

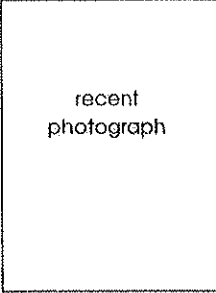


**ISS INTERNATIONAL SCHOOL**  
 21 Preston Road Singapore 109355  
 Tel : (65) 6475 4188 Fax : (65) 6273 7065  
 Email : admissions@iss.edu.sg

**CONFIDENTIAL**

ADMISSION NO.

**STUDENT APPLICATION FORM**



FOR OFFICE USE ONLY					
Date received		Date Entered		SASI No	
	Date	Remarks		Date	Remarks
Registration fee			Admitted to		
Official academic transcripts			Student pass issued		
School Fees			Letter of recommendation		

**STUDENT'S PERSONAL DATA**

Student's name \_\_\_\_\_ Sex  Female  Male  
 Family name - Please PRINT and UNDERLINE \_\_\_\_\_ Given names \_\_\_\_\_  
 Place and country of birth \_\_\_\_\_ Dependant/Student/Pass No \_\_\_\_\_  
 Age as of 31 Dec 20 \_\_\_\_\_ Nationality \_\_\_\_\_  
 Date of birth (day/mth/yr) \_\_\_\_\_ Expected commencement date \_\_\_\_\_

**PARENTS' / GUARDIAN'S INFORMATION AND ADDRESS**

**Father**  
 Name \_\_\_\_\_ Nationality \_\_\_\_\_  
 Family name - Please PRINT and UNDERLINE \_\_\_\_\_ Given names \_\_\_\_\_  
 Passport No \_\_\_\_\_ Name of company \_\_\_\_\_ Occupation \_\_\_\_\_

**Mother**  
 Name \_\_\_\_\_ Nationality \_\_\_\_\_  
 Family name - Please PRINT and UNDERLINE \_\_\_\_\_ Given names \_\_\_\_\_  
 Passport No \_\_\_\_\_ Name of company \_\_\_\_\_ Occupation \_\_\_\_\_

**Overseas Address** \_\_\_\_\_  
 Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
**Singapore Address** \_\_\_\_\_ S( ) \_\_\_\_\_  
 Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
 Handphone \_\_\_\_\_ Email \_\_\_\_\_

**Guardian**  
 Name \_\_\_\_\_ I/C no \_\_\_\_\_  
 Address \_\_\_\_\_ S( ) \_\_\_\_\_  
 Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
 Handphone \_\_\_\_\_ Email \_\_\_\_\_

**Payment of fees**  
 School fees will be paid by:  Company  Parents  Both  
**Billing Address** \_\_\_\_\_  
 Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
 Contact person \_\_\_\_\_ Email \_\_\_\_\_

**EMERGENCIES** Please name another person (other than parents/guardian) who we can contact locally:  
 Contact person \_\_\_\_\_ Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
 Handphone \_\_\_\_\_ Email \_\_\_\_\_

**ACKNOWLEDGEMENT SIGNATURE**

In registering my child at ISS international School, I confirm that I have read the school policy on the reverse of this Application Form and agree to conform to the policies, rules and procedures of the school.

\_\_\_\_\_  
 Parents/Guardian's Signature Date



STUDENT'S FOLDER



## FEE POLICY

### ENROLLMENT FEE

This fee is payable upon acceptance of offer, it is a one-time and non-refundable payment.

- \* For Elementary School students, enrollment fee is payable upon acceptance of offer;
- \* For Middle & High School students, enrollment fee is payable only when the prospective students have passed the placements tests and have accepted the place offered by the school.

### SCHOOL FEE

All fees must be paid by the due date as stated in the school's invoice. Students will not be allowed to attend classes if fees are not paid before classes commence.

Payments should be made payable to "ISS International School Pte. Ltd". Interest will be charged at 5% per month for all late payments for a period of up to two (2) months commencing from the day immediately after a payment falls due.

Tuition fees will be invoiced on a pro-rated basis if a new student enrolls and commences his / her studies after the beginning of a new semester. However, if the student decides to leave in the middle of the semester, refund will be based on the following refund policy.

Monies received by ISS will be applied in the order of Enrollment Fee, Tuition Fee, Stationery and other fees.

### SCHOOL FEE REFUND POLICY

Maximum Refund, % of the Aggregate Amount of the Fees Paid	Written Notice of Withdrawal Received from Students
75%	More than 30 days before the Course Commencement Date
50%	Before, but not more than 30 days before the Course Commencement Date
30%	After, but not more than 60 days after the Course Commencement Date
0%	More than 60 days after the Course Commencement Date

- 1) Course Commencement date refers to the "commencement date" stated in the Standard PEI-Student Contract;
- 2) If Early Bird Discount was given, the amount will be excluded when determining the amount refundable;
- 3) If payment was made via Credit Card, the Credit Card Transaction Fee will be deducted from the amount refundable.

### UNDERTAKING

The student parent(s) and guardian agree that the student will at all times adopt and comply with the all rules, regulations and policies which the School may adopt from time to time.