



STUDENT ADMISSION APPLICATION FORM  
For FULL-TIME [ONLINE & ON-CAMPUS] REGISTRATION



**PERSONAL INFORMATION: STUDENT**

First Name: .....

Middle Name (if any): .....

Surname: .....

Nationality: .....

Date of Birth: ..... / ..... / ..... (Day/Month/Year)

Sex:      Male      Female

First Language: .....

Student Email: .....

Names and Ages of any siblings currently attending Atovale School: .....

.....

.....

Has the learner applied for admissions to this school previously?    Yes    No

**PERSONAL INFORMATION: FAMILY**

Guardian 1 Family Name: .....

First Name: .....

Nationality: .....     First Language: .....

Guardian 2 Family Name: .....

First Name: .....

Nationality: .....     First Language: .....

Home Address: .....

.....

*(Please note that all correspondence will be sent to this address unless the school is notified otherwise)*

**Current Contact Details** *(please complete all)*

Home Phone: .....     Email: .....

Guardian 1 Mobile: .....     Guardian 2 Mobile: .....

**SCHOOL HISTORY: STUDENT**

Please list the last 2 schools attended, and attach copies of recent reports and transcripts. These documents need to have a Notary English translation. The admissions process cannot proceed without this.

1. School Name: ..... Language of instruction: .....  
Address: .....  
Dates: From (Month/Year) ...../..... To (Month/Year) ...../..... Grade/Class: .....  
What month did the academic year begin?.....

2. School Name: ..... Language of instruction: .....  
Address: .....  
Dates: From (Month/Year) ...../..... To (Month/Year) ...../..... Grade/Class: .....  
What month did the academic year begin?.....

Specify the last grade/class completed in full: ..... Date of completion: ...../...../..... (Day/Month/Year)

Type of curriculum (e.g. Cambridge, ZIMSEC, National System): .....

Please list the child's particular interests/talents, or school activities in which they have been involved? .....

Has the child ever been suspended or requested to withdraw from a school?  Yes  No

If yes, please explain. ....

If not a native English speaker, has the child had instruction or experience in English?  Yes  No

If yes, in what situation? ..... For how long? .....

Please tick (✓) the child's level of proficiency in English:  Beginner  Intermediate  Advanced

What language(s) do you speak at home? .....

What other languages does your child speak? .....

Has the child's educational programme ever been modified for any of the following reasons?

Behavioural:  Yes  No      Academic:  Yes  No      Gifted/Talented:  Yes  No

If yes, please give details. ....

Does the child currently receive any special educational assistance?  Yes  No

If yes, please explain: .....

Has the child ever been tested by a Learning Specialist or Psychologist?  Yes  No

If yes, please explain, and attach past and current records: .....

Does the child have any medical or physical disabilities?  Yes  No

If this information has not been provided above, please explain: .....

.....

**PARENT / GUARDIAN EMPLOYMENT INFORMATION**

Name of Company/Organisation: .....  
Name of Employee (Parent/Guardian): .....  
Position: .....  
Company address: .....  
Work phone: ..... Work email: .....

**ADMISSIONS INFORMATION**

Preference for Grade Placement: .....  
Expected Date of Enrollment: ...../...../..... (Day/Month/Year)  
Expected length of stay: ..... Possible date of withdrawal: ...../...../..... (Day/Month/Year)

**TUITION FEE INFORMATION**

Fee Payment: By Parent/Guardian  By Company   
By Both  [ Parent/Guardian ..... % | Company ..... % ] (please indicate percentage of both)  
Billing Name (if different from the Name of Company above): .....  
Billing Contact Email Address: .....

