Office by November 23, 2018 (inclusive). No other refunds for early withdrawals can be considered after November 23, 2018. Refunds will be made within 30 business days after the School receives the Student Withdrawal Application Form and Refund Request Form.

I understand and accept the Withdrawal and Refund policy

Signature of Parent(s).....

Both Parents of a Student are required to sign on this Stipulation. In the case that this is signed by only one Parent when delivered to the School, the signature of one Parent will be regarded as agreement by both Parents.

OTHER FEES & INFORMATION

OTHER FEES

APPLICATION FEE	\$330 or 2000 (RMB)	Must be paid at time of application submission. This fee is non-refundable, regardless of placement, but will be applied to the tuition if student is admitted into BASIS International School Park Lane Harbour.
BREAKFAST/LUNCH/DINNER	OPTIONAL & TBD	Students may purchase breakfast/lunch/dinner from our school cafeteria.
TEXTBOOK DEPOSIT	3000RMB	A textbook deposit will be collected from G5-G9 and is refundable upon the return of undamaged textbooks.
AFTER-SCHOOL ACTIVITIES	OPTIONAL	Students may apply for a variety of after-school clubs offered by the School. Fees may incur depending on which clubs are chosen.
LATE-BIRD PROGRAM	TBD	Any Student who is not picked up by a time set may incur a fee from the school.
BOARDING FEE (FOR BOARDING STUDENT ONLY)	20,000 RMB/SCHOOL YEAR	The school boarding facility will be available for boarding students only on school days as per the school calendar. Boarding students are required to leave the school on weekends and holidays when there is no boarding manager or teachers on duty.
STUDENT ACCIDENT INSURANCE	200RMB	Fees will incur if you participate in the insurance plan provided by school insurer.
BUS FEES	TBD	Fees will incur if Students choose to take school bus traveling between school and home. The School bus fee is a fee charged by the bus contractor. Bus fee rate depends on number of Students taking buses

OTHER INFORMATION

Do you need school bus services?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Maybe
Invoices will be sent to parents unless otherwise noted. If no, please provide details	<input type="radio"/> Yes <input type="radio"/> No

ACKNOWLEDGEMENT/CONSENT

PERSONAL INFORMATION COLLECTION STATEMENT

The undersigned Applicant and his/her Legal Guardian acknowledge and understand that:

1. The personal data collected from applicants and/or their parents/guardians to BASIS International School Park Lane Harbour (the “School”), which is communicated through the School’s electronic communications system and equipment (“Personal Data”), will be handled by the School’s staff, kept confidential and used by the School for lawful and relevant purposes including but not limited to:
 - a. assessing the suitability of applicants’ admission to the School;
 - b. processing applications for admission;
 - c. verification of the applicant’s examination results, academic records and other information;
 - d. school administration and operation after admission;
 - e. sending communications to parents and students including but not limited to newsletters and information about events and extra-curricular activities provided by the School or third party providers;
 - f. statistical and research purposes;
 - g. other school-related purposes; and
 - h. alumni activities.
2. If any communications of the School constitute direct marketing, the School will separately seek consent from applicants or their parents/guardians where required by law.
3. The School may disclose some Personal Data to third parties such as agencies (including the People’s Republic of China (PRC) government), service providers and contractors (whether within or outside the PRC) appointed by us to undertake some of our academic and administrative functions. This includes transferring data between affiliates. The School will not disclose any Personal Data to any external bodies or organizations unless:
 - a. such disclosure is expressly provided for hereunder;
 - b. permitted to do so by the applicant or his/her parent/guardian; and/or
 - c. permitted or required by law.
4. Personal Data may be stored in the School’s database systems (which may be located within or outside the PRC) and online portals and where application is successful, such personal data will form part of the applicant’s official student records. It may also be stored in online student resources.
5. Personal Data will be destroyed within 24 months following rejection of the application.
6. If a Parent Teacher Associations (PTA) is established, the School may provide such personal data to the relevant PTA for inclusion in the PTA directory and other PTA activities. If an applicant or his/her parents/guardians do not wish for such data to be included in the PTA directory, please inform the School. Parents/guardians may opt out of this during the application process.
7. The School may place a student’s name or school work in the School’s or its affiliate’s website, social media or publications. Parents/guardians may indicate their permission regarding photography during the application process.
8. In the event that a student already has a sibling at the School, the records of such sibling will be updated according to the data provided on the new student’s enrollment form where relevant.

