

APPLICATION GUIDE FOR SCHOOL YEAR 2019-2020

This Application Guide explains our admissions process and includes a checklist of documents that we require as part of your application. All applications are subject to qualification and seat availability. The 2019-2020 school year begins in mid-August.

If you are currently living overseas or in another province in China, please contact us as soon as you know about your possible relocation to Guangzhou. You do not need to have confirmed plans in place to make an initial inquiry! We will process applications from international or out-of-province transfer students throughout the academic year as space permits.

Timeline

If you are currently living in and attending school in Guangzhou, we prefer that you apply for the start of the school year (August enrollment). We will begin accepting applications for the new school year from early January. We encourage you to complete the application process by early-March as the group assessments are in mid-March. Once AISG begins offering seats in early April, grades may fill up quickly. Applications received after the first round of seat assignments may be subject to limited seat availability.

Student Support Services

AISG has an 'English as an Additional Language' (EAL) program for qualified students in Grades 1 to 10 who need additional support in developing proficiency in English. Space in the program is limited and students must qualify for admissions before being allocated a seat in the EAL program. Occasionally AISG will offer enrollment on the provision that the student participate in the EAL program.

The overall goal of AISG's Learning Support program, which is offered across all three divisions of Elementary, Middle and High School, is that with accommodations and available support services, students meet grade level standards. A 'least restrictive environment' is preferred, with Learning Support ideally being offered in the general education classroom. If necessary, students will receive specific skill instruction in the Learning Support classroom individually or in small groups; the latter being preferred and particularly effective for our Middle and High School students. Each student in the learning support program has a Student Learning Plan that includes goals, services, and helpful accommodations.

It is important to note, however, that while this program exists, AISG's Learning Support program has limited resources for supporting students with learning differences. Our goal is to act in the best interests of every child and as such, if your child has received or is currently receiving learning services of any kind (i.e. learning or behavior support, speech or occupational therapy, etc.) we strongly encourage you to submit all support plans, IEPs, speech/language or occupational therapy reports, medical or special needs evaluations and/or psych-educational reports. As our Learning Support services are limited, we want to ensure in advance that we are able to support the needs of your child for their ongoing development and happiness during their time at AISG. Please contact us via the Admissions Office (admissions@aisgz.org) should you wish to further discuss your child's needs.

Ersha Island Campus (Preschool-Grade 5)

3 Yan Yu Street South, Ersha Island, Yuexiu District, Guangzhou, China, 510105
广州市越秀区二沙岛烟雨南街3号
T: (8620) 8735 3393 F: (8620) 8735 3339

Science Park Campus (Grade 6-12)

19 Kexiang Road, Science Park, Luogang District, Guangzhou, China, 510663
广州市萝岗区科学城科翔路19号
T: (8620) 3213 5555 F: (8620) 3208 6477

Grade Placement

Principals are responsible for grade placement at AISG, taking into consideration factors including the applicant's age, birthdate, school records, academic history, achievement level, attendance and/or disciplinary records. The school recognizes that there may be differences in opinion of parents or students regarding grade placement as a result of a transfer from a different educational system, different program of studies, or a system based on a different school year and age-cut off dates. However, AISG reserves the right to make all final determinations regarding grade placement.

For more details about our admissions process, please visit "Admissions" on our website at www.aisgz.org where you will also find answers to FAQs (Frequently Asked Questions). Both the 'Application Guide' and the FAQs are available in Chinese.

THE AISG ADMISSIONS PROCESS

AISG is an international school for foreign passport holders. As such, students who hold a foreign passport (not Chinese passport), including those students who hold Hong Kong, Macau and Taiwan passports, are eligible for admission. If you are unsure if your child is eligible to apply, please contact the Admissions Office before you begin the application process. All applications are subject to qualification and seat availability.

Admissions at AISG is a 3-step process.



Step 1 – Application

Please complete an online application form, available at www.aisgz.org under the "Admissions" menu. You can upload your scanned documents in the "Required Items" section of the online application form. Digital photographs of documents will not be accepted. They must be scanned PDF or Word documents. These documents are required as part of your application:

1. **Photos** - A recent digital photo of the student(s) and the parent(s). E.g. school or portrait-type photograph against a solid color background.
2. **Passports** – A copy of the student(s) passport information page, and a copy of the parent (s) passport information page

3. **School records*** - 2 recent years of report cards and/or transcripts (current school year plus full year reports from previous school year), and standardized achievement test scores, if available. *If the reports are not in English, please provide an official translation.*
4. **Teacher Recommendations*** - Within the online application form, you will be asked to include your child's current teacher's email address. Once parents then click 'send', an email will be sent to that teacher with a link to the Teacher Recommendation forms. When the recommendation forms have been completed and submitted by your teacher, this item in the application form will be complete.
5. **Application processing fee** US \$300 or RMB 1900. See Page 5 for payment details. Applications will not be formally reviewed until the application processing fee is received. The application processing fee is non-refundable regardless of the application outcome.

