



Address: North An Khanh-Splendora, Km 10+600, Thang Long Avenue, An Khanh,

Hoai Duc, Hanoi, Vietnam

Tel: +84 (0)4 3399 6464      Email: info@stpaulhanoi.com

Website: <http://www.stpaulhanoi.com.vn>

## APPLICATION FORM

### FOR ADMISSION

#### STUDENT'S INFORMATION

Family Name: .....

First name: .....

Name Used: .....

Nationality: (1) ..... (2) .....

Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Sex:  Male  Female

First Language: ..... Second Language: .....

Student Email: .....

Current grade: ..... Apply for Grade: .....

Address (Overseas):.....

Address (Vietnam):.....

**Bus Pick-Up Location: *Please write in details***

House/Apartment: .....

Lobby: .....

Building/Block: .....

Street: .....

District: .....

## FATHER'S INFORMATION

Family Name:	.....		
First name:	.....		
Nationality:	.....	First Language:	.....
Address (Overseas):	.....		
Address (Vietnam):	.....		
Mobile phone:	.....	Home phone:	.....
Email:	.....		
Occupation:	.....	Employer:	.....
Business Address:	.....		
Work contact:	.....	Work Email:	.....

## MOTHER'S INFORMATION

Family Name:	.....		
First name:	.....		
Nationality:	.....	First Language:	.....
Address (Overseas):	.....		
Address (Vietnam):	.....		
Mobile phone:	.....	Home phone:	.....
Email:	.....		
Occupation:	.....	Employer:	.....
Business Address:	.....		
Work contact:	.....	Work Email:	.....

**STUDENT'S SIBLING**

Name	Date of Birth	Gender (M/F)	Current School

**STUDENT'S EDUCATION**

No.	Name of School	Location	From-To (Month-Year)	Grade	Report available (Y/N)
1					
2					

Type of curriculum: (e.g. IB, British, American, National system): .....

Please list the child's particular interests/talents, or school activities in which they have been involved?  
 .....  
 .....

Has the child ever been suspended or requested to withdraw from a school?     Yes    No

If yes, please specify: .....

Has the child's educational program ever been modified for any of the following reasons?

**Behavioral:**    Yes    No      **Academic:**    Yes    No      **Gifted/Talented:**    Yes    No

If yes, please specify: .....

Does your child currently receive any special educational assistance?     Yes    No

If yes, please specify: .....

## ADMISSIONS INFORMATION

Preference for Grade Placement: .....

Expected Date of Enrollment: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

## TUITION FEE INFORMATION

- Payment Option:
- Yearly (one payment at the beginning of the year)
  - Semester (2 installments annually)
  - Quarterly (4 installments annually)

## BUS SERVICE

Please select the option for transportation provided by the school (optional, additional fee). Please note that we require up to **2 weeks notice** to arrange the daily bus service for your child(ren).

- YES.** I would like to register my child(ren) for the school bus service.

If yes, please specify your preferred method of payment:

- Yearly (one payment at the beginning of the year)
  - Semester (2 installments annually)
  - Quarterly (4 installments annually)
- NO.** I will arrange the transportation to school for my child(ren)

## LUNCH SERVICE

Please select the option for lunch service provided by the school (optional, additional fee). Please note that we require up to **1 week notice** to arrange the daily lunch service for your child(ren).

- YES.** I would like to register my child(ren) for the school lunch service.

If yes, please specify your preferred method of payment:

- Yearly (one payment at the beginning of the year)
  - Semester (2 installments annually)
  - Quarterly (4 installments annually)
- Food allergy:** *(Please explain)* .....
- NO.** I will arrange the lunch box for my child(ren)

## REQUIRED DOCUMENTATION FOR ADMISSIONS

1. Application Form
2. Teacher Recommendation Form
3. Health Check Form
4. Copies of the students' most recent school report and/or transcript (at least 3 recent transcripts if applicable). **English translation of documents is required.**
5. Copy of child's visa and passport or Birth certificate
6. Copy of parent/guardian's visa and passport
7. Recent 2 passport photos of the child

Documents can be couriered, faxed or scanned (PDF files) and emailed to the Admissions Office at [admissions@stpaulhanoi.com](mailto:admissions@stpaulhanoi.com)

## WITHDRAWAL

**School requires sufficient notice of 20 days prior to the withdrawal (*last day at St. Paul*), so as to prepare the required relevant paper work.** If all terms and conditions are met, the refund on a partial tuition in accordance with our refund policies will be made after 10 working days.

If a student withdraws during a quarter, there will be no reimbursement of any fees relating to that quarter in which they leave St. Paul Hanoi. **(Please see the REFUND POLICY).**

Do you want to receive the school information through email of (please circle)

Father

Mother

Both

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

***\*Please complete the "Home Language Survey" on the next page.***

→

Thank you!

## Home Language Survey

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

Country of birth: \_\_\_\_\_ Date of birth (mm/dd/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Current School: \_\_\_\_\_ Grade: \_\_\_\_\_

**Please take a moment to answer the following questions. Mark the appropriate box. If ‘Other’ is selected, please specify by writing on the line.**

1.) Which language did your child first learn?  Vietnamese  English  
 Korean  Other: \_\_\_\_\_

2.) Which language is spoken most often in your home?  Vietnamese  English  
 Korean  Other: \_\_\_\_\_

3.) Which language does your child primarily speak in?  Vietnamese  English  
 Korean  Other: \_\_\_\_\_

4.) Which language does your child primarily write in?  Vietnamese  English  
 Korean  Other: \_\_\_\_\_

5.) How long has your child been studying English?  Under 1 year  1 – 2 years  
 3 – 4 years  Other: \_\_\_\_\_

6.) How many hours a week does your child study English?  Under 1 hour  1 – 3 hours  
 3 – 5 hours  Other: \_\_\_\_\_

7.) What is the primary way that your child has learned or is learning English?  Tutor  Academy  
 School  Self-taught  
 Parent  Other: \_\_\_\_\_

*Thank you for completing this survey!*