KOROBORO INTERNATIONAL SCHOOL

ENROLMENT APPLICATION FORM

Call these numbers to contact either Campus
Koro School Office: 322 1900

Call these numbers to contact either Campus
Boro School Office: 322 1901

IEA

info@koroboro.iea.ac.pg | www.koroboro.ac.pg

OFFICE USE ONLY

Received by _____ Signature _____ Date Received _____

day / month / year

STUDENT PHOTOGRAPH X2

STUDENT INFORMATION

Year Level _____ Teacher _____

Campus ☐ Koro Campus ☐ Boro Campus

Sibling Information _____

EXPECTED DATE OF COMMENCEMENT

……

day / month / year

Fees Paid: ☐ Annual ☐ Instalment ☐ Fee Arrangement Start Term ☐

☐ Enrolment placed into MAZE ☐ MAZE tags activated ☐ Transport Staff Notified ☐ All appropriate staff emailed confirmation of new enrolment

1. STUDENT INFORMATION ☐

Family Name: _____ Given Name(s) _____ Preferred Name _____ Boy ☐ Girl ☐

Date of Birth: _____ *day / month / year* Passport No: _____ Citizenship _____

Language spoken at home: _____ Level of English: *Beginner* ☐ *Intermediate* ☐ *Fluent* ☐

If English is not the first language, please indicate length of time your child has studied English: At School: _____ At Home: _____

Student's Email: (if applicable) _____ Student's Mobile: (if applicable) _____

Religion: _____ Place of Birth: _____ Residence Status: _____

2. PARENT INFORMATION ☐

Title:	**Mother / Legal Guardian**	**Title:**	**Father / Legal Guardian**
Full Name:		Full Name:	
Relationship to the Child:		Relationship to the Child:	
Occupation / Profession:		Occupation / Profession:	
Company:		Company:	
Business Phone:		Business Phone:	
Home Phone:		Home Phone:	
Mobile Phone:		Mobile Phone:	
Work Email:		Work Email:	
Home Email:		Home Email:	
Home Address:		Home Address:	
PO Box (if applicable)		PO Box (if applicable)	

3. HOME COUNTRY CONTACT DETAILS (Expatriate Parents Only) ☐

Home Address:			
		Home Phone:	

4. ALTERNATE EMERGENCY CONTACT (Person in POM known to the student other than his/her parents) ☐

Full Name:			
Home Phone:		Mobile Phone:	
Email:			

Full Name:			
Home Phone:		Mobile Phone:	
Email:			

5. PAYMENT INFORMATION ☐

Payment of Tuition Fees: **Annual** ☐ **Fee Arrangement** ☐ **Instalments** ☐ **SSS Required** ☐ **Payment by:** **Parents** ☐ **Company** ☐

Company Name:		Company contact person:	
Company Email:		Company Phone No:	

Invoice to be emailed to: Parents ☐ Company ☐ Receipt to be mailed to: Parents ☐ Company ☐

Do you require bus pick-up? Yes ☐ No ☐ If yes: Parents pay ☐ Company pays ☐

CREDIT CARD INFORMATION – I authorise the School Principal to debit this credit card if I default on the school fees.

Name:		Credit Card Number:	
Expiry Date:		CVC:	

6. EDUCATION HISTORY ☐

Please fill in details of the last School attended (if applicable)

School Name:	Location:	Date and Year Enrolled:	Date and Year Withdrawn:

Previous school's telephone: Previous school's email:

Has the student ever repeated a grade, skipped a grade, or been in an accelerated grade? Yes ☐ No ☐

If yes, please describe the circumstance(s)

Does the student play sport? Yes ☐ No ☐ If so, which ones?

Does the student have any special abilities or talents? Yes ☐ No ☐ If so, list here?

7. PREFERRED MEDICAL CLINIC:

Note: KBIS will use its discretion, as to where to seek medical treatment, when a student needs emergency assistance. ☐

Name of Clinic:	
Address:	
Telephone:	
Doctor's Name:	
Comment:	

8. SPECIAL EDUCATION OR MEDICAL NEEDS ☐

Has your child been assessed, identified, supported or diagnosed by a doctor, specialist or educational psychologist for any of the following?
If yes, please provide a copy of any reports.

