



# Application for Admission

Student ID (for Office only): \_\_\_\_\_

## STUDENT INFORMATION

Student's Full Name First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Preferred Name \_\_\_\_\_

Date of Birth Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  Male  Female

Nationality (Passport) \_\_\_\_\_

Passport Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Present Grade Level \_\_\_\_\_ Applying for Grade Level \_\_\_\_\_

Present School \_\_\_\_\_

Preferred Start Date Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

STUDENT PHOTO

## FAMILY INFORMATION

### Father/Guardian

Full Name \_\_\_\_\_

Nationality \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Company Name \_\_\_\_\_

### Mother/Guardian

Full Name \_\_\_\_\_

Nationality \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Company Name \_\_\_\_\_

## ADDRESS IN CAMBODIA

House # \_\_\_\_\_ Street \_\_\_\_\_ Commune/Sangkat \_\_\_\_\_ District/Khan \_\_\_\_\_ Province/City \_\_\_\_\_

## EMERGENCY CONTACTS IN CAMBODIA (OTHER THAN PARENT OR GUARDIAN)

Name _____	Relationship _____	Phone _____	Email _____
Name _____	Relationship _____	Phone _____	Email _____

## SIBLING INFORMATION (PLEASE LIST ALL SIBLINGS)

FULL NAME	DATE OF BIRTH								GENDER	GRADE	SCHOOL		
	D	D	/	M	M	/	Y	Y				Y	Y
	D	D	/	M	M	/	Y	Y	Y	Y			
	D	D	/	M	M	/	Y	Y	Y	Y			
	D	D	/	M	M	/	Y	Y	Y	Y			



## ACADEMIC HISTORY

NAME OF SCHOOL	CITY & COUNTRY	LANGUAGE OF INSTRUCTION	PERIOD OF STUDY								RESON(S) FOR LEAVING
			FROM				TO				
			Y	Y	Y	Y	Y	Y	Y	Y	
			Y	Y	Y	Y	Y	Y	Y	Y	
			Y	Y	Y	Y	Y	Y	Y	Y	
			Y	Y	Y	Y	Y	Y	Y	Y	
			Y	Y	Y	Y	Y	Y	Y	Y	

Has the student ever been suspended or expelled from school for any reason?  Yes  No

## STUDENT'S LANGUAGE PROFICIENCY

Please tick the appropriate boxes accordingly

		NOT APPLICABLE	FAIR	GOOD	EXCELLENT
ENGLISH	SPEAKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	READING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	WRITING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KHMER	SPEAKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	READING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	WRITING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHERS <i>(Please Indicate)</i> _____	SPEAKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	READING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	WRITING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMON LANGUAGES SPOKEN AT HOME					

Has the student ever placed in English as additional language (EAL) class?  Yes  No

## TRANSPORTATION

The student will (check one)

Walk to School  Use Private Transportation  Ride in the NISC School Bus\*

\*NISC contracts with a local company to provide (for an additional fee) transportation for students attending the school. NISC School Bus service will generally be offered on a round-trip basis as space on routes is available. All buses are equipped with seatbelts and air conditioning.

## BILLING INFORMATION

Who is responsible for paying the fees for this student?  Father  Mother  Employer  Sponsor

If Joint Payment, Specify percentage Family % Employer % Other % **Total 100%**

**Billing Email Address (if paid by employer)**

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_



## STUDENT GENERAL HEALTH

Please ensure that the school has up-to-date health records for any medical conditions that your child may currently have or develop at a later stage.

