

Application Form 学生入学申请表

A. Student's Information 学生自然情况信息

Family or Last Name 姓:		Attach recent photo here 近期照片展贴处
Given Name(s) 名:		
Gender (Male /Female) 性别:	Nationality 国籍:	
Date of Birth 出生日期:	Current grade 目前所在年级:	
Passport No. /ID Card No. 身份证或护照号码:		
Date of Expiry 证件有效期:		
Grade Applying for 申请入读年级:	First of school day 申请入学时间:	
Home Address in Changchun 长春家庭住址:		
Home Address in Home Country 所属国家家庭住址:		

Mailing Address 信件邮寄地址 (Mandatory fields必填项)

Mailing Address 信件邮寄地址	
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注: (The address is delivery address, if you want to change the address, please inform school in written form. If school does not get your notification of changing the address, the original one will be as delivery address.)此地址为送达邮寄地址, 如地址更改, 请及时以书面形式通知学校。如学校没有得到更改地址通知, 则邮件发送至家长提供的原邮寄地址, 即视为已经送达。

Educational Information 学生教育经历 (由距今最近的就读学校开始填写)

Name of the School 就读学校名称	City&Country 就读国家及城市	Language of Instruction 授课语言	Type of School 学校授课体系	Grade 就读年级	Dates Attended 就读时间
			<input type="checkbox"/> U.K <input type="checkbox"/> U.S <input type="checkbox"/> IB <input type="checkbox"/> China <input type="checkbox"/> Germany <input type="checkbox"/> Other _____		
			<input type="checkbox"/> U.K <input type="checkbox"/> U.S <input type="checkbox"/> IB <input type="checkbox"/> China <input type="checkbox"/> Germany <input type="checkbox"/> Other _____		

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Student's Academic Information 学生目前成绩信息

Current school's scores/levels 在校成绩/水平					TOEFL 托福	IELTS 雅思
Total 总分	Math 数学	Chinese 语文	English 英语	Other 其他		

Student's Specialist Information 学生特长信息

Specialist area 特长:	Details 具体情况	Level 水平	Award Categories 获奖类别	Organization of issuing the certificates 颁发证书部门	Award Time 获奖时间	

Sibling's Information (Other Children in the Family) 兄弟姐妹信息 (家庭其他子女信息)

Name 姓名	Gender 性别	Dob 出生日期	School 在读学校	Grade 年级

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B. Parent / Guardian's Information 父母/监护人信息

	Father/ Guardian 父亲/监护人	Mother/ Guardian 母亲/监护人
Name 姓名 (*Mandatory item 必填项)		
Education Background 教育水平		
Department 部门 (*Mandatory item 必填项)		
Position 职务 (*Mandatory item 必填项)		
Company Name 单位名称 (*Mandatory item 必填项)		
Planned Years in Changchun 计划在长时间 (*Mandatory item 必填项)		
Company Address 办公地址		
Mobile 手机 (*Mandatory item 必填项)		
Nationality 国籍		
First Language 第一语言		
Second Language 第二语言		
E-mail 电子邮件 (*Mandatory item 必填项)		

Note: It is the parent's responsibility to update this information as needed. Phone numbers and email addresses are extremely important in the application process.

备注：手机号码及邮箱地址是学生入学申请中非常重要的信息，家长有义务及时填写及更新该项信息。

Primary Contact Person 学生在校事宜第一联系人：

Father 父亲 Mother 母亲 Other 其他

Relationship 关系：

Contacts 联系方式: Tel--

Email--

Secondary Contact Person 第二联系人：

Father 父亲 Mother 母亲 Other 其他

Relationship 关系：

Contacts 联系方式: Tel--

Email--

C. Student's Language Information (For non-native English speakers only)

学生语言状况 (母语为非英语学生填写)

First Language 第一语言:	Second Language 第二语言:
Other Language 其他语言:	Main Language spoken at home 家庭常用语言:

1. Is English used in the home? 学生在家是否说英语? Yes 是 No 否

2. What is your assessment of your child's English proficiency? 您如何评价您孩子的英语水平?

English Skill Areas 英语技能	Assessment of Proficiency 评价				
	Advanced 优异	Upper Intermediate 中上等	Intermediate 中等	Beginner 初级	Non-speaker 零基础
Speaking 口语					
Listening 听力					
Reading 阅读					
Writing 写作					

3. Where has your child studied English?

您的孩子如何学习英语? (Please check and indicate the length of time 请填写学习时长)

