

# Teda International School



## Application Package

2018-2019

Website: [www.tedais.org](http://www.tedais.org)

Teda International School No 72, 3<sup>rd</sup> Ave. Teda, China 300457

Tel: (022)- 66226297/ 66226158-6988 Fax : (022)-6200 1818

Email: tom@tedais.org; wendy@tedais.org; hellen@tedais.org



## Enrollment Procedure

1. Submit completed application package for each child, along with the application fee and supporting documentation.
  - Application fee of 2000 RMB per child, is payable to TIS finance office by bank transfer or bank card only. Fee is non –refundable, non- transferable.
  - The application package must be completed by a parent or legal guardian.
  - Required supporting documentation for registration:
    - ✓ 3 copies of student’s passport and 1 copy of both parent’s passports
    - ✓ 1 current photograph of student
    - ✓ Transcripts of past academic performance (relevant to Gr. 2 and above)
    - ✓ 1 copy of Immunization Record ( ECA ~ Gr.5)
    - ✓ Physical Examination Report
  - All forms must be completed and signed:
    - ✓ Student Information form
    - ✓ Tuition and Payment Information form
    - ✓ Medical Information form
    - ✓ Medical Treatment Authorization form
    - ✓ Acknowledgment of Terms and Conditions
    - ✓ Accommodating specific needs
    - ✓ Notice from Tianjin Childhood Immunization Center
2. Sit grade placement test to ascertain child’s academic level and placement within the school.
3. Attend an interview with the head of ECA, Primary or Secondary, as applicable
4. Receive confirmation of grade level placement



## TIS School Bus Service

Dear TIS parents,

Teda International School provides a school bus service to students and parents. Please see the fee schedule below (fees listed in CNY)

Service Type	Semester Rate	Monthly Rate
Round trip	2500	650
One-way	1250	325
Round trip accompanied by one parent	3100	750
One-way accompanied by one parent	1550	375

Note: Students in Early Childhood Academy must be accompanied by a parent when taking the school bus.

TIS school bus route and schedule is as follows (updated every term according to registration):

1. **Royal Palace 御景园 7:25**
2. **Warner Garden 华纳 7:27**
3. **Teda Times 泰达时代 7:33**
4. **Rongkehantang 融科瀚棠 7:48**
5. **Teda International School 7:54**

\*Contact: Cathy Kong (Transportation Coordinator) Email: [cathyk@tedais.org](mailto:cathyk@tedais.org)

Office location: Admin Building 3<sup>rd</sup> floor No.325

TEL: 66226158-2201, 13102263655

Morning Bus Monitor: Hannah Dong ---13820449250; [Hannah@tedais.org](mailto:Hannah@tedais.org)

3:15 Bus Monitor: Emma Liu ----13102263655; [Emma@tedais.org](mailto:Emma@tedais.org)

4:15 Bus Monitor: Ya Xian Huang-----18602628276. [YaXian@tedais.org](mailto:YaXian@tedais.org)



# Student Information

Applying to grade \_\_\_\_\_ School Year \_\_\_\_\_

Please attach a recent photo of your child

## APPLICANT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Middle Name(S) \_\_\_\_\_ Preferred Name \_\_\_\_\_  
 Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
 Nationality \_\_\_\_\_ Passport Number \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Student's Mobile \_\_\_\_\_  
 Student's email \_\_\_\_\_ Gender \_\_\_\_\_  
 Tianjin/TEDA Home Address \_\_\_\_\_

## ACADEMIC HISTORY

Schools attended (starting with most recent)	Years attended	Language of instruction	Curriculum	Email address of Homeroom Teacher

**SIBLING INFORMATION** Please list the names, ages, grade levels, and current schools of your other children.

Name of Siblings	Age	Grade	Current School



**PARENT INFORMATION**

**Father (or Legal Guardian)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Nationality \_\_\_\_\_ Local Mobile \_\_\_\_\_  
Business Phone \_\_\_\_\_ Email \_\_\_\_\_  
Employer \_\_\_\_\_ Position \_\_\_\_\_