	YES	NO
Does your child have any medical condition(s) or chronic disease(s) which require medication, restriction of activity, or which may affect his/her normal day at school?	<input type="checkbox"/>	<input type="checkbox"/>
Is your child under a physician's care?	<input type="checkbox"/>	<input type="checkbox"/>
Is your child taking any kind of medication?	<input type="checkbox"/>	<input type="checkbox"/>
Is your child taking any medication specifically for emotional or behavioural problems?	<input type="checkbox"/>	<input type="checkbox"/>
Has your child had any injury or surgery that may affect his/her normal day at school?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered yes to any of the questions, please provide more details below:

Medical Condition(s) (please include allergies and their relevant details)

## SPECIAL EDUCATIONAL NEEDS (SEN)

	YES	NO
Has the student ever received remedial instruction or been enrolled in a special education programme?	<input type="checkbox"/>	<input type="checkbox"/>
Has the student ever been evaluated by an educational psychologist or specialist?	<input type="checkbox"/>	<input type="checkbox"/>
Is your child currently receiving any support in their learning?	<input type="checkbox"/>	<input type="checkbox"/>
Does your child have any specific educational needs?	<input type="checkbox"/>	<input type="checkbox"/>
Has your child received Speech Therapy, Occupational Therapy or Physiotherapy?	<input type="checkbox"/>	<input type="checkbox"/>
Does your child have any problem that limits or affects his/her participation in physical education?	<input type="checkbox"/>	<input type="checkbox"/>
Does your child wear a hearing aid?	<input type="checkbox"/>	<input type="checkbox"/>
Does your child have trouble with vision?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "yes" to any of the questions, please provide relevant records/reports and the details on a separate sheet of paper:

## APPLICATION CHECKLIST

Complete and signed application form.	<input type="checkbox"/>
Minimum of two years' school records are attached, from the most recent years.	<input type="checkbox"/>
Immunization history.	<input type="checkbox"/>
A copy of the student's passport or birth certificate.	<input type="checkbox"/>
A copy of the parents' (official guardian of the applicant) passports or ID.	<input type="checkbox"/>
2 current passport-sized photos of the applicant.	<input type="checkbox"/>
Additional reports relating to applicant's learning needs.	<input type="checkbox"/>



## ADMISSION AGREEMENT

### Definitions

“**Parents/Guardians**” means the parent or legal guardian signing on this application.

“**School**” means the school providing educational services under this application.

“**Student**” means the child/children whom this Application for Admission is intended for.

“**School Material**” means the School website and marketing and operational materials (but excluding School Policies and Rules) provided to Parents/Guardians.

### Schools Obligations

The School undertakes to provide tuition in accordance with the School Material. The School reserves the right to amend the School Material from time to time and any reference to the School Material herein is a reference to the most up-to-date School Material. The manner the school provides tuition may be varied by the school (acting reasonably). If required (as determined by the School at its discretion), the School may provide tuition by way of virtual schooling, in accordance with the School Material. Nothing contained in the School Material binds the School to any specific procedures or policies, and nothing in the School Materials creates a contractual obligation, express, implied, unilateral, or otherwise between Parents/Guardians and the School.

### Compliance with School Rules and Regulations

I/We, Parents/Guardians, agree to:

- support and abide by the School's stated philosophy, goals and objectives;
- comply with the School Policies and Rules and regulations to the extent that they are notified and apply to me/us; and
- ensure that the Student will comply with School's behavior policy/code of conduct and applicable rules and regulations. In the case of serious non-compliance with the School rules and regulations, the School reserves the right to suspend or expel the Student. In this event, the School may decide, at its sole discretion, not to provide any refund or reduction of fees already paid or which are payable to the School.

School Policies and Rules (that are expressly identified as such) shall form part of these terms and conditions as if they were set out herein. The School shall have the right to amend the School Policies and Rules from time to time. In case anything set out in School Policies and Rules contradicts with the provisions of these terms and conditions, the provisions of these terms and conditions shall prevail.

### Collection from School

The School will use its reasonable efforts to ensure that only those persons authorised by the Parents/Guardians to collect the Student from School are able to do so.

### Approval from Parents/Guardians

I/We agree that if any matter requires our approval or notification to us, it will be sufficient for the School to obtain approval from or notify one of us (as applicable).