<input type="checkbox"/> School 学校	<input type="checkbox"/> Private Tutor 私人教师	<input type="checkbox"/> Language School 语言学校	<input type="checkbox"/> Home/Other 家里/其他
Type of school 学校类别 <input type="checkbox"/> U.K <input type="checkbox"/> U.S <input type="checkbox"/> IB <input type="checkbox"/> China <input type="checkbox"/> Germany <input type="checkbox"/> Other _____	Length of time 时长 ___ hours 小时/day 天 ___ hours 小时/week 周 ___ months 个月 ___ years 年	Length of time 时长 ___ hours 小时/day 天 ___ hours 小时/week 周 ___ months 个月 ___ years 年	Length of time 时长 ___ hours 小时/day 天 ___ hours 小时/week 周 ___ months 个月 ___ years 年

4. What kind of English-level certificates has your child obtained? 您的孩子获得过什么等级的英语水平证书? Has not obtained any certificates 没有获得过任何证书

Has obtained the certificates as below 获得过如下证书

Name of Certificates 证书名称	Level 水平	Organization of issuing the certificates 颁发证书部门	Time 颁发时间

5. Has your child received EAL (English as Additional Language) instruction at school before? 您的孩子之前是否在学校参加过 EAL 课程?

Yes 是 Name of school 学校名称 _____ No 否

If yes, how long has he/she been in an EAL programme? 该生参加过多久的 EAL 课

From _____ to _____ (课程起始时间); _____ level (达到何种水平)

Health Information 学生健康信息

Permanent Student Medical History Record 学生病史情况 (需要时请附加证明等材料)
For your child's safety and health, please fill in the following information truthfully.
为了您孩子的安全及健康, 请如实填写以下信息.

Blood Type 血型: _____

Name of the disease/condition 疾病/症状名称	Y 是	N 否	Medical Treatment 医疗手段/药物
哮喘 Asthma			
糖尿病 Diabetes			
肺炎 Pneumonia			
心脏病 Heart Disease			
癫痫病 Epilepsy/Seizures			
偏头痛 Migraine			
眩晕症 Vertigo			
多动症 ADHD			
水痘 Chicken Pox			
湿疹 Eczema			
脊柱问题 Spinal Problem			
肝炎 Hepatitis			
梦游症 Sleep Walking			
晕车/船 Motion sick			
特殊饮食禁忌 Food Prohibition/Allergy			
Others 其他需要告知学校的心理、行为、 情绪异常情况			

Immunization Information 学生接种疫苗信息

(Please provide the copy of the immunization record 请提供学生的免疫接种报告的复印件)

Name of Vaccination 疫苗名称	Dates Received (Day/Month/Year) (Dates must be provided for a complete application) 接种日期(日/月/年) (日期必须填写完整)		
Measles/Mumps/Rubella(Required) 麻疹/流行性腮腺炎/风疹(必须接种)			
Diphtheria/Pertussis/Tetanus(Required) 白喉/百日咳/破伤风(必须接种)			
Poliomyelitis (Oral/Inject) (Required) 脑灰质炎(口服/注射) (必须接种)			
Hepatitis A 甲肝			
Hepatitis B 乙肝			
Varicella (Chicken Pox)水痘			

BCG 卡介苗			
Meningococcus Group A A 群流脑疫苗			
Attenuated Japanese Encephalitis Vaccine/AJEV 减毒乙脑疫苗			
Meningococcus Group A+C A+C 流脑疫苗			
Rotavirus vaccine 轮状病毒疫苗			
Pneumococcal vaccine 肺炎球菌疫苗			
Haemophilus influenza type B/HIB 流感嗜血杆菌疫苗			

Allergies 学生过敏反应

Allergen Type 过敏源种类	Y 是	N 否	Allergen 过敏源名称	Drugs or Medication for Allergies 过敏症状/已知的可缓解过敏反应的 药物或医疗手段
Food 食物				
Drugs 药物				
Other 其他				

Weakness/Barrier to vision, hearing, and language ability

学生视力、听力、语言能力减弱/障碍情况

Type 种类	Y 是	N 否	Correction Method 矫正手段
Vision 视力			
Hearing 听力			
Language 语言			

I attest that my child's health information filled in above is accurate. If there is any change of health information, I shall inform the school immediately. 我承诺以上我填写的我的孩子的健康信息均准确无误, 如我的孩子的健康信息有变化, 我会在第一时间通知学校。

Tuition Statement 学费声明

All fees should be paid before the student starts school. Compulsory fees include registration fee, tuition, stationery fee, new student fee and returnable deposit, etc.

