

Application Form



**THE BRITISH SCHOOLS
OF BEIJING**
NORD ANGLIA EDUCATION SCHOOLS

Admissions Process



Admissions Check List

Please complete this application pack and provide the following documents:

- Photocopy of the child(ren)'s passport(s) and valid visa page - two pages of the passport
- Photocopy both of the parents' passports main and valid visa pages - two pages of the passport
- Passport-size photo of the applicant(s)
- Non-refundable application fee
- Child(ren)'s school reports or transcripts for the past academic year
- Photocopy of the child(ren)'s up to date vaccination record
- Photocopy of any medical insurance cards or policy
- Full names and one recent passport size photo for each parent or guardian who is authorised to collect the child from school - for the identification badge
- Fully signed Student Information Form
- Fully signed Medical Records, School Health Policy and Authorisation
- Fully signed School Fee Payment Refund and Withdrawal Policy
- Fully signed School Policy along with Student Behaviour and Additional Services

Year Guide

Age on 31st August (Years)	Key Stage	Year in the UK	Formal Tests	USA and Japan	France	Spain	Germany
EARLY YEARS FOUNDATION STAGE							
1	Early Years Foundation Stage (EYFS)	Pre-School 1		Pre-School			
2		Pre-School 2 or Pre-Nursery					
3		Nursery					
4		Reception					
PRIMARY SCHOOL							
5	Key Stage One (KS1)	Year 1		Kindergarten	Annee 3	3° Infantil	Kindergarten
6		Year 2		Grade 1	CP	1° Primaria	Grundsichule 1
7	Key Stage Two (KS2)	Year 3		Grade 2	CE1	2° Primaria	Grundsichule 2
8		Year 4		Grade 3	CE2	3° Primaria	Grundsichule 3
9		Year 5		Grade 4	CM1	4° Primaria	Grundsichule 4
10		Year 6		Grade 5	CM2	5° Primaria	Grade 5
SECONDARY SCHOOL							
11	Key Stage Three (KS3)	Year 7		Grade 6	6eme	6° Primaria	Grade 6
12		Year 8		Grade 7	5eme	1° Eso	Grade 7
13		Year 9		Grade 8	4eme	2° Eso	Grade 8
14	Key Stage Four (KS4)	Year 10	IGCSE Early Entry	Grade 9	3eme	3° Eso	Grade 9
15		Year 11		Grade 10	2nde	4° Eso	Grade 10
SIXTH FORM COLLEGE							
16	Key Stage Five (KS5)	Year 12	IB Diploma	Grade 11	1ere	1° Bachillerato	Grade 11
17		Year 13		Grade 12	Terminale	2° Bachillerato	Grade 12

IGCSE: International General Certificate of Secondary Education

Exam Boards: CIE and EDEXCEL

Student Information

Child 1

All information required below must be completed fully and accurately in order to be considered for admission to BSB. School reports must be in English together with other supporting documents.

Campus

Shunyi Sanlitun

School ID:

Year group applying for:

Pre-Nursery or Nursery

Full day Half day

Requested start date:

Expected Duration of Stay

Passport-size photo

NB: Applicants for Nursery must be toilet trained by the beginning of their first day at school.

Student Applicant's Information (as per passport)

Family Name: _____ First Name: _____

Middle Name: _____ Preferred (easy) Name: _____

Date of Birth (dd/mm/yy): _____ Nationality: _____ Gender: Male/Female

Passport No: _____ Passport Expiration Date: _____

Applicant's Visa No: _____ Visa Type: _____ Visa Expiration Date: _____

Academic History (Curriculum - British, American, IB, Montessori, German, French, etc)

Schools attended (starting from most recent)	City/Country	Language of instruction	Years attended mm/yy	Year Group completed	Curriculum

Sibling Information

Name	Gender	DOB (dd/mm/yy)	Current school and year group	Applying for BSB?
				Y/N
				Y/N
				Y/N

For Internal Use:

Application receiving date: _____ Acceptance date: _____

Student Information

Child 1 cont'd

Does your child have any Special Education Needs (SEN)?
Please provide reports if Yes is ticked

Yes No

Has your child ever been classed as having any of the following?

Learning Disability

Yes No

Attention Deficit Disorder

Yes No

Behavioural Problem

Yes No

Physical Disability

Yes No

Has your child ever been asked to leave or been expelled from a school?

Yes No

If yes, please indicate the circumstances: _____

Please tick the level of English proficiency which best describes your child

Beginner

Gaining confidence

Confident

Fluent

Native

What is your child's first language/mother tongue? _____

What other languages can your child speak and at what level? _____

If the child has studied at an English speaking school, was he/she on an EAL program? If so when did he/she exit the program?

Only applicants for Year 7-Year 11: Has the student studied English literature before?