### Liability Waiver

I/We, Parents/Guardians, agree that the Student attends the School at his/her own risk and that the School is not liable in respect of any injury that may occur to the Student whilst attending the School or participating in activities (organised by the School and/or a third party), except to the extent that the injury arises as a direct result of the gross negligence of the School. I/We, Parents/Guardians, further release and agree to hold the School harmless and indemnify the School, its officers, its employees, and its agents from any liability and/or injuries sustained by the Student, including related expenses and attorney's fees. The School will not be responsible for any loss or damage to the Student's personal belongings. I/We, Parents/Guardians, acknowledge that there are other educational services that exist in the market and that the School is not the sole establishment by which the Student can receive educational services.

### Theft

The School shall not be responsible in the case of items that are stolen or otherwise lost or missing including, without limitation, money, jewellery, computers and personal electronic devices, mobile phones and/or valuable objects. The School has no responsibility for safe-keeping of personal effects of the Student or the Student's parents.

### Payment of Fees

- I/We, Parents/Guardians, confirm that we have received a copy of the fee schedule and associated terms and conditions of the School (the “Schedule of Fees”), the terms of which are incorporated by reference herein, and agree that I/We, Parents/Guardians, will adhere to the terms and conditions of the Schedule of Fees.
- I/We, Parents/Guardians, agree that all fees shall be paid in accordance with the Schedule of Fees. The School reserves the right to amend the Schedule of Fees from time to time and any reference to the Schedule of Fees herein refers to the most up-to-date Schedule of Fees.
- The School reserves the right to cancel the enrolment of any Student or not to accept a student into the School for any reason or for no reason at any time before all applicable fees have been paid in full.
- In the event of any inconsistency between these terms and conditions and those set out in the Schedule of Fees, these terms and conditions shall prevail.
- The School does not accept payments from any sanctioned bank account listed and periodically updated on <https://sanctionsearch.ofac.treas.gov>, or payments originating from countries sanctioned by the United States Department of the Treasury Office of

Foreign Asset Control (currently including the Crimea, Cuba, Iran, North Korea, Sudan and Syria).

### Withdrawal and refund of fees

- I/We, Parents/Guardians, agree to give the requisite notice as set out in the Schedule of Fees to the School prior to any withdrawal of the Student from the School.
- In the event of withdrawal, the School will only refund fees as set out in the incorporated Schedule of Fees.
- In the event of a refund of fees, the School will refund (by bank transfer) (i) to the parent/guardian/company whose name appears in the payment document as payer of that year's fees without obtaining prior approval from the parent/guardian, and (ii) to the bank account used by such parent/guardian/company. The School will not wire or transfer refunded fees or other monies to another person or entity.

### Inspection

I/We, Parents/Guardians, authorize the School to inspect and conduct a search of any place or item on the School campus or any School-related event, including but not limited to the Student's locker, book bag, backpack, clothing, vehicle, computer, or personal electronic devices. Inspections or other searches may be conducted by the School on a routine or random basis or as deemed to be reasonably necessary in connection with suspicion of wrongdoing or of harm to other Students. I/We, Parents/Guardians, acknowledge that the Student must provide any passwords, combinations, or other access information required to inspect such places or items. I/We, Parents/Guardians, further authorize the School to seize and permanently retain property discovered by an inspection or search which is considered potentially harmful, dangerous, illegal to possess, inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or law and regulations.

### Change of Details

I/We, Parents/Guardians, agree that:

- any changes to the Student's particulars, including identifying information, medical history, food preferences, and allergies, shall be advised in writing as soon as possible to the School; and
- any change of my/our contact details and/or emergency contact shall be immediately notified to the School.

### Failure to Disclose

I/We, Parents/Guardians, agree that the failure to disclose relevant information (medical or otherwise) to the School may result in withdrawal of an offer of a place at the School and that in this event, the School may decide, at its sole discretion, not to provide any refund or reduction in fees already paid or which are payable to the School.

