



Attach photo

PLEASE FILL IN WITH BLACK OR BLUE PEN ONLY & WRITE CLEARLY WITH BLOCK LETTERS

ANTICIPATED STARTING DATE _____

PLEASE STATE IF RE-ENROLLING

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

1. STUDENT INFORMATION

Surname	First Name	Age	Gender	Date of Birth (dd/mm/yy)	Religion [if none, please write 'no religion']
Country of Birth	Citizenship	Passport(s): [Please indicate country of issue]		Languages spoken at home: _____ Fluent in spoken English: Yes / No Fluent in written English: Yes / No	
Postal Address:			Home Address [if different from postal address]:		
Telephone:	Mobile (if any):	Email:			
Transportation to and from school					

2. FAMILY SITUATION

Student lives with:

Father stepfather other _____
Mother stepmother _____

(Optional) Tick any that may apply:

Father deceased Parents separated
Mother deceased Parents divorced

Names of Brothers / Sisters

Full Name	Date of Birth (dd/mm/yy)	Gender	School

PARENTS INFORMATION

Fathers Name:	Surname:
Occupation:	Address:
Home Telephone Number:	Mobile Phone Number:
Email Address:	Official Telephone Number:

Mother Name:	Surname:
Occupation:	Address:
Home Telephone Number:	Mobile Phone Number:
Email Address:	Office Telephone Number:

3. PARENTS' / GUARDIANS INFORMATION

Please provide the following information on the persons legally responsible for the applicant. A.

Relationship to child: Mother/Father/Guardian

Surname:		First Name:		Citizenship:	Country of birth:
Occupation:	Employer:	Office Address:		Postal Address:	Telephone (W):
Telephone (H):	Email:			Fax:	Mobile:
Please state the preferred email address for receiving CIS communication				CIS Alumni? attended Yes / No	Years

4. ADDITIONAL EMERGENCY CONTACT INFORMATION

Please name an adult other than parents to be contacted if parents are unreachable.

Name: _____	Name: _____
Relationship to the child/parent: _____	Relationship to the child/parent: _____
Telephone: _____ Mobile: _____	Telephone: _____ Mobile: _____
Email: _____	Email: _____

5. ACADEMIC INFORMATION

Please list ALL schools that your child has previously attended beginning with the most recent school (Include kindergarten and pre-school experiences)

Name of School	Town/State & Country	Language of Instruction	Type of Curriculum (e.g. Australian, NZ, etc.)	Dates Attended (MM/YYYY)	Grade Level(s)
				to	
				to	
				to	

Please list any extracurricular activities in which your child has participated. If he/she has received any award or special recognition, please mention it.

6. STUDENT MEDICAL DETAILS (It is essential to let the school know of any medical conditions that your child has)

Family Doctor's Name	Address	Telephone
Allergies	Other medical conditions	Medication

7. ANSWER THE FOLLOWING QUESTIONS AND PLEASE STATE ANY OTHER INFORMATION THAT YOU FEEL IS IMPORTANT THE SCHOOL SHOULD KNOW ABOUT YOUR CHILD, INCLUDING ANY SPECIAL LEARNING NEEDS.

Has the student ever received support services for learning or behavioral needs?

Yes No

Has the student ever been evaluated for special needs?

Yes No

Has the student ever had disciplinary issues resulting in suspension or expulsion from school?

Yes No

Permissions

Photographs are used to track children's learning in newsletters, displays, school publications and portfolios. I give my permission for my child to be photographed for the above purpose. YES/NO	Signature: _____ Date: _____
I give permission for a trained first aider to administer First Aid to my child. YES / NO	Signature: _____ Date: _____
I give permission to the staff to take my child for Outdoor Play YES / NO	
I give permission for my child to participate in the swimming curriculum YES / NO	

8. AGREEMENT

Please read carefully then sign below

I hereby make an application for admission of the student to the Champs International School Nadi in accordance with the terms, rules and regulations of the school. Parents and guardians agree to support the school by being positive participants in the CIS community, resolving conflict through appropriate channels, not undermining other parents or staff, not engaging in gossip related to other families, children, or staff, and following school rules and decisions. Unless notified by the school in writing to the contrary, this agreement shall remain in effect throughout the period of attendance at the school.