**Mother (or Legal Guardian)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Nationality \_\_\_\_\_ Email: \_\_\_\_\_  
Local Mobile \_\_\_\_\_ Business Phone \_\_\_\_\_  
Employer \_\_\_\_\_ Position \_\_\_\_\_

**Emergency Contact (Non – Parent / Guardian)**

Name \_\_\_\_\_ Contact No \_\_\_\_\_  
Relationship to student \_\_\_\_\_

**LANGUAGE INFORMATION**

Child's First Language: \_\_\_\_\_ Other Languages \_\_\_\_\_

Languages spoken by the primary care giver: \_\_\_\_\_

Secondary care giver: \_\_\_\_\_

If your child's first language is not English, has your child ever received English language tuition?

Yes  No

If yes, please give details and indicate duration.

\_\_\_\_\_  
\_\_\_\_\_



**DEVELOPMENTAL/EDUCATIONAL RELATED HISTORY**

Has your child ever been diagnosed with a learning disability, behavioral/emotional difficulties or any other condition?      Yes       No

If yes, please give details:

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Has your child ever had an IEP (Individual Educational Plan) or other special academic program or support plan written for them by any school or body?      Yes       No

If yes, please give details:

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Has your child ever been asked to leave or been expelled from a school?      Yes       No

If yes, please indicate the circumstances:

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**For students applying for Lower Primary (K-2) and ECA**

Has your child ever shown signs of developmental delay in any area?

If Yes,       - Diagnosed       - Undiagnosed

Physical       Language       Social / Emotional       Learning       Other

If yes, please give details:

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**OTHER**

How did you learn about TEDA International School? (Please be specific).

Website  Publication  Word of Mouth  Other

Details: \_\_\_\_\_

I / We hereby apply for admission for my/our son/daughter. I understand that I must remit a non-refundable application fee of ¥2,000 in order for this application to be processed.

**Signature of parent or guardian** \_\_\_\_\_ **Date** \_\_\_\_\_



## 2018-2019 Payment Information and Financial Policy

Application Fee RMB 2,000 (Non-refundable, Non-transferrable, the school cannot accept cash payments)

Grade	2017-2018 Academic year annual Fees	2018-2019 Academic year annual Fees
Nursery Half day	63,000 RMB	TBC (school website)
Nursery Full day	87,000 RMB	TBC (school website)
Pre -Kindergarten	98,000 RMB	TBC (school website)
K-Gr.5	147,000 RMB	TBC (school website)
Gr.6-12	160,000 RMB	TBC (school website)

- Fees can be paid in RMB or US Dollar (See finance office for exchange rate)
- **APPLICATION FEES** - Application fees are payable by new students upon registration. Payment of the application fee is only valid for one year.
- **TUITION FEE** - Tuition fee covers expenses related to the Day to Day running of the school in addition to the educational programs. Charges relating to uniform purchase, the cafeteria, the school bus and school trips and the “Week without Walls” program, are in addition to the tuition fees.
  1. Tuition fees can be paid either annually or by semester.
  2. 1st Semester tuition fee should be paid in accordance with invoice instructions.
  3. In cases where a family has three or more children enrolled at the school, a discount of 20% may be applied to the fees of the third youngest and any subsequent children.

**Student arrival during the school year**, tuition fees are paid as follows:

1. Students pay 100% of the term in which they arrive, if they attend classes for 16 or more school days, from the date of entry. Additionally, all remaining terms in the school year must also be paid in full.





2. Students pay 50% of the term in which they arrive, if they attend classes for 15 school days or less, from the date of entry. Additionally, all remaining terms in the school year must also be paid in full. (The calculation of school days does not include weekends, Chinese legal holiday and/or school vacations.)

3. New students: Students entering mid-year will be required to pay tuition fees within 30 days of the first day of class.

- **LATE FEES**

1. There is a late payment fee of 2% per month if payment is not made by payment dates. New students whose fees have not been paid in full after two months of attendance may be suspended from school until payment is made.

2. Returning students: To avoid late payment charges, fees must be paid in accordance with invoice instructions. Students will be charged a late payment fee of 2% per month if payment is delayed. Students whose fees have not been paid in full after two months of attendance may be suspended from school until payment is made.