*Parents/Guardians are ultimately responsible for the payment of school fees; regardless of any arrangement that parents/guardians have with their employers. For further information or discussion, please contact our Client Relations Manager.*

**REQUIRED DOCUMENTATION FOR ADMISSION**

- 1. Application Form
- 2. Copy of child's passport or Birth Certificate
- 3. Submit recent Passport Photos: *Option 1:* 3 hard copy photos / *Option 2:* 1 Passport Photo scanned to the Admissions email.
- 4. 2 previous school documents/transcripts/test reports/certified (where applicable). (Notary English translation of documents is required if documents are in non-English language).
- 5. Letter of Recommendation from current Teacher (including Teacher's name & email contact)
- 6. A copy of the Vaccination Records / Booklet
- 7. Provide one of the following: a. Completed Application Form / b. Letter advising transfer / c. Letter advising payment of fees by company (if applicable)

**IMPORTANT NOTES**

- 1. Application Forms should be submitted as early as possible as spaces are limited in many grade levels.
- 2. The Application Form can not be processed until the School first receives the payment of a one time, non-refundable application fee.
- 3. Supporting documentation listed above (# 2-7) may be submitted separately at a later date.
- 4. Documentation can be couriered, faxed or scanned (PDF format only) and emailed to the Admissions Office.



# SCHOOL COPY [DO NOT DETACH]

## AGREEMENT

### BETWEEN ATOVALE SCHOOL & PARENT/GUARDIAN

#### To The Headmaster

I/we desire to enroll .....  
(Family name) (First/Given name) (Middle name)  
as a student at Atovale School.

If this application is successful, I/we hereby agree to the following conditions of enrollment:

1. I/ we agree to understand, accept and support the Philosophy and Mission of the School and be bound by the rules governing the School, the authority of the Headmaster and the Board of Management of the School.
2. I/ we agree that the School reserves the right, following admission, to discontinue the enrolment of a student at any time if it becomes evident that the School was misinformed regarding any application documentation or it becomes evident that the School does not have the resources to address successfully the individual needs of that student.
3. I/ we have read and fully understood the terms and conditions listed in the Fee Schedule for the current academic year. I/ we agree that for the payments of fees, we are jointly (together) and severally (alone), liable, regardless of whether a letter from a company or organization is provided clearly accepting its full liability for fee payments.
4. I/ we agree to pay all fees as detailed on fee invoices and I/ we understand that the non payment on or before the requested date excludes the student from attending Atovale School. It is our obligation to ensure the fees due are paid on time.
5. I/ we understand that having a monthly payment (instalment) plan authorised for me/ us merely reduces the burden of the amount that is payable for the school term that the learner is enrolled with Atovale School. I/ we will, therefore, still be required to pay for the full term, and not just for the number of months that the learner may have attended classes. We agree that fees are charged based on the official school term periods, and the monthly payment plan is merely a split of the termly figure into 3 instalments, which incurs a \$5 Admin charge for each instalment.
6. I/ we agree to accept and be bound by the rules governing health and medical requirements for the safety of all students and faculty at the school. It is our obligation to ensure that evidence of required medical examinations, along with evidence of required immunisations are provided to the School within the stipulated period. I/ we understand and accept that students may be required to undergo further medical emergency and/ or safety precautionary measures during times of disease outbreak, or where medical investigative measures are deemed necessary by school policy or the Headmaster.
7. I/ we agree that the School has a position in "loco-parentis" and as such the teacher can exercise on behalf of parents, such discipline they regard as necessary or expedient for the student in accordance with the guidelines set down in the School's discipline policy.
8. I/ we agree the School may at its discretion, suspend or terminate a student's enrollment for failure to comply with the conditions of this Agreement, as well as for other serious breaches of the School's rules and regulations.
9. I/ we agree that the School is not liable for any loss or damage to the student's personal belongings.
10. I/ we agree to allow my/ our children, to involve themselves in all of the School's activities, including excursions/ field trips arranged by the School.
11. I/ we agree that in the case of an emergency, the school is permitted to give appropriate medical attention and/ or treatment.
12. I/ we agree to have our contact details published in the school directory unless otherwise notified by us in writing to the School.
13. I/ we agree that student photographs, images and recordings can be used for school marketing materials.
14. I/ we do hereby undertake to indemnify and save harmless the School, management and staff in respect of any liability arising in consequence hereof and further undertake to obtain insurance cover for our said child and when necessary, and in particular in respect of travel and official school activities, against all risks.

.....  
Signature of Guardian 1

.....  
Signature of Guardian 2

.....  
Date



# CLIENT COPY

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.....  
Signature of Guardian 1

.....  
Signature of Guardian 2

.....  
Date