1. **VISA:** All non-Fiji citizens must have an appropriate valid visa before enrolment is accepted and throughout the period of enrolment.
2. **LIVING ARRANGEMENTS OF STUDENTS:** It is expected that students will live with a parent or legal guardian at all times. When the parent or legal guardian of the child is away, it is the responsibility of the parent/guardian to inform the school of the name and contact details of the person who will be looking after the child. Enrolled students 18 years old and over must still have guardianship.
3. **PLACEMENT OF STUDENTS:** Decisions about student grade placement, course or assignment grades, or promotion are solely the prerogative of the school. Parents are invited to ask for clarification of the reasons for those academic decisions.
4. **ATTENDANCE:** Students should arrive at school no more than 30 minutes before the LESSON. Students must

leave the school within 30 minutes of their last class unless working in the library or taking part in an extracurricular activity. To ensure student safety, all students must leave the premises by 3:30pm, unless participating directly with and under the supervision of a school official. Students are expected to attend as regularly as possible and parents are asked not to arrange holidays outside of normal school breaks other than in extenuating circumstances. More than 10 days of absence for non-school reasons in a term may result in loss of credit.

5. **RECOGNITION:** Parents will recognize and support the authority and responsibilities of CIS staff and administration to carry out their education work.
6. **PEACEFUL RESOLUTION OF CONFLICT:** There will be no bullying, harassing, or intimidating members of the school community. All conflicts will be resolved respectfully through properly established channels.
7. **COMMUNICATION:** The school will communicate in a number of ways on a regular basis, but parents are encouraged to communicate as needed to get any desired information about their child. The school welcomes a positive exchange of information about every student's progress and well-being.
8. **EDUCATIONAL PROCESSES:** While parents' views are always welcome, parents will not interfere in the CIS educational processes or interfere with CIS personnel as they carry out their duties and/or responsibilities. 9. **HOMEWORK:** Suitable conditions will be supplied at home for doing homework and parents agree to monitor its completion and sign the appropriate records.
10. **STUDENT SUPPORT SERVICES:** Students who are determined by the school to require added, on-going support services will be provided such services to ensure their success. Services that are not incidental and require added staffing, space, equipment, or supplies may incur an added fee. If services are deemed to be necessary by the school, they will not be optional.
11. **SCHOOL REPORTS:** Parents will cooperate with the school to maintain high standards of work and behavior, especially by discussing school reports with their child(ren) and attending parent meetings.
12. **TUITION FEES:** All fees for each term must be paid before a student commences classes (unless a written exception is granted). The school fees are non-refundable once a spot is reserved.
13. **DRUGS, ALCOHOL, and CIGARETTES:** Student use or possession of drugs, alcohol, or cigarettes is not permitted in the school, on school excursions or at school activities at any time. The possession and/or use of any of these may result in a student's enrolment being terminated.
14. **DISCIPLINE:** Parents will support the school by explaining to their child(ren) the importance of abiding by the school rules, supporting disciplinary decisions by the school, and informing the school of any problems or difficulties which may arise.
15. **UNIFORM:** All students are required to wear the appropriate school uniform at all times. A student may be sent home if inappropriately dressed.
16. **EXCURSIONS:** All students are required to participate in school excursions. These are normally in Nadi and sometimes in the nearby country area, and normally take place during school hours. Some return later in the day, particularly when connected with sporting events. Parents will be notified in writing of any excursion with exceptional circumstances.
17. **SPORT/PHYSICAL EDUCATION and COMMUNITY ACTION/SERVICE:** Physical education, including swimming, and community activities, including service activities, are an integral part of the school's curriculum, and except for reasons of ill health, students are required to participate.
18. **SCHOOL PUBLICATIONS:** Photographs of students and work material by students may be posted in the school and in school publications or used for promotional and educational purposes at the discretion of the school.
19. CIS may take any measures needed, including legal action, to collect fees that are in default.



Letter of Agreement Re: School Policy

I / We, _____ have thoroughly read, understood and agreed with the School policy that was sent to us via email/hardcopy.

I/We have also read and discussed with my/our child/children and agreed to follow through with all that is expected by the school for me/us as (a) parent(s) and my child/children as stated in the School policy.

I/We also agree that I/We will take all the school rules and carefully see that my/our child/children follow through. I am obliged to see that my/our child/children participate in all the school activities including school swimming as mentioned in the school calendar unless otherwise indicated.

I/We also understand that the school fees are non refundable once a spot is reserved.

I/We also understand that failure to correctly follow through with any of the guidelines of the School policy as (a) parent(s) or my child/children as a student(s) may result in my child/children being suspended, expelled or not returning to the school the following academic year.

Any information given to the school, as part of this application/registration form would be treated with the strictest confidentiality. Any data collected will be fairly and lawfully processed for limited purposes, adequate, relevant and not excessive, accurate, not kept longer than is necessary, and processed in accordance with the data's subjects' rights, are held securely and not transferred to other organizations unless required to do so.

I understand that I am allowed to access a copy of the information pertaining to my child at any given time.

Parent(s) Signature

Signature	Date
Signature	Date

Principal	Signature
Harsat Patel	Date