Yes No

How would you best describe your child in the following areas (please tick):

	Needs Support	Satisfactory	Good	Excellent
Independence and organisational skills				
Personal relationships and social interactions				
General academic standards				

What are your child's strengths and weaknesses? _____

Please give details of any special academic achievements and extra-curricular interests

Any special concerns regarding your child's education and/or transition from his/her current school?

Student Medical Information

Child 1 cont'd

PRESENT HEALTH

Does your child suffer from any of the following?

Asthma or respiratory problems	Yes <input type="checkbox"/> No <input type="checkbox"/>	Eyesight Problems	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hearing Problems	Yes <input type="checkbox"/> No <input type="checkbox"/>	Skin Condition	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hay fever	Yes <input type="checkbox"/> No <input type="checkbox"/>	Diabetes	Yes <input type="checkbox"/> No <input type="checkbox"/>
Epilepsy	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other (Please give details)	

Allergies: _____

N.B. For serious conditions please provide a detailed medical report.

Does your child take any medication?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your child have any special dietary requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child had any surgical procedures, which could prevent him/her from participating in physical education classes?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes to any of the above please provide a current medical note that supports your statement above:

VACCINATIONS

Has your child a Tetanus vaccination? Yes No Date of the last boost _____

Do you consent for the school nurse to administer over the counter medication to your child? Yes No

I understand that whilst the school will make all reasonable efforts to contact me in the case of a medical emergency, this is not always possible. Therefore, I authorise the school to seek medical advice and treatment for my child if the school believes there to be an emergency, and I hereby undertake to pay all costs incurred by the school.

I also hereby authorise the school to give my child minor medications (e.g. paracetamol tablets) if deemed necessary by the school.

Signed (parent or guardian): _____ Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

School Medical Policy

We are a nut-free school, so please don't bring in the following "Nuts", Almond, Brazil nut, Cashew, Chestnut, Filbert, Hazelnut, Macadamia nut, Peanuts, Pine nut, Pistachio, Walnut.

One of the biggest difficulties with nut avoidance has to do with cross-contamination. Please don't bring in any foods that might be contaminated with any mentioned above.

Medical Care

We provide a nursing station to attend to health concerns and day-to-day minor ailments of our students in a warm and caring environment.

Our nurses are also equipped to deal with more serious emergencies and work closely with teaching staff and the cafeteria to create a healthy environment for students.

Our Health Policy is as follows:

- If your child has a temperature of greater than 37.5°C, he or she will be sent home. Parents will be contacted to come and collect their child; they are then to have a further 24 hours off after temperature has gone, without any medication.
- If your child has diarrhea or is vomiting he or she will be sent home. Parents will be contacted to come collect and take their child home and will need 24 hours off school following last episode of vomiting or diarrhea before returning.
- If your child has head lice, he or she will be sent home. Parents will be contacted to come collect and take their child. The student can then return following proper head lice treatment has been given and no live lice visible.
- If your child has an infectious disease (hand foot and mouth disease, chicken pox, scarlet fever, etc) he or she will be sent home. Parents will be contacted to come collect and take their child home. The student can then return after receiving a written diagnosis from a doctor saying they are clear to return.
- All medication brought into school for pupils needs to come in via the Nurse Office, and to be left with the nurses for the school day. The Parent or Guardian will also need to fill in the relevant form; if this does not happen then the pupil will not be able to receive the medication.
- If your child has any serious sickness/ injury not already known to us, please could you also tell at the earliest convenience and provide a doctor/medical note.

I understand that it is my responsibility to ensure that I will follow the school medical policy.

Signed (parent or guardian): _____ Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

Student Information

Child 2

All information required below must be completed fully and accurately in order to be considered for admission to BSB. School reports must be in English together with other supporting documents.

Campus

Shunyi Sanlitun

School ID:

Year group applying for:

Pre-Nursery or Nursery

Full day Half day

Requested start date:

Expected Duration of Stay

Passport-size photo

NB: Applicants for Nursery must be toilet trained by the beginning of their first day at school.

Student Applicant's Information (as per passport)

Family Name: _____ First Name: _____

Middle Name: _____ Preferred (easy) Name: _____

Date of Birth (dd/mm/yy): _____ Nationality: _____ Gender: Male/Female

Passport No: _____ Passport Expiration Date: _____

Applicant's Visa No: _____ Visa Type: _____ Visa Expiration Date: _____

Academic History (Curriculum - British, American, IB, Montessori, German, French, etc)

Schools attended (starting from most recent)	City/Country	Language of instruction	Years attended mm/yy	Year Group completed	Curriculum

Sibling Information

Name	Gender	DOB (dd/mm/yy)	Current school and year group	Applying for BSB?
				Y/N
				Y/N
				Y/N

For Internal Use:

Application receiving date: _____ Acceptance date: _____

Student Information

Child 2 cont'd

Does your child have any Special Education Needs (SEN)? Yes No
Please provide reports if Yes is ticked

Has your child ever been classed as having any of the following?