- **WITHDRAWAL / REFUND POLICY:** Tuition refunds can only be made when the “Student Withdrawal Form” has been completed and submitted to the Admissions office. Failure to complete this form will negate all outstanding refunds.

1. No refunds will be made for the Application fee.

2. 90% of semester tuition fees may be refunded before the commencement of the first school day, or date of entry for new students

3. 80% of semester tuition fees may be refunded within the first five school day, or five days from the date of entry for new students.

4. 50% of semester tuition fees may be refunded within the first fifteen days from the commencement of the first school day.

5. No refunds will be made after the fifteenth school day in any semester.

6. Original Fapiao receipts must be returned to be eligible for any refund.



**PAYMENT INSTRUCTIONS:** Payment Method: Payment can be made either by bank transfer or bank card in TIS finance office.

1. All payment must include the name of the student.

2. RMB Remittance:

Bank Name: 交通银行天津滨海分行

Account Name: 天津经济技术开发区国际学校

Routing Number (大额支付号): 301110000053

Account Number (银行帐号): 120066041010141040976

RMB checks are also accepted and must be made payable to “天津经济技术开发区国际学校”

3. US Dollar Remittance:

Beneficiary: TEDA International School

A/C No. : 12014867000220003896

Beneficiary Bank: China Construction Bank Tianjin Branch

(Swift Code: PCBCCNBJTJX)

Correspondence Bank: Bank of America New York

(Swift Code: BOFAUS3N) for credit A/C No.: 6550-0-90077

\*All bank transfer fees are the responsibility of the payer.

Total US \$ amount includes \$25 bank transfer fees.

**\*\* Please Note: The school can not accept cash payment or Wechat.**

**\*\* I have read and understood the TIS financial policy, detailed above and agree to these term and conditions.**

**Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_**



## Medical Treatment Authorization Form

### Medical Treatment

I authorize the school nurse to diagnose and treat my child using her professional expertise should my child report sick or get injured or while participating in school sponsored activities.

I authorize the school to send my child to my preferred medical provider, being (Name of hospital) \_\_\_\_\_ should he/she require medical treatment. I understand and agree to reimburse the school for any medical, drug or other fees incurred during treatment prescribed to my child.

In the absence of naming a preferred hospital above, I authorize the school to send my child to TEDA Hospital to receive treatment. I understand and agree to pay the school for any medical, drug or other fees incurred during the treatment prescribed to my child by TEDA Hospital.

### Medical Disclaimer

Parents should be aware that through the regular course of school business and activities, children do become ill and occasionally accidents do occur. Medical expenses in relation to such emergencies or accidents are the responsibility of the parents/guardian. However, basic insurance cover is held for cases in which liability is deemed to be with the school.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

Student name: \_\_\_\_\_



## Acknowledgment of Term and Conditions

There are a few things that we feel it is very important that you know before enrolling your child. Please read the items below before signing the acknowledgement.

- The school reserves the right to place your child in the grade it deems appropriate. This means we may place your child in an English Learning Center class until they have sufficient English to join the mainstream. It also means due to age and ability, we may require a child to repeat a grade they may have completed in another country or previous school.
- If an English language learner is enrolled to enter high school, the highest grade they will enter will most likely be grade 9, as university preparation requires 4 full years.
- If it is determined that your child is not receiving appropriate parental or guardianship care while enrolled you may be asked to withdraw them from the school.
- Unless otherwise advised in writing, you give permission for photographs of your child to be used in the school's promotional materials, its website and on school literature, as may be occasionally required for school promotional and community purposes.
- You have read, understood and agreed to our school's financial policy from the application package, and in particular understand our refund policy.
- If, during the one term observation period for new enrollments, a student persistently exhibits behavior inconsistent with the standard expected by the school, or the student demonstrates signs of serious mental health issues the school may retract the offer of placement with immediate effect.
- You have read, understood and agreed to our school's parent & student Handbook.

I acknowledge the school has informed me of the above important issues.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_



## Medical Information

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_

Birthday: \_\_\_\_\_ Parent email address: \_\_\_\_\_

Do you have any dietary restrictions due to religious beliefs or customs that the school should be aware of? Yes  No

If yes, please explain: \_\_\_\_\_

Does your child have any allergies? Yes  No

If yes, give details: \_\_\_\_\_

How do you normally treat this allergy?

