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**TITLE: ADMISSIONS POLICY**

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*“Caring: We show empathy, compassion and respect. We have a commitment to service and we act to make a positive difference in the lives of other and in the world around us.” (Learner Profile, IBO, 2013)*

**1.0 Objective**

To provide guidelines for the admissions of students into the Canadian International School Kunshan.

**2.0 Qualification for Applying to CISK**

Canadian International School Kunshan must abide by the National Education Commission of China’s guidelines and the laws of the local government and educational bodies by admitting students to our school:

Type
1. Students and parents are foreign passport holders with valid visas.
2. The student and one parent are foreign passport holders with valid visas.
3. Macau, Hong Kong and Taiwan passport holders are considered foreign passports and one parent holds permanent residency in these areas.
4. The student holds foreign passport with a valid VISA, one parent holds permanent residency in that country.

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| <p>5. One parent holds permanent residency abroad and meets the criteria of introduced overseas high-level talents and the student holds permanent residency of the same country.</p> |
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### **3.0 Application and Admission**

Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents have been received. Families seeking admission for their child(ren) are advised to apply as early as possible as certain classes or groups could fill quickly. All are encouraged to visit our website to learn more about our Early Years, Primary and Secondary divisions, Diploma Programme and other school programs.

#### **3.1 Admissions Committee and Decision Making Process**

The admissions committee is comprised of the Head of School and Admissions Coordinator. When appropriate, additional members of staff will also be consulted. In exceptional periods (such as school holidays), a final decision on an application may be made by one member of the committee, rather than the two normally required.

Application files are reviewed by each member in turn and comments/recommendations are circulated on paper or by email. In cases where it is deemed necessary, the Committee will meet to discuss issues relating to the application in question. For the time the application is completed, the Admissions Committee aims to return a decision within ten days, pending and further follow-up that may be required.

All CISK students must have a legal guardian who resides in China, and any applicant who will turn 18 before they start school must provide proof of visa before a place can be offered. Parents of existing students are responsible for arranging visas as soon as the student turns 18. These documents are needed for curriculum-related trips and other school events, hence they are a requirement.

The final decision on all applications rests with the Head of School.

#### **3.2 Application for Admission**

An application cannot be processed until all of the following items have been submitted:

1. Completed application form
2. The student's academic records from the past two school years
3. A copy of the vaccination record
4. A photocopy of the student's and parent's passport
5. Passport-size photo of the student and each parent/guardian
6. A photocopy of the student's visa
7. Payment of the non-refundable registration fee
8. Medical Form
9. Signed copy of the CISK Enrollment Agreement

All items requested for admission must be in English

Nursery and Kindergarten:

For all students enrolling in our Nursery or Kindergarten programs, additional information regarding their independence in feeding and toileting must also be provided. For children entering Nursery and above it is expected that they are able to feed themselves independently and are fully toilet trained.

### **3.3 Criteria for Admission**

Each candidate's application materials are carefully studied in order to assess their suitability for admission. We look for candidates:

- Who are motivated/determined
- Whose academic performance is average to excellent
- Whose conduct is good overall, and who are respectful to others
- Who are, and whose parents are, committed to the CISK vision, mission and philosophy
- Who are internationally minded
- Who would benefit from the CISK curriculum
- Whose qualities would enrich the CISK community and be a positive contribution to it

Previous experience with Canadian or IB curriculum can also be an advantage, but are not a prerequisite for admission

If a student broadly corresponds to CISK's admissions criteria, but is currently having difficulty reaching his or her full potential, the student may be admitted, in certain cases, pending his or her (and his or her parents' agreement) to engage in a program of additional support. This may include for example, Counseling, learning support and additional language support programs. Such decisions remain, however, entirely at the discretion of the Admissions Committee

Fluency in English is not a criterion for admission (with the exception of students applying for grades 10, 11 or 12, in which cases a minimum level of English is required). However, we do aim to limit the number of students with no prior exposure to English in every grade.

### **3.4 Grade Level Placement**

All grade level placement decisions and any change in grade placement are made by the Head of School in consultation with relevant staff.

- a) Pre-School: 3 years old by December 31 as of the year of entry.
- b) Junior Kindergarten: 4 years old by December 31 as of the year of entry.
- c) Senior Kindergarten: 5 years old by December 31 as of the year of entry.
- d) Placement in all other grades will be based primarily on the December 31 entry age date, although exceptions can be made on a case-by-case basis at the discretion of the Head of School or the respective Principals.