Learning Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>	Attention Deficit Disorder	Yes <input type="checkbox"/> No <input type="checkbox"/>
Behavioural Problem	Yes <input type="checkbox"/> No <input type="checkbox"/>	Physical Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has your child ever been asked to leave or been expelled from a school? Yes No
If yes, please indicate the circumstances: _____

Please tick the level of English proficiency which best describes your child

Beginner Gaining confidence Confident Fluent Native

What is your child's first language/mother tongue? _____

What other languages can your child speak and at what level? _____

If the child has studied at an English speaking school, was he/she on an EAL program? If so when did he/she exit the program?

Only applicants for Year 7-Year 11: Has the student studied English literature before? Yes No

How would you best describe your child in the following areas (please tick):

	Needs Support	Satisfactory	Good	Excellent
Independence and organisational skills				
Personal relationships and social interactions				
General academic standards				

What are your child's strengths and weaknesses? _____

Please give details of any special academic achievements and extra-curricular interests

Any special concerns regarding your child's education and/or transition from his/her current school?

Student Medical Information

Child 2 cont'd

PRESENT HEALTH

Does your child suffer from any of the following?

- | | | | |
|--------------------------------|--|-----------------------------|--|
| Asthma or respiratory problems | Yes <input type="checkbox"/> No <input type="checkbox"/> | Eyesight Problems | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Hearing Problems | Yes <input type="checkbox"/> No <input type="checkbox"/> | Skin Condition | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Hay fever | Yes <input type="checkbox"/> No <input type="checkbox"/> | Diabetes | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Epilepsy | Yes <input type="checkbox"/> No <input type="checkbox"/> | Other (Please give details) | |

Allergies: _____

N.B. For serious conditions please provide a detailed medical report.

- Does your child take any medication? Yes No
- Does your child have any special dietary requirements? Yes No
- Has your child had any surgical procedures, which could prevent him/her from participating in physical education classes? Yes No

If yes to any of the above please provide a current medical note that supports your statement above:

VACCINATIONS

Has your child a Tetanus vaccination? Yes No Date of the last boost _____

Do you consent for the school nurse to administer over the counter medication to your child? Yes No

I understand that whilst the school will make all reasonable efforts to contact me in the case of a medical emergency, this is not always possible. Therefore, I authorise the school to seek medical advice and treatment for my child if the school believes there to be an emergency, and I hereby undertake to pay all costs incurred by the school.

I also hereby authorise the school to give my child minor medications (e.g. paracetamol tablets) if deemed necessary by the school.

Signed (parent or guardian): _____ Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

School Medical Policy

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- If your child has diarrhea or is vomiting he or she will be sent home. Parents will be contacted to come collect and take their child home and will need 24 hours off school following last episode of vomiting or diarrhea before returning.
- If your child has head lice, he or she will be sent home. Parents will be contacted to come collect and take their child. The student can then return following proper head lice treatment has been given and no live lice visible.
- If your child has an infectious disease (hand foot and mouth disease, chicken pox, scarlet fever, etc) he or she will be sent home. Parents will be contacted to come collect and take their child home. The student can then return after receiving a written diagnosis from a doctor saying they are clear to return.
- All medication brought into school for pupils needs to come in via the Nurse Office, and to be left with the nurses for the school day. The Parent or Guardian will also need to fill in the relevant form; if this does not happen then the pupil will not be able to receive the medication.
- If your child has any serious sickness/ injury not already known to us, please could you also tell at the earliest convenience and provide a doctor/medical note.

I understand that it is my responsibility to ensure that I will follow the school medical policy.

Signed (parent or guardian): _____ Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

Student Information

Child 3

All information required below must be completed fully and accurately in order to be considered for admission to BSB. School reports must be in English together with other supporting documents.

Campus

Shunyi Sanlitun

School ID:

Year group applying for:

Pre-Nursery or Nursery

Full day Half day

Passport-size photo

Requested start date:

NB: Applicants for Nursery must be toilet trained by the beginning of their first day at school.

Expected Duration of Stay

Student Applicant's Information (as per passport)

Family Name: _____ First Name: _____

Middle Name: _____ Preferred (easy) Name: _____

Date of Birth (dd/mm/yy): _____ Nationality: _____ Gender: Male/Female

Passport No: _____ Passport Expiration Date: _____

Applicant's Visa No: _____ Visa Type: _____ Visa Expiration Date: _____

Academic History (Curriculum - British, American, IB, Montessori, German, French, etc)

Schools attended (starting from most recent)	City/Country	Language of instruction	Years attended mm/yy	Year Group completed	Curriculum

Sibling Information

Name	Gender	DOB (dd/mm/yy)	Current school and year group	Applying for BSB?
				Y/N
				Y/N
				Y/N

For Internal Use:

Application receiving date:	Acceptance date:
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Student Information

Child 3 cont'd

Does your child have any Special Education Needs (SEN)? Yes No
Please provide reports if Yes is ticked

Has your child ever been classed as having any of the following?

