

Application Form 学生入学申请表

A. Student's Information 学生自然情况信息

Family or Last Name 姓:		Attach recent photo here 近期照片展贴处
Given Name(s) 名:		
Gender (Male /Female) 性别:	Nationality 国籍:	
Date of Birth 出生日期:	Current grade 目前所在年级:	
Passport No. /ID Card No. 身份证或护照号码:		
Date of Expiry 证件有效期:		
Grade Applying for 申请入读年级:		First of school day 申请入学时间:
MYP/DP Applicant's E-mail 中学部学生电子邮件:		
Home Address in Changchun 长春家庭住址:		
Home Address in Home Country 所属国家家庭住址:		

Mailing Address 信件邮寄地址 (Mandatory fields必填项)

Mailing Address 信件邮寄地址	
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注: (The address is delivery address, if you want to change the address, please inform school in written form. If school does not get your notification of changing the address, the original one will be as delivery address.)此地址为送达邮寄地址, 如地址更改, 请及时以书面形式通知学校。如学校没有得到更改地址通知, 则邮件发送至家长提供的原邮寄地址, 即视为已经送达。

Educational Information 学生教育经历 (由距今最近的就读学校开始填写)

Name of the School 就读学校名称	City&Country 就读国家及城市	Language of Instruction 授课语言	Type of School 学校授课体系	Grade 就读年级	Dates Attended 就读时间
			<input type="checkbox"/> U.K <input type="checkbox"/> U.S <input type="checkbox"/> IB <input type="checkbox"/> China <input type="checkbox"/> Germany <input type="checkbox"/> Other _____		
			<input type="checkbox"/> U.K <input type="checkbox"/> U.S <input type="checkbox"/> IB <input type="checkbox"/> China <input type="checkbox"/> Germany <input type="checkbox"/> Other _____		

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Student's Academic Information 学生目前成绩信息

Current school's scores/levels 在校成绩/水平					TOEFL 托福	IELTS 雅思
Total 总分	Math 数学	Chinese 语文	English 英语	Other 其他		

Student's Specialist Information 学生特长信息

Specialist area 特长:	Details 具体情况	Level 水平	Award Categories 获奖类别	Organization of issuing the certificates 颁发证书部门	Award Time 获奖时间

Sibling's Information (Other Children in the Family) 兄弟姐妹信息 (家庭其他子女信息)

Name 姓名	Dob 出生日期	School 在读学校	Grade 年级

Parents or appointed person pick up students 家长或指定人员接送

The people below will pick-up my children.

以下人员为常来校接送孩子的人员:

(1) Name 姓名 _____ Relation to the student 与学生关系 _____

(2) Name 姓名 _____ Relation to the student 与学生关系 _____

Parents authorized signature 家长授权签字: _____

* Parents have the responsibility and obligation to inform school of any authorization changes for their child's pick up. Without receiving any updated information, the parents will be held responsibilities for any consequence if a child leaves with an authorized person.

在常来接送孩子人员更改的情况下,家长有责任及义务在第一时间通知校方。如校方未及时收到家长授权接送人员更改信息,所发生的一切风险与由家长承担。

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B. Parent / Guardian's Information 父母/监护人信息

	Father/ Guardian 父亲/监护人	Mother/ Guardian 母亲/监护人
Name 姓名(*Mandatory item 必填项)		
Education Background 教育水平		
Position 职务(*Mandatory item 必填项)		
Company Name 单位名称 (*Mandatory item 必填项)		
Planned Years in Changchun 计划 在长时间 (*Mandatory item 必填项)		
Company Address 办公地址		
Mobile 手机(*Mandatory item 必填项)		
Nationality 国籍		
First Language 第一语言		
Second Language 第二语言		
E-mail 电子邮件(*Mandatory item 必填项)		

Note: It is the parent's responsibility to update this information as needed. Phone numbers and email addresses are extremely important in the application process.

备注：手机号码及邮箱地址是学生入学申请中非常重要的信息，家长有义务及时填写及更新该项信息。

C. Student's Language Information (For non-native English speakers only)

学生语言状况（母语为非英语学生填写）

First Language 第一语言：	Second Language 第二语言：
Other Language 其他语言：	Main Language spoken at home 家庭常用语言：

1. Is English used in the home? 学生在家是否说英语?

☐ Yes 是 ☐ No 否

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2. What is your assessment of your child's English proficiency?

