



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 components. Furthermore, the student 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 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
- Admission 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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E-mail: info@kia-china.org

Policies & Qualifications

Admissions Policies

- Kunming International Academy 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 complete application, submit all documentation as required by the school as well as set up an appointment for an interview and testing dates.
- KIA is designed to serve the international community in the Yunnan Province. Therefore, at least one parent/guardian must live with the student in Yunnan Province for a minimum of nine months of the year.

Qualifications:

- Applicants and one parent/guardian 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 an 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. The number of students needing English Language Development (ELD) services is limited to 50% of the number of students enrolled in the grade level.
- Based on the student's application and school records, KIA may conduct an entrance screening using various tests. Students must meet minimum requirements, in English language proficiency, general knowledge, and developmental readiness.
- Admission to KIA is determined by KIA principals and is based on the age of the student, previous school record, test results and availability in the applicant's grade level.
- Students must turn four years old by 1 September in order to start Junior Kindergarten (K4) or five years old by 1 September in order to start Kindergarten (K5). Minimum age placements are to be followed when determining grade placement.
- Qualified students will be accepted in order of the reception of their application. Current students are given preferred re-enrollment prior to 31 March. When the limit of the class has been reached, 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 enters KIA after the start of the school year, there may be up to a five day teacher notification period from the time final testing results are announced until the student's first day of school.

I understand that if my child 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 Yunnan Province during the school year.

I have read and understood the above admissions' policies for Kunming International Academy.

Signature of Father/Guardian

Signature of Mother/Guardian

Date: _____

Application

Place recent
photograph of
child here or
attach to e-mail.

Student Information

Family Name (Last)

Given Name (First)

Given Name (Middle)

Name Called:
(if different from given)

English or Chinese Name
(if available)

Gender

Age

Date of Birth (dd/mm/yyyy)

Country of Birth

Passport Country

Religion

Passport Number

Passport Date of
Expiration

Anticipated Entrance Grade

Anticipated Enrollment
Date

Last Grade Completed

Has applicant previously applied to or attended KIA?

Yes

No

Family Information

Home Address

Home Phone Number

Custodial Parent (If the student lives with only one parent) Father

Mother

Father

Family Name

Given Name

Given Name

Country of Birth

Passport Country

Religion

Passport Number

Mobile Phone Number

Fax Number

Occupation

Employer

Email Address

Work Address

Full Time Resident of Yunnan? Yes

No

English Fluency? Good

Limited

None

Preferred Language for communication: _____

Mother

| | | |
|--|---------------------|---------------|
| _____ | _____ | _____ |
| Family Name | Given Name | Given Name |
| _____ | _____ | _____ |
| Country of Birth | Passport Country | Religion |
| _____ | _____ | _____ |
| Passport Number | Mobile Phone Number | Fax Number |
| _____ | _____ | _____ |
| Occupation | Employer | Email Address |
| _____ | | |
| Work Address | | |
| Full Time Resident of Yunnan? <input type="radio"/> Yes <input type="radio"/> No | | |
| English Fluency? <input type="radio"/> Good <input type="radio"/> Limited <input type="radio"/> None | | |
| Preferred Language for communication: _____ | | |

Siblings

| Name | Age | Grade | School | Applying to KIA? |
|------|-----|-------|--------|--|
| | | | | <input type="radio"/> Yes <input type="radio"/> No |
| | | | | <input type="radio"/> Yes <input type="radio"/> No |
| | | | | <input type="radio"/> Yes <input type="radio"/> No |
| | | | | <input type="radio"/> Yes <input type="radio"/> No |

Educational Background

(Please list all past school experience, beginning with the most recent)

| School Attended | Language of Instruction | Country | *School Type | Grades Attended | Dates Attended |
|-----------------|-------------------------|---------|--------------|-----------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

*(international, private, public, home,, other-please describe)

Has your child ever repeated a grade? Yes No If yes, which grade? _____

Has your child ever been tested or referred for testing for a learning disability? Yes No

If yes, explain and send Psychological Report and Last IEP: _____

Has your child ever been suspended or expelled from school? Yes No

If yes, explain: _____

For Students Transferring From a NON-US School System

Country in which student most recently attended school: _____

School type(home, private, public, international, other-please describe): _____

Language of Instruction: _____

Month the school year begins?

Month the school year ends?

Language Background

| Languages Spoken by Applicant | Read? | Speak? | Write? | Spoken at Home? |
|-------------------------------|--|--|--|--|
| First Language: | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No |
| | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No |
| | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No |

| | child with peers | child with parents | parents with child | parents with other adults |
|---------------------|------------------|--------------------|--------------------|---------------------------|
| Languages Spoken by | | | | |

Has your child previously studied the English language? Yes No

If yes, 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 who need 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.

How were you referred to KIA?

Internet Advertisement Family/ Friends Employer Relocation Agency Other

Health Information

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

| | Yes | No | | Yes | No |
|--------------------------------|-----|----|------------------------|-----|----|
| ADD/ADHD | | | Kidney Disease/ Injury | | |
| Allergy (food, medicine, etc.) | | | Measles | | |
| Anemia | | | Migraine Headaches | | |
| Asthma | | | Mumps | | |
| Bone Fractures | | | Polio | | |
| Cancer | | | Rheumatic Fever | | |
| Chicken Pox | | | Rubella | | |
| Diabetes | | | Scarlet Fever | | |
| Epilepsy/ Seizures | | | Surgery | | |
| Heart Conditions/ Murmur | | | Tuberculosis | | |
| Hearing Problems | | | Vision Problems | | |

Please explain any "Yes" answers from above. _____

List any medications your child takes.

Does your child have any emotional, behavioral, or psychiatric problems? If so, please explain below.

Does any condition affect or limit your child's full participation in physical education classes, sports, or school trips?

Yes No

If yes, explain: _____

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

| 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 Phone Number | Current Home Phone Number | Relationship |

| 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 school authorities. | |
| _____ | _____ |
| <i>Signature of Father/Guardian</i> | <i>Signature of Mother/Guardian</i> |
| Date: _____ | |

| Permission for Giving Medication for Minor Illness/Injury | | | | | |
|--|-----|----|-------------------------------------|-----|----|
| <i>I give permission for my child to be given mild over-the-counter medications from the school health provider.</i> | | | | | |
| | Yes | No | | Yes | No |
| Tylenol (non-aspirin) | | | Benadryl (for allergies) | | |
| Ibuprofen (non-aspirin) | | | Cough or sore throat lozenges | | |
| Antacid tablets (stomach problems) | | | Anything else we need to know: | | |
| _____ | | | _____ | | |
| <i>Signature of Father/Guardian</i> | | | <i>Signature of Mother/Guardian</i> | | |
| Date: _____ | | | | | |

| Authorization | |
|---|--|
| 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. | |
| 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 |
| 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 |
| _____ | _____ |
| <i>Signature of Father/Guardian</i> | <i>Signature of Mother/Guardian</i> |
| Date: _____ | |

Agreement

Parents/Guardians of student(s) enrolled in Kunming International Academy, 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 within the framework of a Faith based worldview. 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 Kunming International Academy or any of its staff, either individually or corporately, liable for any injury or illness of any of their enrolled children, off campus (or on campus if students are not complying with rule) 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 a 20 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 Kunming International Academy.
- Parents/Guardians fully acknowledge receipt and review of the Kunming International Academy Financial Policies 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 1 June 2017, 2% discount
- Option 2 - Semester Payment Plan due 1 June 2017 and 1 December 2017

Signature of Father/Guardian

Signature of Mother/Guardian

(Date)

(Date)



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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: _____