



# Admission Application Process

## STEP 1 - PRE-ADMISSION INFORMATION

**Provide the following information for each applicant:**

- Full Name
- Date of Birth
- Nationality
- Expected Date of Admission

➔ BIS HCMC to confirm Year Group and availability

## STEP 2 - SUBMISSION OF ADMISSION APPLICATION FORM AND FEES

**Submit the following:**

- Admission Application Form and signed Admissions Contract
- Signed Personal Information Collection Statement
- Most recent school records translated into English (as applicable)
- 2 current passport photographs of applicant
- Passport or birth certificate of applicant (copy)
- Physical Evaluation signed by a registered doctor or physician (worldwide)
- Immunisation Records
- Application Fee (Non refundable)

➔ BIS HCMC to arrange entrance assessments

## STEP 3 - PRE-ADMISSION INFORMATION

**Entrance Assessment**

Under normal school policy, applicants will need to be assessed according to their age and appropriate Year Group before being offered a place at the school.

**EAL Assessment**

If English is a second language, applicants are expected to sit an EAL Assessment which will be administered by a member of our EAL Department.

## STEP 4 - OFFER OF PLACEMENT

BIS issues a formal Letter of Offer

## STEP 5 - PAYMENT OF FEES

**Registration Fee**

Payment within two weeks from date of issue (paid only once and guarantees the place for the student)

**Refundable Security Deposit and Tuition Fee**

Payment due prior to the student commencing school

**NOTE**

**Tuition Fees are inclusive of :**

	Books	Uniforms	Day Trips	Lunch + Snack	External Exams
Foundation / Primary	✓	✓	✓	✓	✓
Secondary	✓	✓	✓		✓

Please note that the Tuition Fees are exclusive of school residential trips and visits, instrumental lessons and school buses. The Uniform Pack (included in the Tuition Fee) may be collected from the BIS Uniform Shop once the Registration Fee payment has been received.