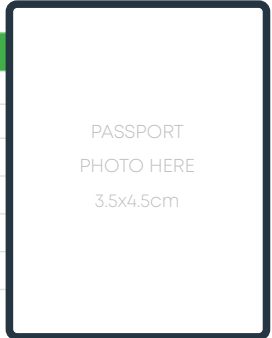




# ADMISSION FORM

STUDENT		Student Details	
Name/Surname			
Date of Birth (DD/MM/YYYY)	Place of Birth		
Nationality	Tribe(Optional)		
Phone			
Physical Address			
Postal Address			



FATHER		Father's Details	
Name/Surname			
Profession	Designation/Position Held		
Nationality	Country of Birth		
Work Phone/Home Phone	Email		
Physical Address			
Postal Address	Education Level		

MOTHER		Mother's Details	
Name/Surname			
Profession	Designation/Position Held		
Nationality	Country of Birth		
Work Phone/Home Phone	Email		
Physical Address			
Postal Address	Education Level		

SPONSOR		Sponsor/Guardian's Details	
Name/Surname			
Profession	Designation/Position Held		
Nationality	Country of Birth		
Work Phone/Home Phone	Email		
Postal Address	Education Level		
Physical Address			
Relation to Student			

SIBLINGS		Siblings & Family Info <i>(Give a brief info about each sibling still in school or working)</i>			
Name/Surname		Age	Gender	School/Profession and Place fo Work	

SCHOOL		Academic History <i>(Name all previous schools in order of attendance)</i>		Grade at Start	Grade on Transfer



Other General Information					
OTHER	Student lives with	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Both	<input type="checkbox"/> Other(Specify)
	First person to contact for emergency	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian	
	Person to receive updates from the School through SMS / email;	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian	
	Person bearing financial responsibility for the student	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian	<input type="checkbox"/> Other(Specify)
	How did you learn about the school?	<input type="checkbox"/> Friend	<input type="checkbox"/> Flyers	<input type="checkbox"/> Other (Specify)	

Health/Emergency Info		
HEALTH	<b>Does this student;</b>	
	Have an existing medical condition?	<input type="checkbox"/> No <input type="checkbox"/> Yes(Details)
	Have allergies in general or to specific foods?	<input type="checkbox"/> No <input type="checkbox"/> Yes(Details)
	Have any eye/vision problems?	<input type="checkbox"/> No <input type="checkbox"/> Yes(Details)
	Take any regular medications?	<input type="checkbox"/> No <input type="checkbox"/> Yes(Details)
<b>Give details of any medical reasons why the Student may not be able to take part in school activities (such as swimming, sports, field trips, etc.) or which might affect his/her performance at school:</b>		

**NOTE: Please note that in case of communication failure in the event of a medical emergency, the School takes the Student to the nearest hospital.**

### Admission Policy

- Green Hills International School is established as a Primary and Kindergarten.
- The minimum enrolment period is one year.
- Applications forms can be downloaded our website. Duly filled in forms together with required documents can then be dropped off to the school where our Admissions Team is available to assist you.
- If your application is successful you will either be offered a place or put on the waiting list pending availability of a vacancy.
- Once the parent signs this Admission Form it means that it will remain effective throughout subsequent terms or years even when there will be changes in fees according to classes.

### School Fee Policy

- Matters regarding school fees are treated confidentially.
- The Management of GHIS reserves the right to amend the School Fee and Admission Policy.
- All finance issues are discussed by the Board of Directors of GHIS.

### Commitment Fee

- GHIS management reserves the right to set a commitment fee as an admission condition for new students to reserve a place in the school.
- A commitment fee equivalent to 50% of the cumulative School Fees is required on acceptance of admission. This fee is non-refundable in case the chance is forfeited or the applicant withdraws from the application.

- The commitment fee is transferable to school fees upon admission, to be paid as part of the first term fees and the balance to be cleared before the opening of the term.
- The commitment fee neither guarantees admission nor negate admission procedures.

### Fee Terms and Conditions

- Full fees must be paid before the beginning of each new term. A surcharge of 5% per month is levied on any fee balance a student may have.
- GHIS reserves the right to alter fees when need arises and communication of the same is relayed to parents.
- Students who are not accepted immediately for admission are put on a waiting list.
- Lunch fee is compulsory for all learners, and may be adjusted within the academic year, according to inflation and/or other factors.
- Transport, Field trips, activity fees, co-curricular activities, others not included in the fee structure will be charged at a fee to be communicated as and when the activities arise.
- No reimbursement will be made in case a student drops from the school transport service.
- On transfer, and completion of the clearance Process, the parent can claim a refund of the caution fee.
- If a student who left the school decides to rejoin the school, a re-admission fee will be charged.
- The school management reserves the right to revoke enrolment of a student who does not attend the school for at least one week for whatever reason

without prior communication to the school. Such a revocation of admission can be done without notifying the parent/guardian.

