



Pre-Nursery to Kindergarten Admission Guidelines

How to Obtain the Application Form

Application forms can be obtained through the following:

- School administration office
- Download from our school website: <http://www.pips.edu.hk/klm>

How to Submit the Application Form

Application forms can be submitted through the following:

- School administration office
- By post

Things to Submit for Your Application

Please include the following with your completed Application Form:

- 4 photos (passport-size)
- A copy of the applicant's birth certificate
- A copy of the applicant's passport and dependent visa for non-local families
- Parents' identity card copies, or passport copies including valid visa for non-local families
- 4 self-addressed stamped envelopes
- A copy of the immunisation record
- Application Fee (non-refundable) – HK\$40.00
Please issue a crossed cheque payable to **PIPS (KLN)**.

**** Please note - Applications will only be processed once ALL THE ABOVE DOCUMENTS have been submitted. ****

IMPORTANT NOTES

Admission Procedure:

- **Priority for Admission** is given to:
 - Existing students in the current academic year
 - Siblings of current students
- Places are subject to availability. You will be notified by a letter when the school has an offer for your child. The admission process will be including either your purchase of a refundable Personal Debenture (\$60,000) or a refundable Corporate Debenture (\$80,000).
- The first installment of the tuition (i.e. one month's tuition fee) is required to pay in the admission procedure. This fee, if paid, will not be refunded or, if not yet paid, will still be collected, even if the parents choose to withdraw the child's enrollment at PIPS before the starting of the class.
- **In case there are more applicants than vacancies available, the school reserves the right to allocate places based on the order of submission, age and other considerations.**

Payment of Tuitions Fees:

- Tuition fees for each academic year are annual and are payable in 11-month consecutive and equal installments from the months of August to June inclusive, regardless of school holidays or absences.
- Tuition fee is to be paid by the 1st of each month. A 10 % surcharge per month will be levied for any debt outstanding until the student's account is clear.
- Tuition fees of Pre-Nursery, Nursery, LKG and UKG must be settled by Direct Debit Authorisation (AUTOPAY). For corporate payments, PIPS will invoice the company directly and it is the responsibility of the parents to ensure that the payment is made on time. Parents can voluntarily choose to pay on a quarterly or half-yearly basis.
- **** In the event of an "enforced" school closure due to health alerts, payment collection remains unchanged. ****

You are welcome to visit the school. Please call the school office to make an appointment for a visit.

School fees and classes for 2016 - 2017

*****School fees may be adjusted each school year, subject to EDB approval.*****

Class Level (AM / PM)	* Monthly Installment (HK \$)	
	International Bilingual	International Trilingual
A.M. Class from 8:45 a.m. to 11:45 a.m. or P.M. Class from 1:00p.m. to 4:00p.m.		
Pre-Nursery (2 years old)	\$6,890 per month	\$6,890 per month
Nursery K1 (3 years old by 31 Dec)	\$7,430 per month	\$7,430 per month
Lower Kindergarten K2 (4 years old by 31 Dec)	\$7,430 per month	\$7,430 per month
Upper Kindergarten K3 (5 years old by 31 Dec)	\$7,430 per month	\$7,430 per month

AM and PM (Full Day) Lower Kindergarten and Upper Kindergarten classes are available. Please contact the school office for more details.

Debenture Note:

You are required to purchase a debenture

Debenture		
	Personal Debenture (HK\$)	Corporate Debenture (HK\$)
Debenture	\$ 60,000	\$ 80,000
* Debenture Application Fee HK \$ 500 (non - refundable)		

Withdrawal Note:

For the withdrawal of a student *ONE FULL CALENDAR MONTH* advance notice in writing is required prior to the last date of a student's attendance. The parents are required to pay for their children's tuition fee up to the last month which the withdrawal notice serves. (One full calendar month means from the first day of a month to the last day of that month. If the last day of study is not the last or the first day of a month, then withdrawal notice will need to be served more than 1 month in advance.)

Immediate Withdrawal:

For immediate withdrawal, tuition fees previously paid will not be refunded. A full month is charged even if only part of the month has been attended.

Redemption of Debenture

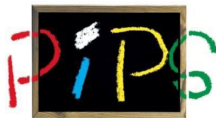
Personal debenture holders will need to return the original debenture certificate to PIPS together with the withdrawal notice. Corporate debenture holders will need to serve a written request to PIPS and attach the original debenture certificate.

Lead Time for Debenture Refund

Refund will take about one month from the date of receipt of the original certificate and clearance of outstanding payment, whichever is the later.

Remarks

- Applications for future enrollment due to unavailability of places or other reasons will be placed on the waiting list. When a place becomes available, the school will contact the parents.
- PIPS gives priority to existing students to re-register for the next term. If no payment is received after the due date for paying tuition fees, the place will be allocated to other applicants without further notifying the parents.
- **Children transferring from Playgroup may enter the Pre-Nursery as and when they become 2 years old, if there is a place available, and if an application form for the Pre-Nursery has been submitted. The last month for children to move from Playgroup to Pre-Nursery is April.**
- **If a child's birthday falls in the middle of the month, for their entry into the Pre-Nursery (e.g. 9th February), they will not be able to start in the Pre-Nursery until their actual birthday. This is an EDB regulation.**
- **A child starting mid-month in the Pre-Nursery will not be able to stay in the Playgroup until their birthday unless Playgroup and Pre-Nursery fees are both paid for that month.**
- **Please note that children who turn 2 after the 31st December and then go to the Pre-Nursery will have to repeat the Pre-Nursery year, again an EDB requirement.**