### General statement regarding truth and accuracy

I/We, Parents/Guardians, have legal custody of the Student who is applying to attend the School, or I/We, Parents/Guardians, have the legal custodian's consent. I/We, Parents/Guardians, certify that all information contained in this application is complete and correct. Should it be determined that Parents/Guardians have provided materially incomplete or untruthful information to the School, the School may decide, at its sole discretion, to cancel the Student's enrolment and not to provide any refund or reduction in fees already paid or which are payable to the School.

### Force Majeure

I/We, Parents/Guardians, acknowledge that the School's duties and obligations provided herein shall be suspended immediately and without notice during all periods that the School is closed because of force majeure events including but not limited to, any fire, weather conditions, war, governmental action, acts of terrorism, epidemic, pandemic, or any other event beyond the School's reasonable control (a “Force Majeure Event”). If a Force Majeure Event occurs, the School's duties and obligations provided herein will be postponed until such time as the School, in its sole discretion, may safely reopen.

In the event that the School cannot reopen due to a Force Majeure Event, the School is under no obligation to refund any portion of the fees paid. Unless otherwise indicated by the School, during any Force Majeure Event, I/We, Parents/Guardians, acknowledge that I/We, Parents/Guardians, are solely responsible for the safety and well-being of the Student.

Where on-campus education is not possible as a result of the Force Majeure Event for a period of more than 7 days (the “FM Period”), the mitigation steps to be taken by the school may include the provision of virtual schooling, as determined by the school, and to be deployed in accordance with the School's virtual school experience policy from time to time. It is acknowledged and agreed that the provision of such virtual schooling by the School shall be the agreed replacement for on-campus learning during the FM Period.

### Enforceability of Terms and Conditions

Neither failure by the School to enforce any of the terms and conditions contained herein or in the incorporated Schedule of Fees, nor oral statements or actions made by or on behalf of the School, its officers, employees, or agents shall constitute a waiver of the right to enforce any provision contained herein.

### Entirety of Terms and Conditions

I/We, Parents/Guardians, acknowledge that these terms and conditions contained herein or in the incorporated Schedule of Fees constitute the entire understanding between me/us and the School. No promises, terms, conditions, or obligations exist or are created other than those contained herein or in the incorporated Schedule of Fees.

The terms and conditions contained herein and in the incorporated Schedule of Fees shall



supersede all previous communications, representations, or agreements, either verbal or written, between the parties with respect to the subject matter addressed herein. I/We, Parents/Guardians, acknowledge that the Terms and Conditions contained herein and in the incorporated Schedule of Fees may be updated or amended by the School (as determined by the School at its discretion). Any reference to the terms and conditions or the Schedule of Fees herein is a reference to the most up-to-date terms and conditions and/or Schedule of Fees.

**Governing Law**

The Terms and Conditions contained herein and in the incorporated Schedule of Fees shall be governed under the laws of the jurisdiction in which the School is located. The venue of any action filed concerning facts arising out of the services provided under this agreement shall lie exclusively with the smallest geographic subdivision in which the School is located, and the parties do consent to jurisdiction there.

**Acceptance of an Offer**

When an offer is made and accepted, the School will send to the parent/guardians an acceptance letter, along with further information the Parents/Guardians need to be aware of. By enrolling at the School, Parents/Guardians and the Student agree to abide by all policies, terms and conditions as may be issued by the School from time to time.

By ticking on this box, you agree to the terms and conditions detailed above

**School Activities:**

I/We agree to allow the Student to participate in all of the School's compulsory activities, including residential and outside school trips. The School agrees to give prior notification for outside school trips. Any costs involved relating to such activities shall be notified to Parents/Guardians by the School.