学校规定学生在入学之前必须缴纳完毕所有费用，包括注册费、学费、文具费、新生入学费、押金等费用。

Tuition 学费

The tuition fee covers all the major costs in running a high-quality educational program. The tuition fee varies according to grade level, as shown in the tuition and fees chart.

学费主要用于提供高质量教学内容所发生的成本支出。学校按年级的高低收取不同基准的学费，详见费用明细表。

For Early Years tuition is paid by semester, from PYP1 to DP2 tuition is paid annually. If the student who joins school during the school year, the tuition fee is charged from the month when the student enrolled in school to the end of the school year/semester.

幼儿园学生学费按学期交纳，1 年级至 12 年级学生学费按学年交纳。如学生在学期中间入学，则学费按照学生入学当月开始计算至当学年/学期结束，不足一个月按一个月计算。

Registration Fee 注册费

A one-time, none-refundable/none-transferable registration fee is payable at the time after passing the entrance exam.

面试通过的学生如需保留学位则需提前缴纳注册费，注册费一旦交纳不予退还。

New Student Fee 新生入学费

A one-time, none-refundable/none-transferable new student fee covers a package of uniforms. New student fee is used to pay for the school uniforms needed for the first year of school, including the uniforms needed for all four seasons. The fee is only paid in the first year of school and is non-refundable or transferable.

Stationery Fee 文具费

Annual, none-refundable stationery fee covers the stationery, books and online resources which are needed for learning purpose, such as PM Books, IB Question Banks, Pens, Notebooks, Pigment, Experimental equipment, etc.

文具费为年度费用且不可退还，用于支付学生在校期间教学所需的文具、图书及在线付费资源，包括分级读物、IB 线上题库，笔，笔记本，颜料，实验室器材等。

Returnable Deposit 押金

A one-time returnable deposit fee is for the library books. If the students lose or break school book, it will be deducted from the deposit, if it does not happen, the deposit will be returned to the payer when student leaves school.

押金主要用于学生借阅图书馆的书籍抵押，如学生丢失或损坏图书馆书籍，则需要照价赔偿，赔偿金会从押金中扣除，如未发生此种情况，学生离校时可全额退还。该费用学生入学第一年交纳即可

IB Final Exam Fee 12 年级 IB 考试费

DP2 students need to pay the IB final exam fee, it is charged by IBO.

12 年级的学生需要交纳 IB 毕业考试费用，此项费用最终提交给国际文凭组织。

School Bus Fee 校车费

Bus fee will be charged accordingly to those students who take school bus and where they live in Changchun. Details please see 'CAIS School Bus Stops and Fees'.

乘坐学校校车的学生需要交纳班车费，按照学生居住距离学校的远近划分区域收取不同标准的班车费，费用标准详见“长春美国外籍人员子女学校校车站点及费用标准表”。

Lunch Fee 午餐费

The school lunch program provides students with a choice to either bring a lunch from home or choose to pay for the lunch provided by CAIS.

如选择吃学校午餐的学生需要交纳午餐费。

Discount 学费折扣

From PYP1 to DP2, parents/guardians may enjoy a five percent (5%) discount on annual Tuition Fees (excluding any other fees). This is only applicable if payment is made before May 31st.

Early Years student may enjoy a five percent(5%)discount on the first semester tuition fee (excluding any other fees). This is only applicable if payment is made before May 31st. Early Years students may also enjoy a five percent(5%)discount on the second semester tuition fee (excluding any other fees). This is only applicable if payment is made before December 31st.

1-12 年级学生在每年 5 月 31 日之前交纳下一学年整年学费，则可享受学费（不包括其他费用）5% 的优惠。幼儿园部学生在每年 5 月 31 日之前交纳下一学年第一学期学费可享受第一学期学费（不包括其他费用）5% 的优惠。每年 12 月 31 日之前交纳第二学期学费则可享受第二学期学费（不包括其他费用）5% 的优惠。

Sibling Discount. The younger student whose sibling already studied in CAIS receives 10% discount on the tuition fee (excluding other school fees).

兄弟姐妹折扣。如一家有两个及以上孩子同时在我校就读，则年龄较小孩子的学费（不包括其他费用）可享受 10% 的折扣。

Payment Method and Returning students' re-registrations for new school year

付款方式及返校生注册

The payment due date for fees is indicated on all invoices. All the fees must be paid before the due date indicated on the invoice for a place to be confirmed.