Learning Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>	Attention Deficit Disorder	Yes <input type="checkbox"/> No <input type="checkbox"/>
Behavioural Problem	Yes <input type="checkbox"/> No <input type="checkbox"/>	Physical Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has your child ever been asked to leave or been expelled from a school? Yes No

If yes, please indicate the circumstances: _____

Please tick the level of English proficiency which best describes your child

Beginner Gaining confidence Confident Fluent Native

What is your child's first language/mother tongue? _____

What other languages can your child speak and at what level? _____

If the child has studied at an English speaking school, was he/she on an EAL program? If so when did he/she exit the program?

Only applicants for Year 7-Year 11: Has the student studied English literature before? Yes No

How would you best describe your child in the following areas (please tick):

	Needs Support	Satisfactory	Good	Excellent
Independence and organisational skills				
Personal relationships and social interactions				
General academic standards				

What are your child's strengths and weaknesses? _____

Please give details of any special academic achievements and extra-curricular interests

Any special concerns regarding your child's education and/or transition from his/her current school?

Student Medical Information

Child 3 cont'd

PRESENT HEALTH

Does your child suffer from any of the following?

- | | | | |
|--------------------------------|--|-----------------------------|--|
| Asthma or respiratory problems | Yes <input type="checkbox"/> No <input type="checkbox"/> | Eyesight Problems | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Hearing Problems | Yes <input type="checkbox"/> No <input type="checkbox"/> | Skin Condition | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Hay fever | Yes <input type="checkbox"/> No <input type="checkbox"/> | Diabetes | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Epilepsy | Yes <input type="checkbox"/> No <input type="checkbox"/> | Other (Please give details) | |

Allergies: _____

N.B. For serious conditions please provide a detailed medical report.

- Does your child take any medication? Yes No
- Does your child have any special dietary requirements? Yes No
- Has your child had any surgical procedures, which could prevent him/her from participating in physical education classes? Yes No

If yes to any of the above please provide a current medical note that supports your statement above:

VACCINATIONS

Has your child a Tetanus vaccination? Yes No Date of the last boost _____

Do you consent for the school nurse to administer over the counter medication to your child? Yes No

I understand that whilst the school will make all reasonable efforts to contact me in the case of a medical emergency, this is not always possible. Therefore, I authorise the school to seek medical advice and treatment for my child if the school believes there to be an emergency, and I hereby undertake to pay all costs incurred by the school.

I also hereby authorise the school to give my child minor medications (e.g. paracetamol tablets) if deemed necessary by the school.

Signed (parent or guardian): _____ Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

School Medical Policy

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- If your child has diarrhea or is vomiting he or she will be sent home. Parents will be contacted to come collect and take their child home and will need 24 hours off school following last episode of vomiting or diarrhea before returning.
- If your child has head lice, he or she will be sent home. Parents will be contacted to come collect and take their child. The student can then return following proper head lice treatment has been given and no live lice visible.
- If your child has an infectious disease (hand foot and mouth disease, chicken pox, scarlet fever, etc) he or she will be sent home. Parents will be contacted to come collect and take their child home. The student can then return after receiving a written diagnosis from a doctor saying they are clear to return.
- All medication brought into school for pupils needs to come in via the Nurse Office, and to be left with the nurses for the school day. The Parent or Guardian will also need to fill in the relevant form; if this does not happen then the pupil will not be able to receive the medication.
- If your child has any serious sickness/ injury not already known to us, please could you also tell at the earliest convenience and provide a doctor/medical note.

I understand that it is my responsibility to ensure that I will follow the school medical policy.

Signed (parent or guardian): _____ Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

Medical Insurance

(One per family)

Family name: _____

Please provide a copy of your insurance document or insurance card(s).

This page must be signed and returned even if there is no insurance cover at this time.

MEDICAL INSURANCE PROVIDER DETAILS

Name of Insurer:	
Cover:	
Address of insurer:	International <input type="checkbox"/> Chinese (Local) <input type="checkbox"/>
Emergency contact telephone number:	

CHILD(REN)'S DETAILS

Name(s) of child(ren)	Year group	Medical insurance policy number	Passport number
1.			
2.			
3.			
4.			

As the parent or guardian of the child(ren) listed above, I understand that it is my responsibility to ensure that my child(ren) are covered by a current medical insurance policy during their time at the British School of Beijing. I understand that I must arrange medical insurance to cover all medical expenses arising from any accidents occurring within the school premises, while participating in school activities including educational visits or while in transit to and from the school. I fully understand that the school will not be responsible for covering any medical expenses for my child(ren) under any circumstances.