Application for PIPS (KLN) Pre-Nursery to Kindergarten

PARTICULARS OF STUDENT

Name (English) _____ (Chinese) _____
Family Name First Name

Gender M F Birth Certificate No. / Passport No. _____

Date of Birth _____ Place of Birth _____ Nationality _____
DD / MM / YY

Home Address _____

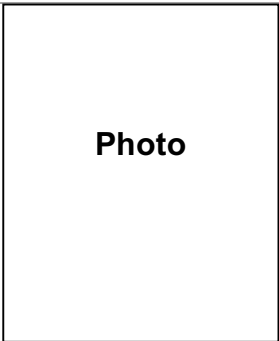
Home Tel _____ Fax _____

Is your child currently enrolled in PIPS (KLN)

Yes, Class Name _____ No, School Attending _____

Any other family members attending our school? Yes No

Name _____ Class _____ Relationship to Student _____



PARTICULARS OF PARENTS / GUARDIAN

Name of Father _____

Father's Mobile _____

Father's Office Tel _____

Company Name _____

Position _____

Email _____

Name of Mother _____

Mother's Mobile _____

Mother's Office Tel _____

Company Name _____

Position _____

Email _____

CLASS APPLIED FOR

Date of Entrance: _____

Please put a tick / numbers stating your preference in the boxes and table below:

Morning classes (8:45 a.m. – 11:45 a.m.)

Afternoon classes (1:00 p.m. – 4:00 p.m.)

International Bilingual		International Trilingual	
Level	Preferences	Level	Preferences
Pre - Nursery (2 years old)		Pre - Nursery (2 years old)	
Nursery K1 (3 years old by 31 Dec)		Nursery K1 (3 years old by 31 Dec)	
Lower Kindergarten K2 (4 years old by 31 Dec)		Lower Kindergarten K2 (4 years old by 31 Dec)	
Upper Kindergarten K3 (5 years old by 31 Dec)		Upper Kindergarten K3 (5 years old by 31 Dec)	

I declare that I have read and agree the terms and conditions of the Pre-Nursery to Kindergarten Admission Guidelines. I understand the school reserves the right to allocate places based on the order of submission, age and other considerations. I also understand that the Debuture does not guarantee a place offer.

Signature of Parent / Guardian _____

Date _____

FOR OFFICE USE ONLY

Date of Application _____

Date of Entrance _____

Class Allocation Class Allocation International Bilingual / International Trilingual [AM / PM / AM & PM (Full Day)]

Copy of Birth Certificate Copy of Passport & VISA Copy of Immunisation Record 4 Passport size photos

Copy of Father's I.D./ Passport & VISA Copy of Mother's I.D. / Passport & VISA 4 Self addressed Stamped Envelopes

Application Fee \$40 (Cheque No. _____ Receipt No. _____)

Debuture Application Fee \$500 (Cheque No. _____ Date of receive: _____)

Debuture (Cheque No. _____ Amount (\$) _____ Date of receive: _____)



**For academic year
2017-2018 onwards**

APPLICATION FORM FOR A PERSONAL DEBENTURE

I, the undersigned;

..... (please PRINT your FULL NAME) hereby make this application for the purchase of a non-transferable debenture in Park View International Kindergarten Ltd. (“Parkview”) valued at HKD \$60,000.00 subject to the approval of the Board of Directors of Parkview.

I declare that this non-transferable debenture is purchased by me and not by my employer or his company.

Please find enclosed a crossed cheque for the sum of HK\$60,000.00 and HK\$500 debenture application fee payable to “PIPS (KLN)”

If this application is not accepted, my cheque will be returned to me.

If this application is accepted, a debenture certificate will be issued to me.

My child is able to take up a place in Parkview International Pre-school (Kowloon), “PIPS (KLN)”;

Application made this day of the month in the year

Signature of Parent/ Guardian:

Debenture holder’s name: (in full)

Mailing address in HK:

Place reserved for: (Child’s name)

Date of Birth: Tel. No.:.....

Residential address:



**For academic year
2017-2018 onwards**

APPLICATION FORM FOR A CORPORATE DEBENTURE

This Company (“We”) (company name in full) hereby makes this application for the purchase of a non-transferable debenture in Park View International Kindergarten Limited. (“Park View”) valued at HKD \$80,000.00. Note: **This Company** automatically becomes the Debenture Holder and refund will be made to the Debenture Holder at the time of redemption.

The debenture is purchased for use by the “child” (Student’s name in full)of our “employee” (Parent’s name in full) to take up a place, and used by the “child” as long as he/she shall remain at Parkview International Pre-school (Kowloon) (“PIPS (KLN)”), an organization wholly owned by Park View, subject to PIPS (KLN) having a vacancy in a class appropriate for the “child’s” age and for his/her development and that, his/her admission has been approved by the Principal of PIPS (KLN).

Please find enclosed a crossed cheque for the sum of HK\$80,000.00 and HK\$500 debenture application fee made payable to “PIPS (KLN)”.

We understand that:

- If this application is accepted, a debenture certificate will be issued to the holder (named above) as soon as possible.
- If this application is not accepted, the debenture money will be returned to us as soon as possible after a written request is made to PIPS (KLN) and our surrender of the original debenture certificate.
- If at any time we request for a company name change, a fee of HK\$100.00 is applicable to re-issue each debenture certificate.

Application made this day of the month in the year

For and on behalf of (company name):

Company Chop

Authorized Signature:

Name of Authorized Signatory:

Designation of the Signatory:

Company Address:

..... Tel No:

Information about the “Parent” and the “Student”:

Mailing address in HK:

Date of Birth of Student:

Name of Guardian (If different from the Parent above):

Residential address in HK:

Tel No: