



KUNMING INTERNATIONAL ACADEMY
昆明国际学校

Admissions Application

Family Name: _____ **Last Grade Completed** _____

Name: _____ **Grade Applying For:** _____

Please submit the documents listed below to the KIA office. The KIA admissions application is not complete without all of the following documents. If you have more than one student applying to KIA, you will only need to fill out one set of document for the whole family. Furthermore, the student(s) will not be put on the contact list until all of the following documents are returned and the non-refundable application fee of 2,100 RMB per student is paid. All records must be officially translated into English.

Documents Required for Admission

- Completed application for admission (this form)
- Copy of student's and the parents' passports
- Copy of student's and parents' visas and/or residence permits
- Copy of student's birth certificate
- A recent passport size photo of the student
- Medical information form (this form)
- A copy of immunization records
- School transcripts/School Records
- Application Fee of 2,100 RMB (non-refundable).
- If student has learning disability: Report and School IEP or other documents

An **OASIS International School**



Accredited by

Western Association of Schools and Colleges (WASC)

Member of

East Asia Regional Council of Overseas Schools (EARCOS)

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Policies & Qualifications

Admissions Policies

- Kunming International Academy, KIA, admits qualified students of any race, color, national and ethnic origin. It does not discriminate in administration of its educational policies, admission policies and/or any other school administered programs.
- Prior to being considered for admission to KIA, students must fill out and return a completed application, submit all documentation as required by the school, set up an appointment for an interview and schedule testing.
- KIA is designed to serve the international community in Yunnan Province. Therefore, at least one parent/guardian must live with the students in Kunming city for a minimum of nine months of the year.

Qualifications:

- Applicants must have a valid Chinese residence card and a passport from a country other than the People's Republic of China. Only students whose parent holds a X or Z visa will be accepted. KIA does not provide student visas.
- KIA does not limit enrollment to a particular ability or intelligence level. However, a student will not be enrolled if resources are not available to meet the individual's needs.
- KIA will conduct admission testing using various instruments. Students must meet minimum requirements, in English language proficiency, general knowledge, and developmental readiness.
- Admission to KIA is based on the age of the student, previous school records, test results and availability in the applicant's grade level.
- Minimum age placements are to be followed when determining grade placement. Students must be of the correct age by 1 September in order to meet the age requirements.
- Qualified students will be accepted in the order of their application was received. Current students are given preferred re-enrollment. If space is limited, qualified students will be placed on a waiting list. Any student who has withdrawn from KIA must complete the application process again to be considered for re-enrollment.
- If a student enrolls in KIA after the start of the school year, there may be up to a five-day notification period from the time the final testing results are informed to the student's first day of school.

I understand that if my child(ren) will live with a family member other than the parents or legal guardians, I must fill out the Family Living Situation Form and meet with the Admissions Administrative Team.

I will adhere to the policy that one parent/guardian must live with the student in Kunming during the school year.

I have read, understand and agree to the above admissions' policies for Kunming International Academy.

Signature of Father/Guardian

Signature of Mother/Guardian

Date:

| Student Information | | |
|--|---|-----------------------------|
| Family Name (Last): | Given Name (First): | Attached recent photo here: |
| Given Name (Middle): | Preferred Name (if different from given): | |
| Date of Birth (YYYY/MM/DD): | English or Chinese Name (if applicable): | |
| Age: | Gender (Male/Female): | Country of Birth: |
| Passport Country: | Passport Number: | Passport Expiration Date: |
| Grade Applying For: | Anticipated Starting Date: | Last Grade Completed: |
| Has your child previously applied to or attended KIA? Yes/No | | |

| Educational Background | | | | | |
|---|---------|--------------|----------------|-------------------------|--------------------------------|
| (List all schools attended, begin with the most recent school) | | | | | |
| Name of School | Country | School Type* | Grade Attended | Language of Instruction | Dates Attended (MM/YY – MM/YY) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| *(international, private, public, home, other-please describe) | | | | | |
| Has your child ever repeated a grade? Yes/No If yes, which grade? | | | | | |
| Has your child had any ongoing behavioral issues? Yes/No | | | | | |
| Has your child ever been tested or referred for testing for a learning disability? Yes/No If yes, please provide specific details and enclose Psychological Report and last IEP: | | | | | |
| Has your child ever been suspended or expelled from school? Yes/No If yes, please provide specific details: | | | | | |

| Language Information | | | | |
|-------------------------------|--------|--------|--------|-----------------|
| Language Spoken by Your Child | Read? | Speak? | Write? | Spoken at Home? |
| First Language: | Yes/No | Yes/No | Yes/No | Yes/No |
| Second Language: | Yes/No | Yes/No | Yes/No | Yes/No |
| Other Language: | Yes/No | Yes/No | Yes/No | Yes/No |

| | child with peers | child with parents | parents with child | parents with other adults |
|--|------------------|--------------------|--------------------|---------------------------|
| Language Spoken by | | | | |
| Has your child previously studied the English language? Yes/No | | | | |
| If yes, for how long and in what setting? | | | | |
| When was the most recent English language study? | | | | |

KIA Language Policy

In order for KIA to make content learning accessible for all students, we have developed an English Language Learner program to serve qualifying students to develop their English language skills. Based on your previous answers, KIA may need to assess your child’s English ability with an English proficiency test. Students must meet minimum requirements in order to be admitted to KIA. Upon completion of the assessment, you will be informed of the results.

Siblings Information

| Name | Age | Grade | School currently attending | Applying to KIA? |
|------|-----|-------|----------------------------|------------------|
| | | | | Yes/No |
| | | | | Yes/No |
| | | | | Yes/No |

| Authorization | |
|---|---|
| <p>KIA occasionally photographs or videotapes students while they are participating in school activities. These photos/videos are generally used for school promotional materials, newsletters, or the school website.</p> <p>I agree to let Kunming International Academy use my child’s photo or a video of my child for promotional materials and/or on the KIA website. <input type="radio"/> Yes <input type="radio"/> No</p> <p>I agree to let KIA publish my child’s name, grade, home telephone number, and my name in the parent directory, which is made available to all parents of Kunming International Academy students. <input type="radio"/> Yes <input type="radio"/> No</p> | |
| <p>_____ Signature of Father/Guardian</p> | <p>_____ Signature of Mother/Guardian</p> |
| <p>Date: _____</p> | |

Health Information

Please check Yes or No as it pertains to your child's medical history

| | Yes | No | | Yes | No |
|-------------------------------|-----|----|--------------------|-----|----|
| ADD/ADHD | | | Heart Problems | | |
| Allergy (food, medicine, etc) | | | Hearing Problems | | |
| Anemia | | | Kidney Disease | | |
| Asthma | | | Measles | | |
| Bone Fractures | | | Migraine Headaches | | |
| Cancer | | | Rheumatic Fever | | |
| Diabetes | | | Rubella | | |
| Dermatological Disease | | | Scarlet Fever | | |
| Epilepsy/Seizures | | | Surgery | | |
| Gastrointestinal Disorder | | | Tuberculosis | | |

For any of the "Yes" answers from the above, please provide specific details:

List any medications currently taken by your child:

Does your child have any emotional, behavioral, or psychiatric problems? If yes, please provide specific details:

Does your child have any conditions that may affect or limit his/her full participation in physical education classes, sports, or school trip? If yes, please provide specific details:

| Allergies | Type of Reaction |
|-----------|------------------|
| | |
| | |
| | |
| | |

Permission for Emergency Treatment

In the event that I cannot be reached in an emergency, I give permission for my child to receive medical treatment, including transport to the most accessible hospital, as deemed necessary by the school authorities.

Signature of Father/Guardian

Signature of Mother/Guardian

Date: _____

Permission for Giving Medication for Minor Illness/Injury

I hereby give permission for my child to be given mild over-the-counter medications from the school health provider.

| | Yes | No | | Yes | No |
|------------------------------------|-----|----|-------------------------------|-----|----|
| Tylenol (non-aspirin) | | | Benadryl (allergies) | | |
| Ibuprofen (non-aspirin) | | | Cough or sore throat lozenges | | |
| Antacid tablets (stomach problems) | | | | | |

Signature of Father/Guardian

Signature of Mother/Guardian

Date: _____

Any other medical conditions we need to know:

| Family Information | Father | Mother |
|---|-------------------|-------------------|
| Family Name: | | |
| Given Name: | | |
| Passport Country: | | |
| Passport Number: | | |
| Mobile Number: | | |
| Home Address: | | |
| Kunming Address: | | |
| Occupation: | | |
| Employer: | | |
| Work Address: | | |
| Work Phone Number: | | |
| Email Address: | | |
| Full Time Resident of Kunming? | Yes/No | Yes/No |
| English Fluency? | Good/Limited/None | Good/Limited/None |
| Preferred Language of Communication | | |
| Custodial Parent (If applicant lives with only one parent): Father / Mother | | |

| Emergency Contact | | |
|---|----------------------|----------------|
| In case of emergency, school staff will contact the following adult in Kunming, if parents cannot be reached: | | |
| Name: | | Email address: |
| Current Mobile Number: | Current Home Number: | Relationship: |
| How were you referred to KIA? | | |
| Internet / Advertisement / Family/Friends / Employer / Relocation Agency / Other | | |

Agreement

Parents/Guardians of student(s) enrolled in Kunming International Academy, KIA, by signing this contract, you are stating that you have read and agree to the following:

We as

- Parents/Guardians understand that the purpose of KIA, as a private and non-profit institution, is to provide quality education for the children of the Kunming international community. This education is designed to help develop mature and healthy young adults to achieve their full potential as world citizens.
- Parents/Guardians have read and agree to abide by the rules as outlined in the Parent-Student Handbook and as posted on the school's website, www.kia-china.org.
- Parents/Guardians will support the disciplinary policies of the school, as well as the disciplinary actions carried out by KIA staff for the purpose of building character and to maintain a school atmosphere conducive for learning.
- Parents/Guardians agree to participate in all requested teacher/administrative meetings.
- Parents/Guardians understand that KIA does not provide school bus or other transportation to and from school. It is Parents'/Guardians' responsibility to arrange safe transportation to and from school for their child(ren), and KIA assumes no liability.
- Parents/Guardians will not hold KIA or any of its staff, either individually or corporately, liable for any injury of illness of any of their enrolled children, off campus (or on campus if students are not complying with KIA rules) with the understanding that insurance or medical coverage of the child is the responsibility of the parents.
- Parents/Guardians understand that KIA reserves the right to determine the placement of their child in the grade level or subjects evaluated to be most appropriate for his/her school experience/age.
- Parents/Guardians agree to give KIA full payment for damaged books, or other materials (beyond customary wear), as well as damage to school property caused by their child.
- Parents/Guardians must give 10 school days written notice to KIA prior to withdrawing their child(ren).
- Parents/Guardians agree to pay the tuition and fees due to KIA in accordance with the payment plan chosen below.
- To the best of our knowledge all the information provided in the school application pack is complete and accurate.
- Parents/Guardians understand that failure to disclose any requested information may result in a delayed enrollment and/or the student being dismissed from KIA.
- Parents/Guardians fully acknowledge receipt and review of the KIA Financial Policies 2019-2020 and agree to all terms, conditions, and due dates enclosed (payment due dates also listed below).

Please **choose** one of the following:

- Option 1 - Payment in Full by 3 June 2019, 2% discount
- Option 2 - Semester Payment Plan due on 3 June 2019 and 2 December 2019

Late payment penalties apply (please refer to KIA Financial Policies 2019-2020)

Signature of Father/Guardian

Signature of Mother/Guardian

(Date)



KUNMING INTERNATIONAL ACADEMY
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ACCEPTABLE COMPUTER USE POLICY

PURPOSE

The purpose of KIA computers and Internet access is to promote educational opportunities and to provide students and teachers with an array of educational resources to help meet the goals of the curriculum and the expected school-wide learning results.