Signed (parent or guardian): _____ Date: _____

Parent's or guardian's name (please print): _____

Contact Details

(One per family)

Family name: _____

FATHER/GUARDIAN

First Name:		Family Name:	
Occupation:		Employer:	
Mobile:		Work No:	
Email Work		Email Home	

MOTHER/GUARDIAN

First Name:		Family Name:	
Occupation:		Employer:	
Mobile:		Work No:	
Email Work:		Email Home:	

In the event we cannot get in touch with you, please provide the details of a third person as an Emergency Contact

First Name:		Family Name:	
Mobile:		Work No:	
Email:		Relationship:	

HOME ADDRESS (please include your house number or apartment unit number)

Which e-mail Address(es) should receive regular correspondence from the school?

Father's Work Father's Home Mother's Work Mother's Home Other guardian

Who is responsible for the payment of school fees?	Company* <input type="checkbox"/>	Parents <input type="checkbox"/>	Both <input type="checkbox"/>
Payment structure:	Annually <input type="checkbox"/>	Termly <input type="checkbox"/>	

*Name of Company: _____

Billing Address: _____

Telephone: _____ E-mail: _____

School Transport Request

(One per family)

CHILD(REN)'S DETAILS

Family name: _____ Confirmed date of entry: _____

1st child's name: _____ Year group: _____ School: Sanlitun Shunyi

2nd child's name: _____ Year group: _____ School: Sanlitun Shunyi

3rd child's name: _____ Year group: _____ School: Sanlitun Shunyi

4th child's name: _____ Year group: _____ School: Sanlitun Shunyi

Will the child(ren) require the school bus service? Yes No

SCHOOL TRANSPORT REQUEST

Preferred pick-up /drop-off point:	
Bus service required from (date):	
Service required:	<input type="checkbox"/> Both ways <input type="checkbox"/> To school only <input type="checkbox"/> From school only
First day(s) in school:	<input type="checkbox"/> Full bus service required <input type="checkbox"/> Bus home only (parents will bring to school) <input type="checkbox"/> No bus required until date given above

- Security cards provided by the school must be worn at all times by parents when picking up/dropping off children.
- Please ensure that you have read the School Bus Policy document before applying for transport and submit the signed agreement with this request form.
- School Bus Transport forms require 5 days to process. Forms must be received at least a week before the start of a new term.
- Children starting mid-term will need to submit the completed form 7 working days before requiring use of the bus service.
- The school bus service is provided on request, and at the school's discretion. All applications should be made through this request form.
- All school bus routes are planned prior to the beginning of each school term, taking into account the transportation requests received at that time.
- The school bus coordinators will make every effort to accommodate bus requests received in good time, but cannot guarantee a bus service to or from any particular location.
- If a new student is in temporary accommodation or moves house, advance notice should be received in writing/email to the Bus Office (no less than 7 working days). While the School will do its utmost to satisfy every transport request received, provision of the service is subject to accessibility, current bus routes and seat availability.
- Students must be punctual and wait for the school bus at the designated time. The bus will not wait for late arrivals.
- The cost of one-way transport is 60% of the full bus fare. Priority is given to those students requiring bus service both ways.
- Parents/Guardians of primary students are requested to wait at the designated pick-up and drop-off points set by the School to ensure the safety of their child.
- The School reserves the right to change bus routes, pick-up/drop-off times and points at any time of the school year in order to satisfy the needs of the majority of students on a particular route.
- If a child is absent or due to be absent from school for any reason, the bus coordinator and/or bus monitor must be informed immediately.
- Under 2 only with a guardian.

As parent/guardian of the student(s) listed above, I confirm my acceptance of the terms and conditions relating to the use of the school bus service.

Signed (parent/guardian): _____ Date: _____

Parent's/Guardian's name (please print): _____

Fees Refund Insurance and Critical Injury Insurance

- The British School of Beijing is able to offer parents the option to take out fees refund insurance and critical injury insurance.
- The fees refund insurance scheme entitles you to a refund of fees in the event of pupils being sick off school for a continuous period of 7 working days or more.
- Please note the scheme does not cover absence arising from Swine Flu (H1N1)
- Critical injury insurance is also provided as part of the above scheme and provides benefits in respect of certain critical accidents or illnesses.
- The cost of joining the scheme will be 1.5% of gross tuition fees.
- Please note that joining this scheme is optional. The cost of joining will be included on the fees invoice, separately from School fees and if you do not wish to join this scheme, please exclude the costs of this scheme from your payment.

Fees Refund Scheme Details

Operation of the Scheme

The contract you have for the provision of education for your child(ren) at our school is for the provision of educational services. Participation in this scheme alters that contract and entitles you to receive a refund of school fees in certain circumstances outlined below.

If you do not wish to participate in the fees refund scheme please delete the charge from your account. If a Company pays the fees on your behalf then the Company will have the option whether or not to join the scheme, as any fees refunded will be paid to the Company. If the Company does not wish to join the scheme, no critical injury insurance will be provided for your child or children.