所有付款通知单上均注明付款截止日期。所有费用必须在付款通知单上注明的付款截止日期前支付，以确认该学生的入学资格。

Every May, June, July and August Admissions sends parents a new school year re-registration reminder through Managebac and Toddle.

招生部分别于每年 5 月、6 月、7 月及 8 月通过 Managebac 及 Toddle 发布新学年注册通知。

For returning students, payment is due by August 15th. If student numbers in any grade are expected to be at full capacity, the due date for payment in those grades will be July 15th. The Early Years second semester payment due date will be two weeks before Jan.31.

返校生付款截止日期为 8 月 15 日。如遇到个别班级即将满额的状态，该班学生学费交纳截止期限为 7 月 15 日，以确保学位。幼儿园第二学期学费付款截止日期为 1 月 31 日。

If the school has not received the student's tuition within one week after new school year/semester starts, the school will not guarantee his/her enrollment and the student will be regarded as disenrolled automatically. At the same time our school office will delete the student's account from Managebac and Toddle.

如在新学年/学期开学后的一周内学校还未收到学生学费，则学校不给予该生新学年/学期学位保留，学生视为自动离校。同时学校校办将删除学生 Managebac 及 Toddle 账户。

Students are not allowed to attend school if the tuition and fees are not paid in full.
交纳完毕全部费用的学生方可入学上课。

Parents could transfer the school fee to school account or swipe the bank card in school. Cash is not acceptable.

家长可通过到学校刷卡或银行转账的方式交纳，学校不接收现金形式的学费。

Payments should be made to Changchun American International School Account by bank transfer or company check (when applicable) the payee shall bear all bank charges.
通过银行转账向长春美国外籍人员子女学校汇款，付款人承担银行全部手续费。

If there are some differences due to the foreign currency and RMB exchange rate, parents or the company shall pay it off by RMB.
支付学费时，因外币与人民币汇率产生的学费差额，家长或公司须用人民币的形式补齐。

Bank Details 银行资料		
Beneficiary's Name 收款人姓名	Changchun American International School	长春美国外籍人员子女学校
Bank Name 银行名称	Bank of China, Changchun Development Zone Sub-Br.	中国银行长春开发区支行
Branch Address 银行地址	No.200 Shenzhen Street, Changchun, Jilin Province, P.R.C	吉林省长春市深圳街 200 号
School Account No 学校账户	163616454358	
Swift Code 银行代码	BKCHCNBJ840	

Bank card payments can only be made in person at CAIS. CAIS will apply per transaction a 0.6% surcharge of Chinese credit card. CAIS cannot accept for foreign-issued cards.
付款方如采用银行卡付款需到我校进行办理。如付款方采用国内信用卡支付则需要支付 0.6% 的银行手续费；学校目前不接受国际卡刷卡业务。

Refund Policy 退费政策

After the student is registered in each academic year, the fees listed below cannot be

refunded: 学生在每学年开学注册缴费后，学校不予返还下列费用：

- ◆ Registration Fee 注册费
- ◆ Stationery Fee 文具费
- ◆ New Student Fee 新生入学费
- ◆ DP2 IB Final Exam Fee 12 年级 IB 毕业考试费

Tuition Refund Policy

学费退还办法

If a parent/guardian desires to withdraw a child for any reason from CAIS, the parent/guardian shall deliver a written withdrawal notice to CAIS.

如学生申请离校，则家长/监护人需要提交正式的书面申请给学校方可办理离校手续。

PYP1 to DP2 student tuition fees are partially refundable in certain cases:

1 至 12 年级学生学费按照学校提出离校申请的时间按比例退还：

Date of Withdrawal	The First Semester	The Second Semester	Remark
申请离校时间	第一学期	第二学期	备注
Before 20 th Aug. (including 20 th Aug.) 8 月 20 日之前(包括当日)	100% Tuition Refund 100%学费可退还	100% Tuition Refund 100%学费可退还	The refund amount is based on the first and last day of school. These dates are subject to change if there are changes to the school calendar which posted on the school website. 具体退费标准按学校官网上发布的学期开始日期及结束日期为准，且校历日期可能调整。
From the 1 st school day to 31 st Oct. 每年开学日至 10 月 31 日	50% Tuition refund. 50% 学费可退还	100% Tuition Refund 100%学费可退还	
From the 1 st school day to 31 st Jan. 每年开学日至 1 月 31 日	0% Tuition Refund. 0%学费可退还	100% Tuition Refund 100%学费可退还	
On or after the 1 st school day of 2 nd semester. 第二学期开始日至学年结束	0% Tuition Refund 0%学费可退还	0% Tuition Refund 0%学费可退还	

For Early Years the student tuition refund will be calculated from the start of the following month if the withdrawal application was submitted during the school year.