By ticking on this box, you agree to the terms and conditions detailed above

**Medical Information**

1. I/We, Parents/Guardians, agree that (i) all medical information disclosed to the School is true and correct, and (ii) a timely update of all changes to medical and contact information will be provided to the School.
2. I/We, Parents/Guardians, consent to the processing of medical data relating to the Student.
3. I/We, Parents/Guardians, authorize the School and its designated medical care providers to supply medical care as needed for the Student, including but not limited to administration of allergy medications (such as Epi-Pens or diphenhydramine), bandages, over-the-counter medications, and other first-aid items or techniques. If, in the opinion of a properly licensed and practicing physician, the Student needs medical or surgical services which require parental authorization or consent, I/We, Parents/Guardians, hereby authorize, appoint, and empower the School to act as my/our agent to furnish on my/our behalf such oral or written authorization as may be so required.
4. I/We, Parents/Guardians, release and agree to hold the School harmless and indemnify the School, its officers, its employees, and its agents from any liability or injury which may arise from the provision of such medical care, whether performed by the School, its officers, its employees, or its agents, or by any other health-care provider.
5. I/We, Parents/Guardians, accept that the School, its officers, its employees, and its agents do not accept any liability as a result of or in connection with or arising in any way from the provision of such or any medical care, whether performed by or on behalf of the School, its officers, its employees, or its agents, or by any other health-care provider.

By ticking on this box, you agree to the terms and conditions detailed above.

**PERSONAL INFORMATION COLLECTION STATEMENT**

All personal data collected from students and/or their parents/guardians in connection with their education at Northbridge International School Cambodia, a Nord Anglia Education school ("School") will be handled by our staff, kept confidential and used by Northbridge International School (Cambodia) Limited, Nord Anglia Education Limited and/or our affiliates ("we" or "us") for lawful and relevant purposes including but not limited to:

- verification of a student's academic and other information;
- school administration and operation;
- the organisation, administration and operation of extra-curricular expeditions and activities, including but not limited to making arrangements with third parties for relevant insurance cover, medical assistance, supervision and execution of activities;
- sending communications to parents and students including newsletters and information about events and extra-curricular activities provided by the School or third party providers;
- statistical and research purposes;
- other school related purposes; and
- alumni activities.

If any of our communications constitute direct marketing we will separately seek your consent where required by law.

We may disclose some of the data to third parties such

as agencies (including governmental bodies), service providers (including insurance providers, security/medical service providers and third party activity/expedition organisers) and contractors appointed by us (whether within or outside the jurisdiction in which the personal data was collected) to undertake some of our academic, pastoral, extra-curricular and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless:

- such disclosure is expressly provided for under this Statement;
- permitted to do so by the student or his/her parent/guardian; and/or
- permitted or required by law.

Personal data may be stored in our or our affiliates' database systems (which may be located within or outside the jurisdiction in which the personal data was collected) and online portals and will form part of the applicant's official student records. It may also be stored in online student resources such as the global classroom.

Where such personal data is not required to be retained by law, such personal data may be destroyed within 24 months following rejection of the application or otherwise as required or permitted by law.

If a Parent Teacher Association (PTA) is existing/established, we may provide such personal data to

the relevant PTA for inclusion in the PTA directory and other PTA activities. If a student or his/her parents/guardians do not wish for such data to be included in the PTA directory, please inform us.

We may place a student's photo, video footage, name or school work in our or our affiliates' website, social media, marketing materials, corporate communications (including annual reports) and/or publications.

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 enrolment form where relevant.

Failure to provide the requested data may affect the Students' ability to participate in certain events, activities and expeditions arranged by the School.

All practicable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable and reasonable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

Students or their parents/guardians may have the right to access or correct personal data held by the School under applicable law. Requests for access and correction should be addressed in writing to the Principal (addressed to the School). We may levy a charge for accessing the information.

The terms of NAE's privacy policy can be found at [www.nordanglia.com](http://www.nordanglia.com).

Student's Full Name  First  Middle  Last

Signature of Father/Guardian

Signature of Mother/Guardian

Date  Day  Month  Year

Date  Day  Month  Year

On behalf of the School

*Mr. Richard Vaughan / Principal*



**NORTHBRIDGE INTERNATIONAL SCHOOL  
CAMBODIA**  
A NORD ANGLIA EDUCATION SCHOOL