					Please describe (and attach assessment or report, as necessary)
Gifted and Talented	Yes		No		
Learning Support	Yes		No		
Behavioural or emotional problems	Yes		No		
Impairment (eg hearing, vision, motor skills)	Yes		No		
Cognitive development, brain development, etc	Yes		No		
Communication and Socialisation issues	Yes		No		
Other medical needs, please comment					

9. MEDICAL RECORD INFORMATION ☐

Has your child ever had a serious **injury or surgery**? Yes ☐ No ☐

*If yes, please give details

Does your child have a history of any **medical conditions**? Yes ☐ No ☐

*If yes, please give details

(Example: Diabetes, Epilepsy, Anaphylaxis, etc.)

Detailed Medical History

1. Is your child currently under a doctor's care for any reason?	Yes	No
2. Is your child taking any kind of medication?	Yes	No
3. Has your child taken medication for emotional/behavioural problems such as Ritalin for ADD/ADHD, Prozac for depression, Xanax for anxiety, etc.?	Yes	No
4. Is your child allergic to any food or medication?	Yes	No
5. Does your child have any problem that limits his/her participation in sports events?	Yes	No
6. Does your child have a hearing problem or wear a hearing aid?	Yes	No
7. Does your child have trouble seeing or does he/she wear glasses or contacts	Yes	No
8. Does your child experience separation anxiety?	Yes	No
9. Has your child been vaccinated according to the national immunization schedule? Please attach a copy of the vaccination record or provide dates of the most recent vaccines.	Yes	NO

***If yes**, to any of the above, please give details and if there is any other medical condition, we should know about, to assist your child, please elaborate below in the comment box.

10. FEES ☐

All fees are payable in accordance with the School Fee Schedule Policy. This includes, but is not limited to, the Application Fee or Student Support Fee, Security Deposit Fee, Tuition Fee, Late pickup Fees and Bus Fee (if applicable). Refer to the Enrolment Terms and Conditions below and the School Fee Policy set by the School Board.

11. GENERAL INFORMATION ☐

How did you learn about KoroBoro International School?

Why have you chosen KoroBoro for your child's education?

Please add any comments that will assist us to better understand your child as he/she begins at KoroBoro.

12. ENTRANCE REQUIREMENTS ☐

Students entering Grade 1 to 6 may be required to sit an Entrance Assessment. The School Principal or Deputy Principal will review the Enrolment Application Form with the Entrance Assessment results to determine whether the student meets the enrolment requirements of KoroBoro. Applicants are normally interviewed before a place is offered, although this requirement may be waived at the discretion of the School Principal.

Placement of a student in a specific grade level is determined by the School Principal or Deputy Principal based on the student's date of birth and the School's assessment of the student's academic level, maturity and English language ability at the time of application. The final decision on all applications is made by the School Principal.

13. WITHDRAWAL FORM INFORMATION ☐

The School requires notice of withdrawal to be provided on the standard Withdrawal Form completed and signed by the parents/guardians and submitted to the School Front Office at least **5 school weeks prior to the withdrawal date** (i.e. the last day on which the student actually attends school). Refunds are payable strictly in accordance with the School Fee Schedule Policy and Enrolment Terms and Conditions. Forms can be obtained from Front Office.

14. CHECKLIST ☐

☐ Applicable Fees paid in accordance with the Fee Schedule	☐ Special Education Needs assessment or report (if applicable)	☐ Copy Immunization Card
☐ Copy of Transfer Certificate from previous School	☐ Copy of student's Birth Certificate and or Passport	☐ Copy of school reports (if applicable)
☐ Copy of the parents' Driver's Licences	☐ Copy of the parent's NID or Passport and Business card	☐ Two passport size photos of the child

15. PARENT DECLARATION REGARDING KBIS ENROLMENT TERMS AND CONDITIONS ☐

I/We *declare that the information provided in this Enrolment Application Form (including the medical and health details) are true and correct.*