### **3.5 Placement Assessment**

All students will have placement assessment that will take place on CISK campus:

- a) **Pre-school:** Students need to have beginning English skills as determined through a small group interview with a teacher. Social skills and the ability to follow instructions in English are also part of the assessment.
- b) **Junior Kindergarten:** Students need to have basic language skills as determined through a small group interview with a teacher. Social skills and the ability to follow instructions in English are also part of the assessment.
- c) **Senior Kindergarten:** Students need to have the ability to speak in simple sentences and to understand and respond to a teacher's general instructions and questions in English. Students should be approaching STEP 2 on the continuum of the Steps to English Proficiency assessment tool. Social skills will also be part of the assessment.
- d) **Grades 1-3:** Students will be assessed on vocabulary, reading, writing, comprehension, mathematics, and speaking skills.  
Students should be at STEP 2, as a minimum, on the continuum of the Steps to English Proficiency assessment tool. Students must be a grade level in mathematics. Social Skills will also be part of the assessment.
- e) **Grades 4-6:** Students will be assessed on vocabulary, reading, writing, comprehension, mathematics, and speaking skills. Students should be at STEP 3 as a minimum, on the continuum of the Steps to English Proficiency assessment tool. Students must be a grade level in mathematics. Previous academic results and a student reference will also be taken into consideration.
- f) **Grades 7-10:** Students will be assessed on vocabulary, reading, writing, comprehension, mathematics, and speaking skills. Students should be at STEP 3, as a minimum, on the continuum of the Steps to English Proficiency assessment tool. Students must be a grade level in mathematics. Previous academic results and a student reference will also be taken into consideration.
- g) **Grade 11:** Students will participate in an entrance interview with a member of the admissions team and the DP Coordinator. Students will complete an entrance examination in English, Chinese and Mathematics to help inform their admission decision. Previous academic results and a student reference will also be taken into consideration. **The acceptance of a student into the IBDP program is at the discretion of the Head of School and IB Coordinator.** Please see the promotion policy in the appendix for specifics on entrance into the DP and through the program.
- h) **Grade 12:** Students will not be accepted into the DP in grade 12 as it is a two year program. Special cases may be considered and **the acceptance of a student into the IB program in year 2 is at the discretion of the Head of School and IB Coordinator.**

### **3.6 Special Education Needs**

CISK has very limited access to specialized support systems to meet the needs of special needs students. Parents or guardians of any applicant having a specific need must submit complete reports with their application. These could include individualized education plans (IEPs), psychological reports or speech and language reports. Any student with significant academic or physical needs for which the school does not have adequate support will not be admitted.

Students needing learning support may be admitted if it is believed that the school can offer appropriate support and the child can be placed in a regular classroom where modifications or accommodations can address the learning need. When reviewing the application of a student with specific needs, the Admissions Committee will take into consideration all of the other needs in that grade, and with additional support from staff make a decision. As part of this process the applicant will normally be interviewed and the Admissions Committee reserves the right to request that psycho-educational evaluation be conducted before a decision is made. In the case where a specific need has not previously been identified, the school reserves the right to review the situation in order to assess the appropriateness of the student's presence in the school based on our ability to address his or her needs.

### **3.7 Post-review Procedure**

When a decision has been made on a candidate's application, parents will be notified by phone or email within 48 hours. Subsequently, the action taken varies depending on the decision made regarding the student:

**Acceptance:** if an applicant is accepted, this will be followed up by a formal email of acceptance. Some applicants may be accepted on a probationary basis and granted full admission upon successful completion of the necessary parameters. Parents must accept the space at CISK within 10 days, failure to do so could result in the space being offered to another student.

**Denial:** if an applicant is denied a place, a formal email will be sent to confirm this

**Waiting List:** if an applicant is accepted but there is no room in the current class, he or she will be placed on a waiting list. The parents will be sent an email to confirm this. When a place becomes available in the appropriate class, it will be offered to a student on the waiting list. Criteria used to decide which student on the waiting list is offered a place include:

- Siblings already attending, accepted or applying to the school
- Current classroom dynamic and considerations
- Background experience in a Canadian or IB Program

### **4.0 Absences**

When a student is absent from school, the parents are required to inform the school either the day of the absence or immediately upon their return to school. This notification should be made to the

front desk at CISK via the absence phone number. If notice of absence is not received, the school will contact the parents directly.

It is recommended that parents avoid arranging holidays that will result in the student missing classes. If this is unavoidable the parents are encouraged to inform the school as far in advance as possible.

If a student is absent for more than fifteen days without informing the school they will be removed from the register and need to reapply if they return.