您如何评价您孩子的英语水平?

English Skill Areas 英语技能	Assessment of Proficiency 评价				
	Advanced 优异	Upper Intermediate 中上等	Intermediate 中等	Beginner 初级	Non-speaker 零基础
Speaking 口语					
Listening 听力					
Reading 阅读					
Writing 写作					

3. Where has your child studied English?

您的孩子如何学习英语? (Please check and indicate the length of time 请填写学习时长)

<input type="checkbox"/> School 学校	<input type="checkbox"/> Private Tutor 私人教师	<input type="checkbox"/> Language School 语言学校	<input type="checkbox"/> Home/Other 家里/其他
Type of school 学校类别 <input type="checkbox"/> U.K <input type="checkbox"/> U.S <input type="checkbox"/> IB <input type="checkbox"/> China <input type="checkbox"/> Germany <input type="checkbox"/> Other _____	Length of time 时长 ____ hours 小时/day 天 ____ hours 小时/week 周 ____ months 个月 ____ years 年	Length of time 时长 ____ hours 小时/day 天 ____ hours 小时/week 周 ____ months 个月 ____ years 年	Length of time 时长 ____ hours 小时/day 天 ____ hours 小时/week 周 ____ months 个月 ____ years 年

4. What kind of English-level certificates has your child obtained?

您的孩子获得过什么等级的英语水平证书?

☐ Has not obtained any certificates 没有获得过任何证书

☐ Has obtained the certificates as below 获得过如下证书

Name of Certificates 证书名称	Level 水平	Organization of issuing the certificates 颁发证书部门	Time 颁发时间

5. Has your child received EAL (English as Additional Language) instruction at school before? 您的孩子之前是否在学校参加过 EAL 课程?

☐ Yes 是 Name of school 学校名称 _____ ☐ No 否

If yes, how long has he/she been in an EAL programme? 该生参加过多久的 EAL 课程?

From _____ to _____ (课程起始时间); _____ level (达到何种水平)

Health Information

学生健康信息

Permanent Student Medical History Record 学生病史情况 (需要时请附加证明等材料)

Name of the disease/condition 疾病/症状名称	Y 是	N 否	Medical Treatment 医疗手段/药物
多动症 Hyperactivity			
哮喘 Asthma			
糖尿病 Diabetes			
肺炎 Pneumonia			
心脏病 Heart Disease			
癫痫病 Epilepsy/Seizures			
偏头痛 Migraine			
眩晕症 Megrims			
多动症 ADHD			
水痘 Chicken Pox			
湿疹 Eczema			
脊柱问题 Spinal Problem			
肝炎 Hepatitis			
梦游症 Sleep Walking			
晕车/船 Car sickness/Sea sick			
特殊饮食禁忌 Food Prohibition/Allergy			
Others 其他需要告知学校的心理、行为、情绪异常情况			

Immunization Information 学生接种疫苗信息

(Please provide the copy of the immunization record 请提供学生的免疫接种报告的复印件)

Name of Vaccination 疫苗名称	Dates Received (Day/Month/Year) (Dates must be provided for a complete application) 接种日期(日/月/年) (日期必须填写完整)		
Measles/Mumps/Rubella(Required) 麻疹/流行性腮腺炎/风疹(必须接种)			
Diphtheria/Pertussis/Tetanus(Required) 白喉/百日咳/破伤风(必须接种)			
Poliomyelitis (Oral/Inject) (Required) 脑灰质炎(口服/注射) (必须接种)			
Hepatitis A 甲肝			
Hepatitis B 乙肝			

Varicella (Chicken Pox)水痘			
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Health Information

学生健康信息

BCG 卡介苗			
Meningococcus Group A A 群流脑疫苗			
Attenuated Japanese Encephalitis Vaccine/AJEV 减毒乙脑疫苗			
Meningococcus Group A+C A+C 流脑疫苗			
Rotavirus vaccine 轮状病毒疫苗			
Pneumococcal vaccine 肺炎球菌疫苗			
Haemophilus influenza type B/HIB 流感嗜血杆菌疫苗			

Allergies 学生过敏反应

Allergen Type 过敏源种类	Y 是	N 否	Allergen 过敏源名称	Drugs or Medication for Allergies 过敏症状/已知的可缓解过敏反应的 药物或医疗手段
Food 食物				
Insect bite 昆虫叮咬				
Drugs 药物				
Glues 乳胶				
Other 其他				

Weakness/Barrier to vision, hearing, and language ability

学生视力、听力、语言能力减弱/障碍情况

Type 种类	Y 是	N 否	Correction Method 矫正手段
Vision 视力			
Hearing 听力			
Language 语言			

I attest that my child's health information filled in above is accurate. If there is any change of health information, I shall inform the school immediately.

