



Maria Montessori Educational Organisation  
瑪利亞蒙特梭利教育機構

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Application for Admission 2019-20  
2-Day or 3-Day Pre-Casa Program 兩天或三天課程

**SECTION A Student Information 學生資料**

First name	Last name	Gender M / F
Name in Chinese (if applicable)	Date of Birth (dd/mm/yy) / /	
Toddler program currently attending: Program	Campus	For how long?
Student number in Toddler Program	Allergies or dietary concerns: (please be specific)	

**SECTION B Parent Information 家長資料**

Preferred contact email	
Name of Father	Mobile Number
Name of Mother	Mobile Number
Address	

**SECTION C Campus and Program 校舍和課程**

Tin Hau Campus 天后校舍	<b>2-Day (Tue &amp; Thu)</b> <input type="checkbox"/> 2:00pm to 4:00pm Seek entry for (mm/yy): _____ <b>\$3,600/month</b>	<b>3-Day (Mon, Wed &amp; Fri)</b> <input type="checkbox"/> 2:00pm to 4:00pm Seek entry for (mm/yy): _____ <b>\$4,600/month</b>
Lei King Wan Campus 鯉景灣校舍	<b>2-Day (Tue &amp; Thu)</b> <input type="checkbox"/> 2:00pm to 4:00pm Seek entry for (mm/yy): _____ <b>\$3,600/month</b>	<b>3-Day (Mon, Wed &amp; Fri)</b> <input type="checkbox"/> 2:00pm to 4:00pm Seek entry for (mm/yy): _____ <b>\$4,600/month</b>
North Point Campus 北角校舍	<b>2-Day (Tue &amp; Thu)</b> <input type="checkbox"/> 2:45pm to 4:45pm Seek entry for (mm/yy): _____ <b>\$3,600/month</b>	

1. Student must be at least 2 years old at time of entry.
2. School uniform is required. You may purchase at any of our Pre-Casa campuses. Samples are available for sizing.
3. Please submit the following with this application: a copy of the student's birth certificate; 2 recent passport size photos; a security deposit payment of \$5,000.
4. Please submit the completed form to any of our campuses during office hours, or send by post to:  
**Units B & C, LG/F & UG/F, 16 Tin Hau Temple Road, Tin Hau, Hong Kong**
5. Once the above is received, an enrollment confirmation will be sent by email within 2 working weeks.

**Payment Method:**

Cheque only  
Payable to: Island Children's Montessori House

Have you enclosed the following? <input type="checkbox"/> Birth certificate <input type="checkbox"/> 2 recent passport size photos <input type="checkbox"/> Security deposit payment of \$5,000
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Contact us: admissions@icms.edu.hk

1. The minimum enrolment to the 2-day or 3-day program is 36 lessons (referred to as a "term").
2. A security deposit of \$5,000 must be paid at the time of application.
3. Tuition fees are invoiced by the term and payable monthly.
4. Tuition fees are due and payable on the 1st day of each enrolled month.
5. Tuition fees once paid are not refundable. There are no partial tuition fee refunds.
6. Tuition fees will be subject to annual review.
7. Students must wear school uniform to school.
8. Postponing the start date:
  - Before commencing class, postponement is possible within 1 calendar month of the original commencement date
  - Each term must be completed within 5 months of the original commencement date
  - Withdrawal during the period of postponement: the security deposit will not be refundable
9. Make-up lessons:
  - 2 make-up lessons are permitted for every 12 consecutive lessons
  - Make-up lessons should be taken within 30 days of the missed lesson
  - Make-up lessons can be requested by email
  - Unused make-up lessons cannot be carried over to the next 12-lesson parcel, or result in additional make-up lessons
10. Class cancellations: EDB advice on class cancellations is observed, including: Tropical cyclone number 3 or above, black rainstorm warning advice.
11. Sickness or personal leave will not result in tuition adjustment, refund or additional make-up lessons.
12. Assessments and Certificates.
  - Students will receive an assessment report for every 12 enrolled lessons
  - A Certificate of Completion will be awarded upon successful attendance of at least 3 terms in the program
13. The security deposit is refundable upon completion of the enrolled (or re-enrolled) term and with a minimum withdrawal notice period of 12 lessons.
14. The security deposit is not refundable under these conditions:
  - Withdrawal prior to the commencement of the enrolled or re-enrolled term
  - Incompletion of the enrolled or re-enrolled term
15. Withdrawal:
  - Before commencement of the enrolled term, please refer to point 13.
  - After commencement of the term, a minimum withdrawal notice period of 1 calendar month is required
  - During the notice period, tuition fees remain payable regardless of attendance
16. Island Children's Montessori House, Island Children's Montessori School, Island Montessori International Nursery and Kindergarten and its instructors, teachers, administrators, officers, directors, agents and employees will not be responsible or liable for student or caregiver's personal injuries, accidents, losses or any other damages occurred and incurred at any time on school premises.

**Parent Declaration and Acceptance of Terms**

I acknowledge having read the Terms of Enrolment. I hereby understand and agree to follow and adhere to the policies outlined, and such other rules and regulations that may be added hereafter by Island Children's Montessori House.

I hereby permit my child to be filmed or photographed by Island Children's Montessori House and I hereby irrevocably grant permission for my child's likeness to appear in curriculum related areas and promotional materials authorized or published by Island Children's Montessori House and Island Children's Montessori School and Kindergarten without notice or compensation, including Instagram, Facebook and school website. I understand that requests for my child's photos to not be used must be explicitly made in writing.

Name of Child: \_\_\_\_\_

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

Parent name and signature: \_\_\_\_\_