\_\_\_\_\_

Is your child taking any prescription medications? Yes  No

If yes, please give the name of medicine and dosage

\_\_\_\_\_

Does your child have any physical disabilities, health problems or limitations? Yes  No

If yes, please explain

\_\_\_\_\_

Does your child have any history of medical surgery? Yes  No

If yes, please explain:

\_\_\_\_\_

Does your child have any form of mental illness or learning difficulty?

If yes, please explain:

\_\_\_\_\_



## Medical Information

### Has your child been immunized (vaccinated) against any of the following diseases?

BCG (Tuberculosis) Yes  No  HBV (Hepatitis B) Yes  No

OPV (Poliomyelitis) Yes  No  DPT (Pertussis Diphtheria Tetanus) Yes  No

MV (Measles) Yes  No  MMR (Measles Mumps Rubella) Yes  No

HAV (Hepatitis A) Yes  No  JEV (Japanese Encephalitis) Yes  No

MCV (Epidemic Cerebo-spinal Meningitis) Yes  No

### Does your child wear:

Glasses Yes  No  Hearing Aid Yes  No

### Does your child suffer from any of the following?

Asthma Yes  No  Eczema Yes  No

Diabetes Yes  No  HIV/AIDS Yes  No

Epilepsy Yes  No  Seizures Yes  No

If yes, what medication does your child take for this?

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To the best of my knowledge, the information I have given is true.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_



## Accommodating Specific Needs

If at any time, there are indications that your child requires special services or support, the Student Support Panel, in each division (see parent handbooks), will evaluate the specific needs of your child and make detailed recommendations within the scope of the school's resources. A support plan will then be implemented and parents are expected to follow the plan. In order to ensure success, it is essential that you, as parents, work cooperatively with the school. The expectation is that parents will follow through with home interventions/adaptations or the procurement of outside professional services, as outlined in the plan.

**If parents refuse to follow the school required recommendations, the school reserves the right to retract the offer of placement without question.**

Recommendations may include but are not limited to:

- Accommodations in learning or change in class placement
- Home interventions/Adaptation
- Support from the Special Needs Teacher
- Procurement of outside professional services

In cases where the type and/or degree of resource(s) needed for a particular student is deemed outside the scope of the school's resources, the school reserves the right to retract the offer of placement without question.

Signature of parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_



## Notice from Tianjin Childhood Immunization Center

Dear parents,

According to TEDA CDC (Centers for Disease Control and Prevention), Child(ren) of foreigners who work AND reside in TEDA can get free Tianjin Immunization Scheme vaccines from TEDA hospital (Children Healthcare Department, 2<sup>nd</sup> floor). Below please see the free vaccine list and contact method of Vaccine & Disease Control Department of TEDA hospital. Please be reminded that TIS is only responsible for assisting the government in delivering this notice. Whether you choose to get these free vaccines is not a requirement for enrollment. TIS will also not provide any communication or translation service for this government welfare.

Contact Information of Vaccine & Disease Control Dept. of Teda Hospital: 65202070

### Tianjin Childhood Immunization Program

疫苗 年龄	卡介苗 BCG	乙肝疫苗 HBV	脊灰疫苗 OPV	百白破疫苗 DPT	麻疹疫苗 MV	麻腮风疫苗 MMR	流脑疫苗 MPV	乙脑疫苗 JEV	甲肝疫苗 HAV
出生 Birth	V	V							
1 月龄 month		V							
2 月龄 month			V						
3 month			V	V					
4 month			V	V					
5 month				V					
6 month		V					V		
8 month					V		V	V	
18 month							间隔 3 个月		V
18-24 month				V		V			
2 years								V	V
3 years							V A+C		与首例间隔 6-12 月



4 years			V						
5 years						V			
6 years				V 白破			V A+C	V	
12 years		V							
18 years					V				

Receipt

I, as Grade \_\_\_\_\_ Student \_\_\_\_\_'s parent, have read and understand this information by my signature.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_