幼儿园学生申请离校，学校将于申请月的下一个自然月起计算学费退费金额并予以退费。

All the fees are calculated by the whole natural month.

所有费用均按整自然月计算。

The refund amount will be based on the date of the withdrawal notification and the student's last day at school.

退费标准将以学校收到学生正式书面申请及实际离校日期为准。

CAIS will only give the refund after getting the invoice which school has issued. So please keep the invoice properly.

学校收回已开具的发票的前提下方可进入退学费流程，请学生家长妥善保管好学校开具的发票。

CAIS will refund the fees after receiving the written withdrawal within 15 working days.

在得到学生离校书面通知 15 个工作日后，学校将办理退费。

Student lunch needs to reserve. Parents should apply for refund before the 20th of the month. CAIS refunds the lunch fee for the months following the date of your notice. If not, refund will be calculated from next month.

学生午餐需要提前进行预订，学生需在当月的 20 日(包括当日)之前提出申请，午餐费按尚未发生的月数以整自然月计算退还。如超过申请时间则将从下一个月开始计算。

Bus routes and seats are arranged in advance, so CAIS only refunds for the months transportation fee following your notice.

由于校车需要预设路线和座位，班车费用按尚未发生的月数退还。

The deposit fee will be returned if there is no facility is damaged by the student, otherwise school will deduct some money as compensation, the insufficient part needs to paid in full by parents.

如果学生在校期间没有损坏学校设施或给学校造成其他损失则离校时将会返还押金，如有损坏学校设施或给学校造成其他损失则学校会扣除相应费用作为赔偿金，不足部分由家长一次性结清。

Tuition Increase 学费涨幅

In order to provide quality service for students and enhance the teaching quality, the school will take some measures every year, which include increase investment in the teaching facility, recruit outstanding teachers, increase teachers' overseas training, enrich the curriculum and equip with high-end teaching materials. Therefore, school tuition fees will be adjusted appropriately every year on the basis of the above and to reflect the market economic situation of that year.

为了更好的服务学生，提高教学质量，学校每一学年都会大力投入与完善教学设施设备，引进优秀教师，增加教师的海外培训，丰富教学课程，配备高端教学工具等等。因此，我校每年学费将会在此基础上参考当年市场经济增长幅度进行适当调整。

Responsibility of Payment of Fees 付费责任

The student's parent or guardian is wholly responsible for payment of tuition and other fees by the due date, even in cases where payment may be subsidized by a third party such as the parent's employer.

学生家长或监护人全权负责学费和其他相关费用按时支付；即便付款人为第三方如家长雇主，学生家长也须全权负责学费和其他相关费用按时支付。

My signature below indicates that I have read and totally understood this version of <Tuition Statement>.

以下签字表明我已经阅读，完全了解并同意此版《学费声明》。

Parent's Signature 家长签字

Date 日期

Parent/Guardian Agreement

家长/监护人须知

Submitting this application signifies agreement with the following:

提交申请表后我校将具备以下权利:

1. Parents/guardians understand and agree that academic or diagnostic testing may be administered to the student.
家长/监护人理解并同意对学生进行学术及性格评估。
2. Changchun American International School has the right to keep all the information that parents/guardians submit with the application.
长春美国外籍人员子女学校有权利保留所有家长/监护人此申请表中提供的信息。
3. Parents/guardians give Changchun American International School permission to contact their child's previous schools to obtain information relevant to the student's application.
长春美国外籍人员子女学校有权利联络该生所在的原学校获取与此申请相关的信息。
4. Both parents/guardians are required to sign on this application forms.
双方家长/监护人均需在申请表内签字。
5. Changchun American International School has the right to revise this document at any time.
长春美国外籍人员子女学校将保留对此文件进行修改的权利。

Mother's/Guardian's signature 母亲/监护人签字

Date 日期

Father's/Guardian's signature 父亲/监护人签字

Date 日期

Interview/Entrance Examination Checklist 入学评估所需物品清单

- Two 2-inch student's photographs
两张学生二寸照片 (Within a year photo 一年之内近照)
- Transcripts/Reports for the past two years (Translated to English)
近两年的成绩单 (附英文版本)
- RMB 200 non-refundable Entrance Exam fee (PYP3 and above)
3 年级及 3 年级以上支付 200 元入学评估费 (不予退还)

Office Use Only

Date Received : ____ / ____ / ____

Entrance Examination fee received by: _____