我承诺以上我填写的我的孩子的健康信息均准确无误，如我的孩子的健康信息有变化，我会在第一时间通知学校。

Tuition Statement 学费声明

All fees should be paid before the student starts school. Compulsory fees include registration fee, tuition, stationery fee, new student fee and returnable deposit, etc.

学校规定学生在入学之前必须缴纳完毕所有费用，包括注册费、学费、文具费、新生入学费、押金等费用。

Tuition 学费

The tuition fee covers all the major costs in running a high-quality educational program. The tuition fee varies according to grade level, as shown in the tuition and fees chart.

学费主要用于提供高质量教学内容所发生的成本支出。学校按年级的高低收取不同基准的学费，详见费用明细表。

Tuition fee is an annual fee. If the student who joins school during the school year, the tuition fee is charged from the month when the student enrolled in school to the end of the school year.

学费只可按整学年支付。如学生在学期中间入学，则学费按照学生入学当月开始计算至当学年结束，不足一个月按一个月计算。

Registration Fee 注册费

A one-time, none-refundable/none-transferable registration fee is payable at the time after passing the entrance exam.

面试通过的学生如需保留学位的则需提前缴纳注册费，注册费一旦交纳不予退还。

New Student Fee 新生入学费

A one-time, none-refundable/none-transferable new student fee covers a package of uniforms. New student fee is used to pay for the school uniforms needed for the first year, including the school uniforms needed for all four seasons. The fee is only paid in the first year of school and is non-refundable or non-transferable.

Stationery Fee 文具费

A none-refundable/none-transferable stationery fee covers all the stationery students will use in school, such as pens, rulers, notebooks, toys, etc.

文具费用于支付学生在校期间所使用的一切文具，包括笔记本，格尺，橡皮等。

Returnable Deposit 押金

A one-time returnable deposit fee is for the library books. If the students lose or break school book, it will be deducted from the deposit, if it does not happen, the deposit will be returned to the payer when students leave school.

押金主要用于学生借阅图书馆的书籍抵押，如学生丢失或损坏图书馆书籍，则需要照价赔偿，赔偿金会从押金中扣除，如未发生此种情况，学生离校时可全额退还。该费用学生入学第一年交纳即可。

E-Assessment Fee 10 年级电子考试费

When the students go to MYP5. They need to pay the E-Assessment fee.

10 年级的学生需要交纳电子考试费。

IB Final Exam Fee 12 年级 IB 考试费

DP2 student needs to pay the IB final exam fee, it is charged by IBO.

12 年级的学生需要交纳 IB 毕业考试费用，此项费用最终提交给国际文凭组织。

School Bus Fee 校车费

Bus fee will be charged accordingly to those students who take the school bus service and where they live in Changchun. Details please see ‘CAIS School Bus Stops and Fees’.

乘坐学校校车的学生需要交纳班车费，按照学生居住距离学校的远近划分区域收取不同标准的班车费，费用标准详见“长春美国国际学校班车站点及费用标准表”。

Lunch Fee 午餐费

The school lunch program provides students with a choice to either bring a lunch from home or choose to pay for the lunch provided by CAIS.

如选择吃学校午餐的学生需要交纳午餐费。

Discount 学费折扣

Early Bird Discount. Parents or guardians may enjoy a five percent (5%) discount on the annual tuition fee (excluding other school fees) if the payment of the following academic year is finished before June 1st.

家长/监护人在每年 6 月 1 日（不包括当日）前支付下一学年全年费用，则在学费（不包括其他费用）上可享受 5%折扣。

Sibling Discount. The younger student whose sibling already studied in CAIS receives 10% discount on the tuition fee (excluding other school fees).