- 9. All practicable and reasonable steps will be taken to ensure that Personal Data held by the School is accurate. The School will take all practicable steps to ensure security of the Personal Data and to avoid unauthorized or accidental access, collection, use, disclosure, copying, modification, disposal, erasure, or other use.
- 10. Applicants or their parents/guardians have the right to access or correct their personal data held by the School. Requests for access and correction should be addressed in writing to the Head of School (addressed to the School). The School may levy a charge for accessing the information.
- 11. The terms of BASIS International School Park Lane Harbour’s privacy policy can be found at BASISinternationalph.com

Wherefore, the undersigned Applicant and his/her Legal Guardian hereby confirm the following:

- 1. We consent to the monitoring, collection, processing, and transfer of Personal Data, by the School and other affiliates in accordance with the purposes and in a manner described above;
- 2. We consent to the transfer of Personal Data by the School to locations outside the PRC including but not limited to the United States of America, in particular to the storage and processing on the databases of the School;
- 3. We further consent to the accessibility of Personal Data to other affiliates of the School in different countries, as well as the disclosure or transfer of our Personal Data to other parties, in accordance with the purposes and in a manner described above; and
- 4. We confirm that we have the consent of any relevant next of kin and family members for the use and transfer of their Personal Data by the School and other affiliates in accordance with the purposes and in a manner described above.

Name of Applicant

Name of Legal Guardian

Legal Guardian’s Relationship to Applicant

Signature of Applicant’s Legal Guardian (on behalf of Applicant and self)

.....

Date

Both parents of a student are required to sign on this Agreement. In the case that this is signed by only one parent when delivered to the School, the signature of the parent will be regarded as agreement by both parents.

In consideration of BASIS International School Park Lane Harbour (hereafter referred to as the School) accepting:

Applicant

(hereafter referred to as the Student) as a Student at the School, I/we being the Parent(s)/Guardian(s) of the Student do hereby jointly agree to undertake with the School as follows:

1. I/We understand and will abide by the policy that the School will only accept applications from foreign passport holders, residents of foreign countries, or residents from Hong Kong, Macau and Taiwan. I/We will provide the official identity document of my child as per the policy for the enrollment of my child. I/We will provide the official identity document of my child on his/her first school day.
2. The Student will regularly attend the School and strictly conform to the Rules and Regulations of the School.
3. I/We will conform to the Rules and Regulations in so far as they affect me/us and are notified to me/us.
4. I/We have read and understood the terms and conditions listed in the Schedule of Fees for the current academic year attached herewith (as amended from time to time by notification from the School). The failure on my/ our part to comply with any of the payment conditions of that schedule may result in the Student being prevented from attending School classes.
5. Any change of my/our address should be immediately notified to the School. In case of such notification failure, any correspondence from the School shall be deemed to be delivered after five working days from its dispatch.
6. I/We will comply with the content listed on page 12 of this application package regarding tuition fee payments.
7. The School may at its absolute discretion require the removal of a Student without notice if he or she has been guilty of serious misconduct. In this event, no claim shall arise for the refund (or reduction) of any portion of any School fees already paid (or payable) to the School.
8. I/We authorize the School to take photographs of the Student for School use unless otherwise noted within this signed application form.
9. I/We have disclosed all relevant medical data about the Student in the Medical Information Form submitted herewith and will keep the School informed of any changes to the information provided therein.
10. I/we agree to allow the Student to participate in all School activities. If any of these activities involves excursion outside of the School, prior notification by the School will be sufficient.
11. Any changes to Student particulars shall be advised in writing as soon as possible to the School.
12. If any matter requires the approval of or notification to us, it will be sufficient for the School to notify or obtain approval from one of us.

13. The School will use its best endeavours to ensure that only those authorized persons listed below or possessing the Pick Up Pass for the student are able to collect the Student from School.