As is normal insurance premiums vary and the school reserves the right to vary the charge by giving advance notice to you.

Commencement of the Scheme

Your participation in the scheme commences on the first day of term or the payment date, whichever is the later. Refunds are provided for absences during term-time only. Public holidays are excluded.

Refunds of fees are made for:

Absence from school due to illness, accident, contact with infection or closure of the school through an epidemic for a continuous period of at least 7 working days. A medical practitioner must certify the necessity of the absence.

No refund will be made if a pupil is kept from school owing to:

1. A physical or mental condition that existed prior to your child joining the scheme.
2. Fear of infection at the school.
3. Congenital abnormality.
4. Injury sustained through war, invasion, hostilities or acts of foreign enemies (regardless of whether war is declared or not).
5. Nuclear, chemical or biological terrorism or the threat thereof.

How to apply for a refund

Absence from school – ask the school for a Fee Refund Form.

Complete the appropriate sections and ensure the student's doctor has completed their section.

Return the form to school no later than 10 days after the end of each term. Any refund will normally be deducted from the next term's bill.

How refunds are calculated

Refunds are based on the length of absence during term time only. Fees will be refunded pro rata to the actual time away from school or classes. This means that the amount payable for each day of absence is calculated by dividing the termly fee (as paid by the claimant) by the actual number of days in the term.

The maximum refund available under the scheme for any one child for any one medical condition is limited to three terms fees calculated from the first day of absence.

Cancellation

The school may cancel the scheme at any time by giving 30 days notice in writing to you at your last known address.

Participation in the scheme can be discontinued, with effect from any anniversary of your joining the scheme, by giving advance written notification to the school. If a pupil joins midway through a term there is no reduction to the surcharge applied. Likewise, no refund will be given in the event of your child ceasing to participate during a term.

Data Protection Act

You should understand that any information you have provided to the school or will provide in the future will be processed by the school in compliance with the Data Protection Act 1998 in the United Kingdom and any other data protection legislation in place in the country concerned, for the purpose of including you in the scheme and handling claims, if any, which may necessitate providing such information to other parties.

Governing Law

This scheme is subject to English law and the English courts will have exclusive jurisdiction in relation to any claims.

Rate of Premium

An amount equivalent to 1.5% of the main tuition fee will be added to each school invoice as a premium for the scheme. Parents, guardians or companies wishing not to participate may remove this amount from their invoice.

Critical injury Insurance

Cover is 24 hours a day. The maximum payout is US\$372,500.

Cover includes:

1. Death.
2. Total and irrecoverable loss of sight of both eyes.
3. Total and irrecoverable loss of sight of one eye.
4. Loss of two limbs.
5. Loss of one limb.
6. Total and irrecoverable loss of sight of one eye and loss of one limb.
7. Permanent total disablement from usual occupation.

Principal exclusions:

1. War, hostilities, civil war.
2. Actual or threatened use of pathogenic, poisonous biological or chemical materials.
3. Nuclear radiation or contamination.
4. The assured engaging or taking part in armed forces service or operations.
5. The assured engaged in flying of any kind other than as a passenger.
6. The assured's suicide or attempted suicide or intentional self-injury or the assured being in a state of insanity.
7. Venereal disease or AIDS, AIDS related complex, or HIV.
8. The assured's deliberate exposure to exceptional danger (except in an attempt to save human life).
9. The assured's own criminal act.
10. The assured being under the influence of alcohol or drugs.
11. Pregnancy or childbirth.
12. Neuroses, psychoneuroses, psychopathies, anxiety, stress fatigue or mental or emotional diseases or disorders.

Signed (parent/guardian): _____

Date: _____

School Fee Payment, Refund and Withdrawal Policy

Application Fee

- A non-transferable application fee must be submitted at the time of application.

Security Deposit

- The school requires a security deposit, in order to confirm the placement of any child/ren.
- One deposit per child is required.
- The deposit is fully refundable when the student leaves the school, without any interest on demand, if all accounts have been settled in full, all school property returned without damage and required written notice submitted two months in advance of the child's last day of school (holidays excluded).
- The deposit is not refundable if the student does not attend the school after an enrolment place has been reserved or the remaining tuition is not enough to cover the two months' notice period.

Tuition Fees

- The tuition fee varies according to grade level as shown in the tuition fee chart.
- Tuition fees will be invoiced on a pro-rata basis (referred to two weeks cycle) for new students who enrol after the commencement of a semester.
- Once a student joins the school full fees are charged until the student leaves the school. There are no refunds for periods of absence from the school unless covered by the optional fees refund policy.
- Fees for Year 10 and above include entrance fees for public examinations.
- Two months' notice of withdrawal in writing of the child's last day of school (holidays excluded) must be given or two months fees will be payable in lieu of the withdrawal notice. Parents must ensure that written acknowledgement is received from the school following notice of withdrawal.