兄弟姐妹折扣。如一家有两个及以上孩子同时在我校就读，则年龄较小孩子的学费（不包括其他费用）可享受 10%的折扣。

Payment Method 付款方式

The payment due date for fees is indicated on all invoices. All the fees must be paid before the due date indicated on the invoice for a place to be confirmed.

所有付款通知单上均注明付款截止日期。所有费用必须在付款通知单上注明的付款截止日期前支付，以确认该学生的入学资格。

For returning students, the payment is due by August 15th. If in any academic year, the class is going to be full, the due date of the payment for that class is July 15th.

返校生的付款截止日期为 8 月 15 日。如遇到个别班级即将满额的状态，该班学生学费交纳截止期限为 7 月 15 日，以确保学位。

Students are not allowed to attend school if the tuition and fees are not paid in full.

交纳完毕全部费用的学生方可入学上课。

Parents could transfer the school fee to school account or swipe the bank card in school. Cash is not acceptable.

家长可通过到学校刷卡或银行转账的方式交纳，学校不接收现金形式的学费。

Payments should be made to Changchun American International School Account by bank transfer or company check (when applicable) the payee shall bear all bank charges.
通过银行转账向长春美国国际学校汇款，付款人承担银行全部手续费。

If there are some differences due to the foreign currency and RMB exchange rate, parents or the company shall pay it off by RMB.

在支付学费时，因外币与人民币汇率产生的学费差额，家长或公司须用人民币的形式补齐。

Bank Details 银行资料		
Beneficiary's Name 收款人姓名	Changchun American International School	长春美国国际学校
Bank Name 银行名称	Bank of China, Changchun Development Zone Sub-Br.	中国银行长春开发区支行
Branch Address 银行地址	No.200 Shenzhen Street, Changchun, Jilin Province, P.R.C	吉林省长春市深圳街200号
School Account No 学校账户	163616454358	
Swift Code 银行代码	BKCHCNBJ840	

Bank card payments can only be made in person at CAIS. CAIS will apply per transaction a 0.6% surcharge of Chinese credit card. CAIS cannot accept for foreign-issued cards.

付款方如采用银行卡付款需到我校进行办理。如付款方采用国内信用卡支付则需要支付0.6%的银行手续费；学校目前不接受国际卡刷卡业务。

Refund Policy 退费政策

After the student is registered in each academic year, the fees listed below cannot be refunded under any circumstance. 学生在每学年注册缴费后，任何情况下学校不予返还下列费用：

- ◆ Registration Fee 注册费
- ◆ Stationery Fee 文具费
- ◆ New Student Fee 新生入学费
- ◆ MYP5 E-Assessment Exam Fee 10 年级电子考试费
- ◆ DP2 IB Final Exam Fee 12 年级 IB 毕业考试费

Tuition Refund Policy

学费退还办法

If a parent/guardian desires to withdraw a child for any reason from CAIS, the parent/guardian shall deliver a written withdrawal notice to CAIS.

如学生申请离校，则家长/监护人需要提交正式的书面申请给学校方可办理离校手续。

Tuition fees are partially refundable in certain cases:

学费按照学校提出离校申请的时间按比例退还:

Date of Withdrawal 申请退费时间	The First Semester 第一学期	The Second Semester 第二学期	Remark 备注
On or before 15 th August. 每年 8 月 15 日以前 (包括当日)	100% Tuition Refund 100%学费可退还	100% Tuition Refund 100%学费可退还	The first semester is from the beginning of the new school year to the 31 st January. 第一学期为每学年开始第一天至 1 月 31 日。
From 16 th August to the day before school starts. 每年 8 月 16 日至开学日前一天	50% Tuition refund. 50% 学费可退还	100% Tuition Refund 100%学费可退还	
From the first school day to 31 st October. 每年开学日至 10 月 31 日	0% Tuition Refund. 0%学费可退还	100% Tuition Refund 100%学费可退还	The second semester is from the 1 st February to the end of the school year. 第二学期为 2 月 1 日至学年末最后一天。 There's not tuition refund if the student attend that semester. 当学期一旦就读则当学期学费不予退还。
From 1 st November to 31 st January. 每年 11 月 1 日至 1 月 31 日	0% Tuition Refund 0%学费可退还	50% Tuition Refund 50%学费可退还	
On or after 1 st February. 每年 2 月 1 日以后 (包括当日)	0% Tuition Refund 0%学费可退还	0% Tuition Refund 0%学费可退还	

All the fees are calculated by the whole natural month.