## **5.0 Leaving/Withdrawal**

Families intending to leave CISK must inform the school as soon as they are aware. The appropriate withdrawal forms need to be completed and handed in to the Admissions Office. Only the withdrawal form will be accepted, no other notices will be accepted including verbal or written notices.

## **6.0 Re-applicants**

All re-applicants to CISK are subject to the same admissions procedure they underwent during their first application. This includes any changes to policy, fees or documentation. At the discretion of the Head of School, students who left the school within 12 months may have the application process waved.

## **7.0 Re-registration**

At the end of every school year every student at CISK must fill out the proper documentation indicating if they intend to return or not the following school year.

## **8.0 Fees**

### **8.1 Notes:**

School fees shall be paid by the due date as indicated on the invoice, for the 1st & 2nd semester.

Family Program: When a family registers more than one child at CISK, the second sibling at the time of registration, will be eligible for 10 % discount of the tuition fee. The 10% discount applies to the cost of the lower tuition fee.

Transportation: "Within Kunshan" refers to Kunshan City Proper, excluding Huaqiao, Lujia, Zhouzhuang, Dianshan Hu, Qiandeng, Zhangpu and Jinxi.

### **8.2 Payment**

#### Payment Terms

School fees shall be paid by the due date as indicated on the invoice.

Late Charge is calculated at 0.3% of unpaid fees per day.

If a parent or guardian requests a semi-annual payment, there will be an administration fee of 5%.

### Methods of Payment

Payment should be credited to our bank account in either RMB or CAD money order/certified check/bank draft. If choosing wire transfer, please send a copy of the remittance note (*indicate the name of the student*) to our *Admission & Student Services*.

Add: 1799 Zuchongzhi Road, Kunshan, Jiangsu Province, 215347, China. Email: admissions@ciskunshan.org  
Telephone: +86 512 57781328/36885150 Cell: +86 15151638877 Fax: +86 512 55006328

When paying in CAD, the exchange rate will be calculated according to the exchange rate declared by the Bank of China on the date of issuing the invoice.

### **8.3 Refund**

#### Withdrawal Notice

A *NOTIFICATION OF WITHDRAWAL* in writing to CISK's *Admission & Student Services* one month *in advance* is necessary for all refunds before they take into effect. A student who fails to present *NOTIFICATION OF WITHDRAWAL* in writing, will not be eligible for any refund.

If a student fails to notify CISK of his/her intended withdrawal one month *in advance* then a month of tuition fee is deemed payable.

The contact information of our *Admission & Student Services* is as follows: Add: 1799 Zuchongzhi Road, Kunshan, Jiangsu Province, 215347, China.  
Email: admissions@ciskunshan.org Cell: +86 15151638877  
Telephone: +86 512 57781328/36885150 Fax: +86 512 55006328

## Tuition Fees

If a student is registered and does not attend any days of school in a semester, the tuition fees paid for that semester will be refunded in full. (*A NOTIFICATION OF WITHDRAWAL from CISK one month in advance is necessary.*)

If a child withdraws from CISK in less than one month during a semester, he or she is eligible to receive a refund of 80%.

If a child attends school for more than one month during a semester, the tuition fee paid for that semester will not be refundable.

The student is expected to adhere and support all the rules and regulations as set forth by CISK and failure to behave and conduct themselves in an exemplary fashion, may result in the student being asked by the School to leave during the course of a semester. If this transpires, the school may approve a refund of a *prorated amount of the semester tuition fees* for the days of the semester on which the student will not be permitted to attend. Students who choose to leave, but are not requested by the school to do so, will not be eligible for this refund.

## Application Fee

The Application Fee is non-refundable

## Transportation Fees & Food Fees

Transportation fees and school lunch fees paid will be refunded on a prorated basis for each remaining school day of that academic year with effect from the day of withdrawal, less a RMB 500 handling charge.

## Textbooks

If books are returned in good condition a 70% rebate will be applied to the textbook fee the following school year.



### Educational Resources Fees & Uniform Fees

Educational Resources fees and uniform fees are non-refundable.

### Refund Policy – Special Circumstances

Any outstanding financial obligations of the student will be deducted from any refund(s).

This may include athletic fees and charges for unreturned or damaged library books, locker keys, etc.

As stipulated by the Chinese Taxation Regulations, the return of the original official receipt issued at the time of payment is required to process each refund transaction. Thus parents are required to produce and return the official receipt issued by CISK at the time of payment. If the family is unable to present the original receipt, a 25% surcharge on the refund will be imposed.