I/We *will inform the School in a timely manner of any change in the information provided in this Enrolment Application.*

I/We *agree to comply with the Fee Schedule and to ensure our child (children) comply, with the Enrolment Conditions.*

I/We *understand, if we default on paying the required fees,* ***I/We*** *will be placed on the Credit Bureau defaulters register.* ***I/We*** *understand this will impact my/our borrowing potential from financial institutions until the debt with the school is paid.*

I/We *agree that the School may contact the student's current/previous school in order to obtain or verify information relating directly to this application.*

I/We *give permission for our child (children) to travel between the School's campuses for school related activities.*

I/We *agree that any images taken of our child (children) throughout the period of enrolment may be used by the School for promotional and or marketing purposes.*

I/We *agree to the use (including disclosure) of the above information by the staff of the School for any purpose related to the education or wellbeing of our child (children) concerned.*

I/We *agree to inform the School of any absence of our child (children) from school.*

I/We *agree to make sure our child (children) attends school during the term and that our child arrives at school before the start of class each day.*

I/We *agree, in the event that there is an accident or my child requires emergency medical treatment and neither I/we nor my/our emergency contact can be contacted,* ***I/we authorise*** *the Principal to initiate such emergency medical procedures, as it deems necessary in the best interest of my son/daughter.*

I/We *agree to adhere to the School's Social Media Policy (Facebook, Twitter, YouTube & Instagram etc) and will show courtesy, use respectful language towards the school, staff, parents and students when comments are placed on social media sites.*

I/We *agree to address any personal issues or concerns regarding the school, directly with the Principal or Deputy Principal, or member of staff rather than posting them on social media.*

I/We *consent to becoming a member of the School Association once my child (children) is enrolled at the KBIS, until I/we cease to be eligible, an example is the nonpayment of school fees.*

I/We *understand this* ***Enrolment Application Agreement*** *embodies the entire understanding of the parties in respect of the matters contained or referred to in it and there are no promises, terms, conditions or obligations, oral or written, express or implied other than those contained in this* ***Enrolment Application Agreement and the Fee Schedule Policy.***

I/We *understand the School shall have the right to change the contents of the 'Terms and Conditions' of enrolment and/or create new Terms and Conditions for enrolment from time to time as it may at its absolute discretion deem fit. Amendments and/or additions to the* ***Enrolment Terms and Conditions*** *may be made by notifying me/us by email to the last known email address of the parents in the School's records. You shall be bound by the amendments or the new Enrolment Terms and Conditions, whether or not you shall have actual notice thereof, from the date of such email.*

I/We *understand the School shall not be liable for any loss suffered by the student resulting from any event that is beyond the reasonable control of the School.*

I/We *understand the School shall not be liable for any error, omission or misstatement in the School website information, literature or publications.*

I/We *understand the School reserves the right without prior notice to make changes as deemed appropriate in regards to teaching staff, course offerings, curricula, academic policies, and/or other agreements, rules and regulations affecting students.*

I/We *accept the forfeit of money unclaimed after a year of absence from the school.*

I/We *understand the School shall have the right to change the contents of* ***the School Fee Policy and Schedule*** *and/or create new Terms and Conditions for School Fee payments and refunds from time to time, as it may, at its absolute discretion deem fit. Amendments and/or additions to the School Fee Policy and Schedule Terms and Conditions may be made by notifying me/us via email to the last known email address of the parents in the School's records.* ***I/we*** *shall be bound by the amendments or the new* ***School Fee and Schedule Terms and Conditions,*** *whether or not I/we shall have actual notice thereof, from the date of such email correspondence regarding an amendment to the T & Cs.*

_____	_____	_____/_____/_____
Name of Parent / Guardian	**Signature of Parent / Guardian**	***day / month / year***
_____	_____	_____/_____/_____
Name of Parent / Guardian	**Signature of Parent / Guardian**	***day / month / year***

Principal or Deputy Principal sighting the enrolment form **Name:** _____ **Signature:** _____