



APPLICATION FOR ADMISSION - (N1/TOM/PNSS)

SECTION A Student Information

Student's Surname		Given Names		Nickname	
Name in Chinese (if applicable)				Gender M / F	
Date of Birth (dd/mm/yy) / /		Place of Birth		Nationality	
Home Address					
Home Number			Email Address		
School Currently Attending				How did you hear about us?	

Affix
Photo
Here

Person(s) to accompany your child to class: **(only 1 adult per child is permitted to enter the class at any one time.)**

1	Name	Relationship	Mobile Number
2	Name	Relationship	Mobile Number

SECTION B Parent Information

Name of Father		Mobile Number	Occupation
Name of Mother		Mobile Number	Occupation

SECTION C Program Selection

	Program	Age	Number of lessons	Session	Tuition Fee *
1	Toddler Campus	16 - 24 months old	36 lessons	Select preferred session: <input type="checkbox"/> 9:00am - 10:30am (Monday, Wednesday, Friday) <input type="checkbox"/> 9:00am - 10:30am (Tuesday, Thursday, Saturday) Seeking admission for (mm/yy) /	\$4,800 Per Instalment x 3 Instalments
	Toddler Playgroup (N1) - adult supervision required				
2	Taste of Montessori (TOM Bilingual) - adult supervision required	16 - 24 months old	36 lessons	3:00 - 4:30pm (Monday, Wednesday, Friday) Seeking admission for (mm/yy) /	\$4,800 Per Instalment x 3 instalments
3	Pre-Nursery Stepping Stone (PNSS) - limited adult supervision required	20 - 36 months old	36 lessons	Select preferred session: <input type="checkbox"/> 11:00am - 1:00pm (Monday, Wednesday, Friday) <input type="checkbox"/> 11:00am - 1:00pm (Tuesday, Thursday, Saturday) Does your child have any food allergies? Please give details. _____ Seeking admission for (mm/yy) /	\$5,040 Per Instalment x 3 instalments
4	North Point Campus (Opening in February 2017)	16 - 24 months old	36 lessons	9:00am - 10:30am (Monday, Wednesday, Friday) Seeking admission for (mm/yy) /	\$4,800 Per Instalment x 3 Instalments
	Toddler Playgroup (N1) - adult supervision required				
5	Pre-Nursery Stepping Stone (PNSS) - limited adult supervision required	20 - 36 months old	36 lessons	11:00am - 1:00pm (Monday, Wednesday, Friday) Does your child have any food allergies? Please give details. _____ Seeking admission for (mm/yy) /	\$5,040 Per Instalment x 3 instalments
6	Lei King Wan (LKW)	18 - 36 months old	12 lessons	Select preferred session: <input type="checkbox"/> 9:00 - 10:30am (Saturday only) <input type="checkbox"/> 11:00 - 12:30pm (Saturday only) Seeking admission for (mm/yy) /	\$5,040 for 12 lessons (The \$500 coupon is not applicable in LKW TOM.)
	Taste of Montessori (TOM Bilingual) - adult supervision required				

Are you applying for the Pre-Nursery or Kindergarten Program? Yes / No If yes, please specify program and intended start date : _____

* Fees subject to change beginning 1st September 2016.

SECTION D Registration and Payment

Please enclose the following with your application.

Toddler Playgroup (N1) / Taste of Montessori (TOM Bilingual)

- 2 passport size photos
- non-refundable application fee \$500
- security deposit \$4800
- 2 self-addressed stamped envelopes

Pre-Nursery Stepping Stone (PNSS) / Taste of Montessori (LKW TOM Bilingual)

- 2 passport size photos
- non-refundable application fee \$500
- security deposit \$5040
- 2 self-addressed stamped envelopes

Return this application form along with payment, in person or by post to:

Admissions
Island Children's Montessori House,
LG floor Unit C, 16 Tin Hau Temple Road, Hong Kong

Please write student name, program and session selected on the back of the cheque.

Cheque payable to: **Island Children's Montessori House**

After submission of application, you will receive a Letter of Acceptance to confirm your child's placement and commencement date.

