

ADMISSION CONTRACT

It is hereby agreed as follows:

The undersigned parent(s) and/or Guardian(s) (herein collectively referred to as "Parent(s)") acknowledge and agree that this Admission Contract is a legally binding contract between the School and such Parent(s) subject to acceptance of enrolment of an applicant by the School. The enrolment of each applicant at Ukiyo Preschool is subject to the availability of a place at the school and is not guaranteed until all applicable fees have been paid in full.

Payment of Fees

All Fees are payable under the Schedule of Fees, which is an integral part hereof. The School reserves the right to amend the Schedule of Fees from time to time and any reference to the Schedule of Fees herein is a reference to the most up-to-date Schedule of Fees.

The school will not reimburse tuition fees in the event of a natural disaster or epidemic outbreak and will offer to make up for the child when things get back to normal.

The School reserves the right to cancel the enrolment of any Applicant or not to accept a student into the School if Tuition Fees are not paid by the applicable payment date specified in the Schedule of Fees.

Withdrawal and Refund of Fees

A Withdrawal Notification Form should be submitted to the respective Ukiyo Preschool office at least 90 calendar days before the student's last day at school. This ensures that the refund policy is applied and School reports can be issued. The School will not refund any portion of Term Tuition Fees and Late Enrolment Fees. The School will refund a percentage of the Annual Tuition Fee based on the date of the last day at School.

Liability Waiver

The undersigned Parent(s) acknowledge and agree that the School is not liable in respect of any injury that may occur to the Applicant whilst attending the School or participating in School organized activities, except to the extent that such injury arises from the gross negligence of the School. The School is not liable for any loss or damage to a student's personal belongings.

School Obligation

The School undertakes to provide tuition as described in its Prospectus. The School reserves the right to amend the Prospectus from time to time and any reference to the Prospectus herein is a reference to the most up-to-date Prospectus.

Parent Declaration

By signing this Admission Contract, we, the undersigned parent(s) agree that we have read, understood and agree to be bound by the obligations in this Contract and by any subsequent amendment(s) as notified by the School from time to time. We also:

- confirm that we are in receipt of the Schedule of Fees and agree that we will adhere to the terms and conditions in such Schedule of Fees;
- will ensure that our child/children will comply with the School rules(as set out in either the Parent Handbook or any other school document as applicable, and as amended from time to time). We acknowledge and agree that in the case of non-compliance with the School Rules, the School reserves the right to suspend or expel the Applicant as a student at the School and that in this event, the School may decide, at its sole discretion, not to provide any refund or reduction in fees already paid or which are payable to the School;
- guarantee that: (i) all the information provided in the Application Form, Medical Record Form and Physical Evaluation Form is true and correct; and (ii) a timely update of all changes will be provided to the School. The School cannot be held responsible for the failure to contact the Parent(s) in an emergency or to deliver any correspondence unless notification of aforementioned changes has been received;
- acknowledge and agree that a failure to disclose relevant information may result in withdrawal of an offer of a place at the school and that in this event, the School may decide, at its sole discretion, not to provide any refund or reduction in fees already paid or which are payable to the School;
- confirm that we have read and fully understood the Personal Information Collection Statement and acknowledge that we accept these terms voluntarily and freely;
- authorize the release of our child/children's academic record, including standardized test results and any other information deemed necessary, to Ukiyo Preschool and authorize the School to contact my child/children's school and other sources to obtain information to support this application;
- agree that in the event of an illness, accident or emergency and if (either of) the undersigned Parents(s) or the Emergency Contact cannot be contacted, we hereby authorize the School to initiate the medical process in the best interests of our child/children and undertake to pay all costs incurred by the School in doing so;
- agree that in the event of the School requiring parental approval, it is sufficient to obtain the approval of one Parent;
- agree to take an active part in supporting the education of our child/children through our attendance at Parent-Teacher meetings;
- agree that images taken of our child/children during the enrolment period may be used for promotional purposes; and
 - agree to allow our child/children to participate in all of the School's compulsory activities, including both residential, day trips and visits.

Student's Full Name Surname			First			Middle							
Name of Parent						Name of Parent							
Signature of Parent						Signature of Parent							
Date						Date							
Day		Month		Year		Day		Month		Year			
On behalf of the School				Ms. Phuong Nguyen/ Principal				Day		Month		Year	

APPLICATION FORM

OFFICE ONLY SECTION

Date Received Day Month Year

Expected Date of Enrolment Day Month Year

Fees Received Application Fee Facility Fee

STUDENT
PASSPORT
PHOTOGRAPH

STUDENT INFORMATION

Student's Full Name Surname First Middle

Preferred Name

Date of Birth Day Month Year Male Female

Nationality (Passport)

First Language Other Language(s) Spoken

Home Address (if different to that of parents)

Name of Guardian (if the student is not living with parents) Surname First

Relationship to Student

FAMILY INFORMATION

Mother / Guardian

Full Name Surname First

Nationality

Occupation / Profession

Company Name

Company Address

Vietnam Residential Address

Mother / Guardian

Full Name Surname First

Nationality

Occupation / Profession

Company Name

Company Address

Vietnam Residential Address

Home Phone Country Area Local Number

Business Phone Country Area Local Number

Mobile Phone

Email

Overseas address

Home Phone Country Area Local Number

Business Phone Country Area Local Number

Mobile Phone

Email

Overseas Address

First Language

Other Language(s) Spoken

First Language

Other Language(s) Spoken

ALTERNATIVE EMERGENCY CONTACT

Please provide 2 contact details in Vietnam in case of an emergency if parents/guardians cannot be reached. These can be provided at a later date if they are unavailable at the time of filling the Application Form.

Contact 1

Full Name Surname First

Relationship to Student

Mobile Phone

Email

Contact 2

Full Name Surname First

Relationship to Student

Mobile Phone

Email

SIBLINGS

Please list below any siblings who are either already studying at the Ukiyo Preschool or who are applying for a place at the school.

Name Date of Birth Year Group Campus

Day Month Year

Day Month Year

Day Month Year

ACADEMIC AND COMPLETE SCHOOL HISTORY

School Name	Location	Date and Year Enrollment	Date and Year Withdrawal	Reason for Withdrawal
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PAYMENT INFORMATION

Payment of Tuition Fees

Annual

Term

Monthly

Payment By

Father

Mother

APPLICATION PROCESS CHECKLIST FOR PARENTS

Application Fee

Personal Information Collection Statement *signed by Parent/Guardian*

Copy of Passport or Birth Certificate *of the applicant*

2 Current Passport Photographs *of the applicant*

Physical Evaluation *(as included in the Application Form) signed by a doctor*

Immunization Record *of the applicant*

MEDICAL RECORD

STUDENT GENERAL HEALTH

Does your child have any medical condition(s) or chronic disease(s) which require medication, restriction of activity, or which may affect his/her normal day at school? If yes, please list below:

Medical Condition(s) (please include allergies and their relevant details)

Is your child under a physician's care?

Yes

No

Is your child taking any kind of medication?

Yes

No

Is your child taking any medication specifically for emotional or behavioural problems?

Yes

No

Has your child had any injury or surgery that may affect his/her normal day at school?

Yes

No

If you have answered yes to any of the questions, please provide more details below:

PARENTAL CONSENT

We confirm our consent for

The School to administer School approved over-the-counter medications to our child/ children for symptom relief of minor illnesses

Yes

No

On behalf of us to carry out the procedures, sign the necessary documents, pay fees ... according to the medical facility's regulations when we are not present in time.

Yes

No

We undertake to pay/ refund all of the transportation and medical treatment of the student fee in these cases.

Yes

No