Optional Bus Fees

- The optional bus service costs vary, depending on the distance covered.
- If a family changes bus routes during the year, the bus fees will be adjusted accordingly.
- Once a term commences, there are no refunds for that term whether a student is leaving school on temporary absence, or no longer requires the bus service.
- 60% of bus fees will be invoiced for students who opt for a one-way service, or join us after the middle of term; otherwise full bus fees will be charged.

EAL (ENGLISH AS AN ADDITIONAL LANGUAGE)

- A one-time fee will be applied to all students requiring additional English support.

Uniform Fees

- All students are required to wear uniform to school.
- Payment of uniform fees must be made at the time of purchase. Payment can only be made by cash or credit card. Please note, cards incur a 1% surcharge for domestic cards and 3% surcharge for foreign-issued cards.
- Uniform can be exchanged or returned within ten days of purchase.

School Reports

- One copy of the student's school report will be given only if all accounts have been settled after the student leaves the school.
- Additional charge will be applied for each extra copy of school reports.

Fee Refund and withdrawal Policy Additions

- The original tax receipt (Fapiao) must be returned to the school when refund is requested. No refund can be made without returning the original tax receipt (Fapiao).
- Refund will be reimbursed to the parent or company in the same way the original payment was made, except:
 - * Where the original payment was made by a company cheque, the refund will be processed directly to the drawer who issued the cheque through bank transfer;
 - * Where the original payment was made by a personal cheque, the refund will only be processed directly to the drawer's nominated Chinese bank account through bank transfer;

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- * Where the original payment was made by cash the refund will only be processed directly to the parent or company's nominated Chinese bank account through bank transfer;
- * Where the original payment was made by the parent him/herself from overseas, the refund will only be processed directly to the parent's nominated Chinese bank account through bank transfer.
- Refunds are only payable within 10 working days after the student leaves the school.

Discounts

- Where a family has more than two children attending school, a discount may apply to the tuition fee for the third child and for any subsequent children.
- A discount will apply to the tuition fee of all families who pay annual fees up-front. To obtain the annual payment discount the full year fees must be paid in full by the due date stated on the invoice. The annual discount ceases to be effective once the student is withdrawn during the academic year.

Tax receipt (Fapiao)

- Once the new academic year starts, the school cannot issue the tax receipt (Fapiao) for previous academic years.
- Tax receipts (Fapiao) will be issued once the school receives the payment.
- Tax receipts (Fapiao) can be collected at the Finance Office or sent by mail if an address is provided.
- Lost tax receipts (Fapiao) cannot be reissued, but a chopped copy could be offered.

Fee Payment Schedule

- Tuition and all other fees must be paid by the due date as stated on the school's invoice. Students will not be allowed to attend classes if fees are not paid before classes commence.

Fee Payment Method

- By Electronic/Bank Transfer: All payments must include the invoice number and/or the name of the student. To ensure proper credit, a copy of the bank transfer remittance slip must be scanned and sent to the Finance office email account at bsbfee@britishschool.org.cn.
- By Credit Card: Credit Card payments can be made only in person at the BSB Finance Office's. BSB will apply a surcharge to each transaction amounting to 1% for domestic cards and 3% for foreign issued cards.
- By Cash: Cash payments can only be made using Chinese currency (RMB). For security reasons, we do not recommend cash payment higher than RMB 20,000.
- By Cheque: Please issue cheques payable to 'The British School of Beijing'. Traveller cheques are not accepted.

Fee Payment Notice

- The invoice is issued in RMB only; USD payment is acceptable via telex transfer based on the middle rate published by the Bank of China at the time of payment.
- All bank transfer fees are the responsibility of the payer.
- If the fees are paid by an employer, this can be by cheque or bank transfer. However, it is always the parent or guardian's responsibility to ensure that the fees are paid before the student starts school.

Late payment of fees

- Payments not received by any due date will be considered overdue and the school may charge a 1.5% monthly late payment penalty. It is the parents' responsibility to ensure all fees are paid before any student starts each school term. If fees are not paid on time, the school has the right to refuse attendance of the student at school and/or to withhold student reports.

Disclaimer

- The School reserves the right to amend its policies and fee structure whenever considered necessary and appropriate. The school makes these policies available to parents through the school website. It is the parent or guardian's responsibility to ensure that they are informed and aware of basic school policies.

I hereby confirm my acceptance of the school place(s) offered for my child(ren) and will arrange payment of all fees within school guidelines. I have read and understood the payment terms laid out above and accept these terms and conditions.

Signed (parent or guardian): _____ Date: _____

Parent or guardian's name (please print): _____

School Admission Policy

The British School of Beijing welcomes applications for admission from children of all nationalities who may benefit from the English National Curriculum and IB Diploma offered at the school and who qualify for enrolment. Currently, Chinese nationals are excluded from international schools in accordance with Chinese education law. It is vital that before applying for admission, parents read, understand and are supportive of the school's admissions policies as set forth in this document.

Applications will be considered when all admission documents have been provided. Our selection criteria for students in Primary and Secondary to age 16 mean that students are tested for their ability in English and must be able to access a curriculum that is taught through this medium. For students that are able to access but need additional support, a strong programme of English as an Additional Language is offered. Students with Special Educational Needs are admitted to the school, but these are decided on a case by case basis so long as the school is able to provide for the specific needs of the individual student without detriment to the provision of effective education for others. Eligibility for admission to the Post 16 IB Diploma Programme is determined on a case by case basis in discussion with the IB Diploma Co-ordinator and Deputy Head (Academic). Broadly speaking BSB will expect students to be able to evidence academic standards commensurate with the demands of the Diploma.

Parents will be notified in writing of acceptance to the school or of the status of the application. If a place is offered, parents will have two weeks (10 working days) from this acceptance notification to complete the application process and confirm attendance dates. Please note that the school has a waiting list policy and places may be offered to other children if the admission process is not fully completed within these two weeks.

Student Behaviour and Additional Services

Parents or guardians agree to support the internal regulations of the school concerning general discipline and homework set for all children.

1. School uniform must be worn to a high standard at all times whilst students are in school or attending official functions representing the school. All items of clothing must be clearly marked with their full name.
2. Lunch is compulsory for all full-day students and is seen as an addition to school life and a vital part of our educational programme.
3. Text books are on loan to students and should be handed back after use is completed. Text books that are not returned will be charged to the parents' or guardians' account at a rate of 120% of the listed book price.
4. Students will not be allowed to leave the school during normal school hours without prior written notification from parents. Special arrangements exist for Year 12 and 13.
5. The school shall not be held responsible for the supervision of students left on school premises for more than 15 minutes before or after normal school hours or outside of other scheduled classes and events.
6. P.E. (including swimming), day trips and residentials are strongly encouraged and as such all students would be expected to fully participate throughout the year.
7. If a student is due to be absent or is absent from the school for any reason, the school should be contacted immediately.
8. Students may not smoke or consume alcohol on or near school premises. Cigarettes, drugs, alcohol or dangerous weapons are strictly prohibited and render a child liable to immediate expulsion.
9. Parents or guardians are liable for any deliberate damage caused by their child to school property or to belongings of teachers, employees or other students within the school.
10. The school reserves the right to sanction, suspend or expel students who do not follow school procedures or policies to our high standards and within guidelines laid out in school handbooks and policies.
11. Members of our Parents' Association will collect and share email addresses and phone numbers with other parents and guardians of your child(ren)'s class(es). By doing so they can easily organise events such as birthdays and coffee mornings. If you DO NOT wish to share your contact information with other members of your child(ren)'s class(es) please tick here.

Signature here: _____ Date: _____

Personal Information Collection Statement

The personal data collected from applicants and/or their parents/guardians pursuant to this application form will be handled by our staff, kept confidential and used by British School of Beijing (“we” or “us”) for lawful and relevant purposes including but not limited to:

- (a) assessing the suitability of applicants’ admission to British School of Beijing (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.

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 the government of the People’s Republic of China), service providers and contractors (whether within or outside the jurisdiction in which the School is located) appointed by us to undertake some of our academic, pastoral and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless:

- (a) Such disclosure is expressly provided for under this Statement;
- (b) Permitted to do so by the applicant or his/her parent/guardian; and/or
- (c) 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 School is located) 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 such as the global classroom.

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

If a Parent’s Associations (PA) is established, we may provide such personal data to the relevant PA for inclusion in the PA directory and other PA activities. If an applicant or his/her parents/guardians do not wish for such data to be included in the PA 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) or publications.

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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 result in us being unable to process the application and may influence the outcome of the application.

All practicable and reasonable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable 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.

Any complaints arising out of this Statement should be addressed in writing to the Principal (addressed to the School).

The terms of the School's privacy policy can be found at <http://www.nordangliaeducation.com/our-schools/beijing/shunyi/privacy-policy>

I hereby confirm that I wish to apply for a place for my child(ren) at The British School of Beijing and the documents provided are without falsification or omission. I give permission for photographs of my child(ren) to be used on the school website and on school literature as may be occasionally required for school promotional and community purposes. I have read and accept the terms and conditions and undertake that it is the parent's or guardian's full responsibility to notify the school of any changes in details given on this application during the child(ren)'s enrolment at the school.

Signed (parent/guardian): _____ Date: _____

Contact us:

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Sanlitun: +86(10) 8532 3088

Email

Sanlitun: sltadmissions@britishschool.org.cn

Website

www.bsbsanlitun.com

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