Have questions? Contact us at 3188-9266, or by email admissions@icms.edu.hk**SECTION E Terms of Enrolment**

Enrolment and admission to Island Children's Montessori House (ICMH) are subject to the conditions outlined below.

1. A caregiver must accompany the child and remain at the campus at all times.
2. Students must attend at least 36 lessons at Tin Hau Toddler campus to be awarded the Certificate of Attendance; and 72 lessons for the Certificate of Completion.*
3. Tuition fees remain unchanged until 31st August 2016. Tuition fees will be subject to change effective 1st September 2016.
4. All classes at ICMH continue to operate under these weather conditions:
 - Tropical cyclone 1 or 3
 - Amber or red rainstorm warning
5. Class cancellations that are beyond the control of ICMH will not result in makeup classes, tuition adjustment or refund, including Tropical cyclone number 8 or above; black rainstorm warning advice; other unforeseen circumstances including EDB advice.
6. The commencement date can only be postponed once within 2 months of the original commencement date. If after postponing the commencement date the parent withdraws the child from any of our programs, neither the security deposit nor the application fee will be refunded.
7. Make-up lessons: two(2) make-up lessons are permitted every 12 lessons and must be taken within 30 days of the missed lesson. Unused make-up lessons cannot be accumulated or carried over to other months. It is the responsibility of the parent to inform the class teachers to arrange make-up lessons. Due to class scheduling, all missed or unused make-up lessons will not result in additional make-up lessons or fee refunds/adjustments.
8. All other absences will not result in make-up lessons, fee refunds/adjustments.
9. (does not apply to LKW TOM Program) Withdrawal from program before completion of 36 lessons: the security deposit will not be refundable.
10. (does not apply to LKW TOM Program) Withdrawal from program: parents who do not wish to continue after completion of the minimum 36 lessons must give withdrawal notice, latest by the 24th lesson. If not enough notice is given, the security deposit will not be refundable after completion of the 36 lessons.
11. The security deposit will only be refundable when the withdraw notice is given by the 24th lesson and upon completion of the minimum requirement of 36 lessons.
12. ICMH will not be responsible or liable for student or caregiver's personal injuries, accidents, losses or any other damages occurred and incurred at ICMH premises.

Refund Policy: (Please read and check all boxes. Initial below as your acknowledgement and acceptance of the refund policy.)

13. I understand once enrolled in the program, my child will complete the minimum required lessons in the program.
14. I understand the Security Deposit for all the Toddler Programs at the Tin Hau Toddler campus, and the tuition fees paid to the LKW TOM program will be forfeited if any of the following circumstances occur:
 - withdraw after submission of application form
 - withdraw before commencement date
 - fail to complete the minimum required lessons
15. I understand there are no partial tuition fee refunds for mid-month withdrawals.

* The minimum requirement for the Lei King Wan TOM Program is 12 lessons.

Please initial here: _____

Declaration and Acceptance of Terms

1. By signing this form, I understand and agree to abide by the terms, conditions and school policies outlined in this form.
2. I hereby release and agree to indemnify Island Children's Montessori House, its instructors, teachers, administrators, officers, directors, agents and employees, from any and all actions, claims and demands for damages, indemnity, costs, interest, loss or injury of every nature and kind whatsoever and howsoever, which we have had, may now or may hereafter have, in any way relating to or arising from my child's enrollment and/or participation of activities and events at Island Children's Montessori House.
3. I hereby permit my child to be filmed or photographed by Island Children's Montessori House and I hereby irrevocably grant permission for my child's likeness to appear in curriculum related areas and promotional materials authorized or published by Island Children's Montessori School and Kindergarten without notice or compensation including the website.
4. **I acknowledge having read the Terms of Enrolment.** I hereby understand and agree to follow, and adhere to, the policies outlined, and such other rules and regulations that may be added hereafter by Island Children's Montessori House.

Name of Child: _____

Name of Parent (please print): _____

Parent Signature: _____

Date: _____

FOR OFFICE USE ONLY

Application Number	Date received	Student ID	Start Date	Notes
<input type="checkbox"/> Photographs	<input type="checkbox"/> Application Fee	<input type="checkbox"/> Security Deposit	<input type="checkbox"/> Postdated Cheques:	<input type="checkbox"/> Stamped Envelopes