- School Fee is non-refundable for the 1<sup>st</sup> term in which a student is admitted to the school, whether due to a transfer or discipline issue.
- A full term's notice (90 days), prior to the beginning of the next term, in writing and the principal's acknowledgment in writing of the same is required for withdrawal from the school. A full term's fee is payable in lieu of such notice. The school reserves the right to withhold official documents, caution money or any references concerning the student if withdrawal is not done as per set procedures.
- If fees remain unpaid by the due date, the School reserves the right to exclude the student from the School until the account is settled. Additionally, the school reserves the right to withhold any references concerning the student whilst any fees remain outstanding.
- Parents should ensure that fees are paid on time. We will endeavor but do not guarantee to issue reminders on fees balances.
- If your school fee invoice is lost, please contact the school for a reminder.
- In case of change in your contact information (phone, email), please notify the school immediately.
- Regretably, the details of due payments, from families who 'disappear', may be brought to the attention a third party intermediaries such as a debt collector and or a lawyer. A monthly penalty of 5% is applied to the remaining balance.



## Fee Calculation

1. Admission fee, caution, books & stationery, clubs, online subscriptions, transport, health insurance, exam fees, uniform, trips & excursions and activity fees are not subjected to calculation on a daily, weekly, or monthly basis and must be paid in full.
2. Admission is made to GHIS with at least a one academic-year fee calculation.
3. Depending on the admission dates a standard calculation has been decided to avoid different fee calculation applications and uncertainties in fee calculations.
4. Accordingly, in the case of new registration for the classes that we have billed as three terms, the calculation is as follows:

(Note: The following calculations are applied only for tuition fees, boarding fees, and lunch fees.)

5. **Calculation 1:** Any new admission, within the first month of the school term, pays the full amount for the term that the student joined. And shall pay future term fees fully, when they are due.
6. **Calculation 2:** Any new admission, within the second month of the school term, pays for the three-quarters of the term that the student joined. And shall pay future term fees fully, when they are due.
7. **Calculation 3:** Any new admission, within the third month of the school term, pays half of the term that the student joined. And shall pay future term fees fully, when they are due.
8. **Calculation 4:** Any new admission, within the fourth month of the school term, pays for the one-quarter of the term that the student joined. And shall pay future term fees fully, when they are due.

## (Add and/or Drop any Service, Fees)

9. Adding-dropping the services: For an update on any service, one is required to fill add and drop form and mailed to the school e-mail one month (30 days) in advance before the next term starts, for approval by the Principal/Boarding Management for any of the changes to take effect. Otherwise, no alteration will be applied.
10. After the term has started, no changes will be made that will affect the relevant term.
11. Full payment will be required if the notice period has passed.

## Mode of Payments

- Cash Deposit to the School bank account
- Funds transfer, EFT

- Lipa na Mpesa, Mobile payments
12. We do not accept CASH or CHEQUE cheque payments unless it is a banker's cheque.

## Withdrawal of Student from School

13. We hope that students will be able to complete their education at GHIS. We recognize, however, that families move. If you intend to leave, parents need to fill out the school's standard Withdrawal form, and submit it at least 90 days before the planned departure and ensure that the school has acknowledged receipt of the form in writing to facilitate a proper refund such as an excess fee, caution fee refund etc.
14. If the parent does not give notice 3 months (90 days) in advance, it means that the student will continue to the next term and or next year or forfeit any available refunds.
15. If the parent wants to withdraw the student just within the same enrollment term, in this case, any payment for the enrollment term and any prepaid amount for the coming terms are not refundable.
16. If the student is withdrawn by parent from school without a force majeure reason, notice must be given three months in advance.

## Force majeure

- Moving abroad or moving out of the city,
  - Death (mother, father, child)
  - Illness that prevents the child from attending school.
  - Bankruptcy or loss of a parent's job etc.
17. Any of these force majeure cases have to be documented with an original and official copy.
  18. In the absence of force majeure, the parent will be required to pay the annual fee.

## Expelled / Expulsion Students

19. In case misconduct, GHIS reserves the right to expel any student.
20. In the case of expulsion from the School occurs before midterm holiday, 50% of the term's paid fees will be refunded, and the refund will be calculated only on Lunch, and Tuition fee.
21. In case of expulsion after the midterm holiday, there will be no refund.
22. There will be no refund for ancillary charges such as book fees, examination fee, trip fee, activity fee, health insurance fee, club fee, Online subscription fee, co-curricular activities, other incidentals etc.
23. In case of expulsion from School due to disciplinary reasons, calculations

are made disregarding any financial discounts previously extended to the student.

24. Caution fee will not be refunded in the case of an expulsion

## Clearance and Refunds

25. Students must return any school properties entrusted to them such as textbooks, library books, sports equipment etc on clearance to receive a full refund.
26. For unreturned items, incurring costs will be deducted from the caution money. If caution money cannot cover the cost, the parent will be billed for the remaining amount.
27. Once the unreturned items/books cost are charged to the student's account and after the clearance process is completed, unreturned items will not be accepted by the school, hence Clearance will not be re-processed, and the refund amount will not be re-calculated.
28. The clearance form for leaving students must be handed over to the school before the student leaves. The form should be submitted to the admission office by the final day of school.
29. For candidate students, clearance must be done by the final day of school or Cambridge examination, and the form handed over to the school before the student leaves.