所有费用均按整自然月计算。

The withdrawals take effect from the date when school receives the application.

生效时间以学校接收到学生正式书面申请为准。

CAIS will only give the refund after getting the invoice which school has issued. So please keep the invoice properly.

学校收回已开具的发票的前提下方可进入退学费流程, 请学生家长妥善保管好学校开具的发票。

CAIS will refund the fees after receiving the written withdrawal within 7 working days.

在得到学生离校书面通知 7 个工作日后, 学校将办理退费。

Student lunch needs to reserve. Parents should apply for refund before the 20th of the month. CAIS refunds the lunch fee for the months following the date of your notice. If not, refund will be calculated from next month.

学生午餐需要提前进行预订, 学生需在当月的 20 日(包括当日)之前提出申请, 午餐费按尚未发生的月数以整自然月计算退还。如超过申请时间则将从下一个月开始计算。

Bus routes and seats are arranged in advance, so CAIS only refunds for the months

transportation fee following your notice.

由于校车需要预设路线和座位，班车费用按尚未发生的月数退还。

The deposit fee will be returned if there is no facility is damaged by the student, otherwise school will deduct some money as compensation, the insufficient part needs to paid in full by parents.

如果学生在校期间没有损坏学校设施或给学校造成其他损失则离校时将会返还押金，如有损坏学校设施或给学校造成其他损失则学校会扣除相应费用作为赔偿金，不足部分由家长一次性结清。

Tuition Increase 学费涨幅

In order to provide quality service for students and enhance the teaching quality, the school will take some measures every year, which include increase investment in the teaching facility, recruit outstanding teachers, increase teachers' overseas training, enrich the curriculum and equip with high-end teaching materials. Therefore, school tuition fees will have an average 5%-10% growth every year on the basis of the above and to reflect the market economic situation of that year.

为了更好的服务学生，提高教学质量，学校每一学年都会大力投入与完善教学设施设备，引进优秀教师，增加教师的海外培训，丰富教学课程，配备高端教学工具等等。因此，我校每年学费将会在此基础上参考当年市场经济增长幅度进行平均 5%-10% 涨幅。

Responsibility of Payment of Fees 付费责任

The student's parent or guardian is wholly responsible for payment of tuition and other fees by the due date, even in cases where payment may be subsidized by a third party such as the parent's employer.

学生家长或监护人全权负责学费和其他相关费用按时支付；即便付款人为第三方如家长雇主，学生家长也须全权负责学费和其他相关费用按时支付。

My signature below indicates that I have read and totally understood this version of <Tuition Statement>.

以下签字表明我已经阅读，完全了解并同意此版《学费声明》。

Parent's Signature 家长签字

Date 日期

Parent/Guardian Agreement

家长/监护人须知

Submitting this application signifies agreement with the following:

提交申请表后我校将具备以下权利:

1. Parents/guardians understand and agree that academic or diagnostic testing may be administered to the student.
家长/监护人理解并同意对学生进行学术及性格测试。
2. Changchun American International School has the right to keep all the information that parents/guardians submit with the application.
长春美国国际学校有权利保留所有家长/监护人此申请表中提供的信息。
3. Parents/guardians give Changchun American International School permission to contact their child's previous schools to obtain information relevant to the student's application.
长春美国国际学校有权利联络该生所在的原学校获取与此申请相关的信息。
4. Both parents/guardians are required to sign on this application forms.
双方家长/监护人均需在申请表内签字。
5. Changchun American International School has the right to revise this document at any time.
长春美国国际学校将保留对此文件进行修改的权利。

Mother's/Guardian's signature 母亲/监护人签字

Date 日期

Father's/Guardian's signature 父亲/监护人签字

Date 日期

Interview/Entrance Examination Checklist 入学面试/入学考试所需物品清单

- ☐ Two 2-inch student's photographs
两张学生二寸照片 (Within a year photo 一年之内近照)
- ☐ Transcripts/Reports for the past two years (Translated to English)
近两年的成绩单 (附英文版本)
- ☐ RMB 200 non-refundable Entrance Exam fee (PYP3 and above)
3 年级及 3 年级以上支付 200 元入学考试费 (不予退还)

Office Use Only

Date Received : ____ / ____ / ____

Entrance Examination fee received by: _____