Names of authorized individual(s):

1)..... 2).....

14. I/we agree that the Student attends the School at his/her own risk. The Student will have his or her own medical insurance as the school will only be liable for injuries or illness where the incidents are deemed (by the School insurers) to be the responsibility of the School. The School will not be responsible for loss/damage to personal items belonging to the Student.

I/we have read and fully understand this contract and agree to be bound by it and by any subsequent amendments as notified from time to time by the school.

Parent 1 Signature **Date**

Parent 1 Printed Name

Parent 2 Signature **Date**

Parent 2 Printed Name

Both parents of a student are required to sign on this Agreement. In the case that this is signed by only one parent when delivered to the School, the signature of the parent will be regarded as agreement by both parents.



TEACHER RECOMMENDATION

INSTRUCTIONS FOR STUDENT

Please fill in your name and provide the form to your teacher for completion.

Student First & Last Name

INSTRUCTIONS FOR TEACHER

Please complete this form based on your work with the student. We appreciate your comments. You are welcome to attach a letter as well.

Teacher First & Last Name

Name of School

How well do you know the applicant? (please check one) Very Well Somewhat Slightly

What was the course name and level in which you taught the student?

.....
.....

What materials (text books, curriculum, etc.) did you use when teaching this student?

.....
.....

What do you consider to be this student's strongest qualities?

.....
.....

How did this student interact with his peers?

.....
.....

How did this student interact with you and other adults at school?

.....
.....

In what ways did this student show personal responsibility in learning the material of this course?

.....
.....

What do you consider to be the areas of improvement that should be a focus for this student?

.....
.....

Please add further comments that would help us to understand this student.

.....
.....

Teacher Signature **Date**

MAIL/EMAIL INSTRUCTIONS

Please return this recommendation form directly to the school by mail or email.
Scan and email completed form to **admissions@BASISinternationalph.com**.
Or mail completed application with the "ATTN: Admissions Department" to:

BASIS International School Park Lane Harbour
Jingguan North Rd, Park Lane Harbour
Xiachong, Daya Bay, Huizhou City
Guangdong Province, PRC China
Postal Code: 516001

华润小径湾贝赛思国际学校 招生部
中国 广东省
惠州 大亚湾
华润小径湾景观北路
邮编：516001

MEDICAL INFORMATION FORM

Allergies Yes No

Please provide details of any allergies to food or environmental elements

.....
.....
.....

Health/Medical Issues Yes No

Please list any medical issues or conditions which may affect your child's performance in the classroom or during physical education lessons

.....
.....
.....

Does the applicant take medication routinely? Yes No

If yes, please list medications taken

.....
.....

Does the applicant wear contact lenses or glasses? Yes No

Does the applicant have any limitations on physical activity? Yes No

If yes, please provide details

.....
.....

I certify that all information given on this form is complete and correct.

Permission is hereby given for emergency measures to be initiated in case of accident or sudden illness, with the understanding that I will be notified.

Parent Signature **Date**

(please include the parent printed name as well)

I hereby irrevocably grant to BASIS¹ the right to record the image and/or voice and use the artwork and/or written work of my child on videotape, film, in photographs, digital media, and in any other form or electronic or print medium and to edit such recording at their discretion.

I further grant BASIS the right to use my child's image and/or voice with or without their first name on the Internet, in brochures, and in any other medium and hereby consent to such use. I hereby release BASIS from all claims, damages, demands, costs, expenses, and liabilities whatsoever in connection with the above.

I understand if I wish to place any restrictions on such use, I must deliver notice in writing to the Head of School.

I understand that I may decline to give my consent (by not signing this form) and still continue to participate in all BASIS International School Park Lane Harbour activities without being disadvantaged with respect to those activities.

Student Name

Agreed and Accepted by

Parent/Guardian Name (please print)

Parent/Guardian Signature Date

¹BASIS refers collectively to BASIS Global, LLC, BASIS Educational Ventures, LLC, BASIS Educational Group, LLC, BASIS Overseas Educational Services, LLC, their successors and their assignees.