## School Fee and Caution Fee Refund

30. Once clearance is done, the school has a right to a minimum of 2 weeks duration to be able to process the refund.
31. Any refundable amount is not subject to interest.
32. School fee excess amounts will carry forward to the next term. It is not refundable unless the student leaves or graduates by fulfilling clearance.
33. For the caution fee to be refunded, the parent must complete the fee payments to the school to clear the fee balance.
34. Requests to deduct the fee balance from the caution fee will not be accepted.
35. There must be no fee balance in order to initiate the process of caution fee refund.

## Collection of Fee Refunds

36. Caution Fee and any other refunds must be collected within two months of completion of the clearance form, otherwise it will be considered forfeited.



**ACADEMIC AGREEMENT\***

Effective from \_\_\_\_/\_\_\_\_/\_\_\_\_, this agreement is entered into by and between Green Hills International School (GHIS), hereinafter referred to as "the School", and the undersigned Student and his/her parent(s) concerning enrolment in the School.

1. The Student hereby specifically binds himself/herself to the terms upon which both parties agree to as follows:
  - To use his/her best efforts to obtain quality education and to attend the classes regularly.
  - To achieve best possible grades in the examinations and tests.
  - To always pursue academic excellence through hard work.
  - To foster a positive educational environment through willingness at all times to participate appropriately in the educational opportunities offered.
  - To abide by all the rules, regulations and directions issued by the school.
2. The Parents agree to participate in the student's education with their support and time including responding to communications by letter, email or phone from the School. The Parents agree to abide by the policies, rules and regulations adopted and as may be adopted for the school.
3. The parent agrees to give consent for their children to attend guidance and counselling sessions individually or in a group setting if need arises.

**RESPONSIBILITIES OF PARENTS**

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student.

For your student's success you are encouraged to: (not in order of priority):

1. Make every effort to provide for the physical and emotional needs of the student.
2. Encourage your student's daily attendance to school and required detention, and promptly report and explain absences and tardiness to the school.

3. Keep informed of school policies and academic requirements of school programs.
4. Support student in pertinent school-related activities/organizations.
5. Be sure your student is appropriately dressed at school and in school-related activities.
6. Discuss progress reports and school assignments with your child.
7. Bring to the attention of school authorities any learning problems or conditions that may relate to your student's education.
8. Keep the school up-to-date with your home, work, and emergency telephone numbers for ease of communication.
9. Assist your student in understanding their responsibilities as expected by the school.
10. Promote high expectations for your child's behavior, school achievement, and homework.
11. Establish and maintain open lines of communication between home, school and teachers.
12. Participate in school activities and attend parent-teacher conferences (open days).

**LEAVING SCHOOL DURING A SCHOOL DAY:**

1. Children cannot leave the campus without written or verbal authority of a parent.
2. A reason must be given and the relevant Deputy Principal has the final approval or disapproval for dismissal.
3. Medical appointments must be made after school hours. In case of an emergency, children may be excused from school for medical appointments. Parents who desire to pick-up their child during the school day need to send a note to their child's teacher prior to the appointment. The child will meet the parent at the school reception.

**SCHOOL UNIFORM**

Children are expected to be in their school and sports uniform at appropriate times. Ensure your child has a clean school uniform each day.

**RESPONSIBILITIES OF STUDENTS**

Student responsibilities for achieving a positive learning environment at school or school-related

activities shall include (not in order of priority):

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired.
4. Exhibiting respect toward others.
5. Conducting themselves in a responsible manner.
6. Obeying all school personnel, school rules, safety rules at school-related activities and in the bu.
7. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
8. Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).

**AT GHIS, A STUDENT HAS A RIGHT TO:**

1. A meaningful learning experiences
2. Appropriate and challenging curriculum
3. Protection from physical and verbal abuse
4. Receive assistance in making decisions on educational goals
5. The opportunity to practice decision making within the democratic process
6. Being disciplined in a human and appropriate manner
7. A school climate that is free of violence and disruption
8. Knowledge of the reasons for any discipline measures that may be taken.

**DOCUMENTS**

1. Please attach all the following documents to complete registration.
  1. Copy of birth certificate
  2. Two passport size photographs
  3. Copies of both parents' IDs/sponsor
  4. Copy of KRA PIN for both parents/sponsor
  5. Transfer letter from former school
  6. Copy of student's passport
  7. Copies of both parents' passports

**Signature**

I confirm that the information I give is correct to the best of my knowledge. I am aware that any false statement(s) will lead to the rejection of this registration or to the annulment of admission already granted.

SIGNED BY  Father  Mother  Guardian/Sponsor

..... <b>PARENT'S SIGNATURE</b>	..... <b>STUDENT'S SIGNATURE</b>	..... <b>DATE</b>
------------------------------------	-------------------------------------	----------------------

**For Official Use**

Remarks:

ADMISSION IS  Rejected  Granted DATE OF ADMISSION .....

..... <b>CLASS ADMITTED TO</b>	..... <b>TERM JOINED</b>	..... <b>ADMISSIONS OFFICER</b>	..... <b>PRINCIPAL</b>
-----------------------------------	-----------------------------	------------------------------------	---------------------------

