

Application Form

PHOTO
3.5x4.5 cm

CHILD/STUDENT DETAILS

First Name _____ Middle Name _____

Surname _____ Gender F M Nationality _____

Date of Birth (D/M/Y) _____ Current Grade _____

Place of birth _____ Home Languages _____

Current Home Address _____

Emergency contact name and number _____

Requested date of entry to school _____ Attendance (only for KG) Full Half Days in a week

Mo	Tu	We	Th	Fr
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COMMUNICATION DETAILS

Preferred language for communication: English Czech

Name in full _____ Relation, if different than parents _____

Mailing Address in full: _____

Mobile: _____ Email: _____

How did you find out about Meridian International School? _____

ACADEMIC INFORMATION

Previous Schools Attended (most recent first)

School Name	Contact name, number and address	from	to	City

Reason for changing the school _____

Names of siblings and year group _____

Please tick the level of English proficiency of your child:

None	Fair	Fluent	Native	Years studied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Does your child have any areas of exceptional ability? _____

Has your child ever received learning support? _____

Has your child ever had any individual/educational psychological testing? _____

Has your child ever been classed as having any of the below (please tick)? _____

Learning Disability

Attention Deficit Disorder

Behavioural Problem

Physical Problem

Other information on circumstances or needs which may affect schooling relating to physical, social, religious, emotional or family circumstances. e.g *Allergies, Dyslexia, Health Problems, Learning Problems, Disrupted schooling etc.*

DETAILS OF PARENTS OR GUARDIAN

FATHER

Father's Surname _____ First Names _____

Occupation _____ Employer _____

Father's Work Address _____

Father's Mobile _____

Father's Business Telephone _____

Father's Email address _____

MOTHER

Mother's Surname _____ First Names _____

Occupation _____ Employer _____

Mother's Work Address _____

Mother's Mobile _____

Mother's Business Telephone _____

Mother's Email address _____

How will your child be coming to and from school? (Parents/guardian, school transport, public transport, etc.)

Please state names of those who will be collecting your child: (We may need a photo/ and ID card copy)

Please attach copy of password at least of one parent

RESPONSIBILITY FOR SCHOOL FEES

Person or Organisation Responsible for Payment of School Fees:

Accounts/Invoices for the attention of:

Organisation for invoice:

Address for invoice:

Contact name and telephone number:

School Fees (please tick)

Responsible for school fees: Company Parents

Method of Payment: Bank Transfer

Currency of Payment: CZK

Duration of payment: Yearly Per Semester Quarterly

School Lunch Fee (please tick)

Monthly
(only for KG,PRE-S)

School lunches required: Yes No

Responsible for lunch fee: Company Parents

Method of Payment for lunch fee: Bank Transfer

Currency of Payment: CZK

Duration of payment: Monthly

Declaration by Parent/Legal Guardian submitting this Application

I, _____ (full name) apply for the named child to be registered.

I understand that admission cannot take place unless documents required by the school are submitted and acceptance is confirmed by the Admissions officer.

I agree to the following:-

Code of Conduct

1. I will ensure my child respects and is subject to the regulations and discipline of the school, this includes attending all school sessions punctually, participating in the full curriculum and wearing correct clothes.

2. I will respect the school's mission statement and support my child in doing so. My communication with the staff, fellow parents and pupils of the school will be polite and respectful.

I will use the established procedures to raise concerns.

Child Safety

1. I will keep the school informed of any changes of my address or telephone numbers, either residential or business by required means, i.e. by email, fax or by filling out the change of details form and handing this to office.

2. In the event of an accident to, or serious illness of, the child, and should the school be unable to contact me, I authorize the Principal of his/her authorized representatives to seek medical treatment for the child, at his/her complete discretion, and I agree to pay all medical fees in this respect.

3. I agree to notify the school at the time of any illness, accident, medical condition (whether under treatment or not), or any other circumstances (such as bereavement), which might affect the physical or mental performance of the child.

4. When driving and parking in the school grounds I will respect the rules of the school and requests of supervisory staff.

Fees

1. I accept full responsibility for payment in advance of all fees that may be due in respect of my child's attendance at school.

2. I understand that non payment of school fees within the required duration can result in official school documents not being issued and the child being excluded from school.

3. I understand that when fees are paid in a currency other than that denominated on the invoice, the payment received into the bank account must be the value of the invoice. I accept responsibility for all foreign exchange costs and bank charges in relation to payment of the invoice.

4. I understand that 5% discount offered for full-payment of one year's fees in advance is only available when payment is made either prior or on the due date of payment.

5. I understand that registration fee is charged in advance, and is not refundable

6. One month's notice is required for withdrawal of a child from the school.

7. Unless in exceptional circumstances, refunds cannot be given in the event of a child's absence from the school.

General

I recognise that the school cannot accept liability for loss or damage, of any nature, to the possessions of the child while he/she is at school or on school trips.

Signature: _____ Date: _____

THE SCHOOL FEE COVERS

The school fees cover all the stationery and materials needed by the child to fully participate in the school curriculum. Any extra curricular clubs and activities provided by our teachers will also be covered.

THE SCHOOL FEE DOES NOT COVER

Uniform: Students of Meridian International School are not required to wear school uniforms.

Meals: Pupils may have school lunches for which parents are invoiced with the fees or they may bring a packed lunch.

Transport: Transport to and from school is organised by the school and the cost is not included in the school fees.

Extra tuition: Parents of children requiring extra lessons provided by the school will be asked to make an additional payment for this service. It will only be arranged with full consent of the parents. Examples of when this situation would arise could be:

A child requires greater learning support or ESL tuition.

A child requires tuition different from that provided by the school, for example an alternative foreign language or a language at a level not provided by the school. These arrangements can only be made at the discretion of the school.

Exams: Parents of students taking public and external exams, for example IGCSE, will be invoiced separately for these costs. Examples of fees for the current year are obtainable from the admissions office, but are subject to change according to the examination board's request.

Some clubs and activities: As part of our extra curricular programme, some activities on offer are provided by outside teachers. A separate charge is made for this usually payable directly to the Finance office.

Residential Trips: The school subsidises a local residential trip for year Grades 1- 11. Parents may be asked to contribute to these trips.

Extra optional overseas trips: These trips are occasionally offered during the school year and have to be funded by parents.

Loss or Damage: In case of loss or damaged property of the school by a pupil, parents would normally be expected to cover the cost of repair or replacement.

For Official Use

Date of Receipt of Application: _____

All documents received: Y N

Entrance test results: _____

Registered Grade Group: _____

Approved by Admission officer

Date of Entry