**Please note that we do not consider an application to be complete without the required documents. It is the responsibility of the parents to source and submit the required documents. The Admissions Office is not able to chase required documents for applications. AISG is not able to make a final decision for incomplete applications.*

Application Tips:

1. Please note that it is the responsibility of the parents to provide the necessary documents required for the application. This includes requesting and reminding their child's current teachers to complete the Teacher Recommendation Forms. Parents can log-in to their account at any time to check if the Teacher Recommendation forms have been completed by the teachers. The AISG Admissions Office will not pursue missing documents or incomplete applications.
2. The online application form does not have a final 'submit' button at the end. As you complete each item within the application form, this item will turn 'green'. Once all required items have turned 'green', then your online application form will be complete and ready for review.
3. Before uploading any PDF or Word files to the online application form, please ensure that each file has an English file name.

Admissions Testing – Does your child need to attend?

Students applying from overseas or from other provinces in China are not required to travel to Guangzhou for an assessment.. If you do not plan to visit Guangzhou before your relocation, and if we feel that an assessment is necessary, we may consider assessing your child upon your arrival to Guangzhou.

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Step 2 – Qualification

Once we have received the online application form, all the supporting documents including Teacher Recommendation forms and the application processing fee, we will formally review your application. We cannot review partial applications*. AISG reserves the right to make early admissions decisions for strong candidates or candidates with priority admissions status.

The school will take into consideration the information provided in the application, school reports, Teacher Recommendation forms, standardized test scores (if available) and assessment results (if applicable) in making an admissions decision. The supporting documents and assessment results must indicate that the student can achieve at a level necessary to be a successful AISG student. Admissions at AISG can be competitive and meeting our minimum requirements does not guarantee acceptance.

Step 3 - Seat Assignment

In early April we will begin offering seats to new students based on our admissions priorities, qualification and seat availability. If your child qualifies for admissions and there are no seats available in the grade level or program, he/she will be placed in our wait pool. As seats become available during the school year, we offer them to students in the wait pool according to our admissions priorities. You must submit your application and your child must qualify for admissions, before your child is placed in the wait pool. Please note that students can only remain in the wait-pool for the current academic year. If we cannot offer wait-pool students a seat during the current academic year and these students wish to be considered for the following academic year, they must re-submit their application with updated supporting documents as well as paying the application processing fee.

IF YOUR CHILD IS ACCEPTED - Enrollment and Tuition Payment

If your child is accepted at AISG, you will receive an official acceptance letter from the Admissions Office, plus an Enrollment Package which includes our Terms and Conditions of Enrollment. When you confirm your acceptance, you must return the completed Enrollment forms and also submit a copy of your child's immunization records. Our accounting office will email your invoice within 2-3 days, and full payment in advance of the annual tuition is required by the due date to secure your child's seat at AISG.

If you have any questions, please feel free to contact us by phone at (8620) 8735-3393 ext. 1113, 1117 or 1121 or by email at admissions@aisgz.org. Our office visiting hours are 8:00am to 4:00pm, Monday to Friday.

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Application Processing Fee – US \$300 / RMB 1900

Applications must be accompanied by the application processing fee before the file is formally reviewed. The application processing fee applies for the academic year of application only, and is non-transferable and non-refundable. Please note that the application fee is not refundable, irrespective of the application outcome. Payment of the application processing fee does not constitute registration or enrollment at AISG.

The application processing fee can be paid in US Dollars or Chinese Renminbi. Please note that AISG is not able to accept any cash payments (USD or RMB).

Payment Options

1. Credit Card, in USD only

Pay via the online application form (Visa, Mastercard, America Express and Discover accepted). Payment must be made at the time of application.

2. USD Wire Transfer, including internet banking

Account Name:	AISG, INC.
Account Number:	4258810138
Beneficiary Bank:	TD Bank
SWIFT CODE:	NRTHUS33XXX
Routing Number:	054001725
Bank Address:	1753 Connecticut Avenue, NW, Washington, DC20009,USA
AISG Inc. Address:	11160 C-1 South Lakes Drive, Suite 260 Reston, VA 20191 U.S.A

3. RMB Wire Transfer, including internet banking

Account Name:	American International School of Guangzhou
Account Number:	728957742569
Beneficiary Bank:	Bank of China Guangzhou Guangdong Jing Mao Dasha Sub-branch
SWIFT CODE:	BKCHCNBJ400
帐户名:	广州美国人国际学校
帐号:	728957742569
开户行:	中国银行 广州广东经贸大厦支行
银行国际代码:	BKCHCNBJ400

NOTE: For USD and RMB wire transfers, please include your child/ren's name in the wire transfer remarks box, and upload a copy of the payment receipt to your child's online application form.

If you have any questions, please feel free to contact us by phone at (8620) 8735-3393 ext. 1113, 1117 or 1121 or by email at admissions@aisgz.org.

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