EXPECTATIONS

The network shall be used in a manner consistent with the school's educational mission, philosophy, and student learning goals, and with school policy as stated in the Parent and Student Handbook. Staff and student access to the Internet is provided with the understanding that some material accessed on the Internet may be inaccurate and that some resources may contain material that is deemed contrary to prevailing community standards or inappropriate for classroom use. Access to such resources will not be permitted. If such inappropriate material is inadvertently encountered, it shall be the user's responsibility to disengage immediately and inform the teacher or network administrator. Access to the network is a privilege, not a right, extended to school staff, students, and other authorized users. Users have the responsibility to respect the rights of other users in our network community and on the Internet. Users are expected to act in a responsible, ethical, and legal manner, in accordance with school policy when using the network. A user who commits a violation may have his/her access privileges revoked, as well as whatever other disciplinary action may be deemed appropriate by the administration.

DEFINITIONS

- Network – Any school computer, whether accessing the Internet or not.
- User – Any student or staff member authorized to use school computers.
- Network Administrator –IT technician

GUIDELINES

This policy does not attempt to articulate all required behaviors by users of the network. In any specific situation, we rely upon each individual's judgment of appropriate conduct. To assist in such judgment, the following guidelines are provided:

- Any use for illegal purposes, or in support of illegal activities, is prohibited.
- Any access to pornographic, sexual explicit or immoral websites is strictly prohibited.
- Any use for political or commercial purposes is prohibited.
- Any use that disrupts the educational and administrative goals of the school is prohibited.
- Any reproduction of copyrighted material without express written permission is prohibited.
- Never give out personal information over the Internet.
- Users may not copy other people's work or intrude into other people's files.
- Network storage areas will be treated as school property (i.e. lockers), which may be inspected at any time. Network administrators or other appropriate staff may review communications to maintain integrity system wide and ensure that users are using the system in an appropriate manner.
- Users should neither download nor install any commercial software, shareware, or freeware onto network discs or drives, unless they have written permission from the network administrator.

- Students are allowed to use the Internet or computers only with staff supervision and permission.
- Student use of the Internet is restricted to direct school and homework purposes.
- No profane, abusive, or impolite language should be used to communicate on the network or on the internet.
- Users may not log onto Internet radio or other broadcast sites except for specific educational purposes.
- Instant messaging, chat rooms, and social networking sites (*Facebook, MySpace, Twitter, etc.*) are prohibited unless required or encouraged by teacher for class assignments.
- Users are not to change desktop graphics, add or delete icons, add or delete passwords to computer settings.
- Users will store data on personal CD's, DVD's or USB flash drives. KIA will not be held responsible for missing or corrupt files.
- School computers are not intended for gaming.

STUDENT-OWNED COMPUTERS AT SCHOOL

The use of student-owned computers in the classroom is encouraged with the expressed permission of the teacher.

- The use of the student-owned computer falls under the guidelines of the "Acceptable Computer Use Policy" while on campus.
- Student-owned computers may not be connected to the school network.
- Power cords may be used for laptop computers during class time, unless a safety hazard (i.e. tripping or electrical) is present.
- Laptop computers may be recharged at school with staff permission.
- The school is not responsible for stolen or damaged property.

SCHOOL WiFi SYSTEM:

Students are not allowed to access the school WiFi system with their personal devices unless the following conditions are met:

The express written permission of their teacher, and only for school related purposes. The time period the student has access to the school WiFi system must also be clearly stated by the teacher.

The student must have an "anti-virus protection software" on their personal device to access the school WiFi system. If the student/parents are unsure what an acceptable "anti-virus protection software" is, our school IT department can help them determine this. Note: KIA is not responsible for providing student anti-virus protection software. This remains the domain of the parents/students. We can, however, suggest Avast as a robust and free virus protection solution for any computer: www.avast.com

VPN (Virtual Private Network) USE AT SCHOOL:

- Students are not allowed to use a personal VPN at anytime on school grounds unless with the express written permission of their teacher, and for school related purposes. A VPN may expose the student(s) to malicious content, viruses, spyware and questionable online activities.

By signing my name, I agree to abide by the above guidelines and policies.

Student's Name (Printed): _____ Grade: _____

Student Signature: _____

Parent Signature: _____

Date: _____