



# **Admissions Procedures and Documentation**

## Welcome to UISG

Located on the edge of beautiful Golden Lake, surrounded by forested hillsides, UISG is the only school in Guangzhou's to offer all three International Baccalaureate Programmes (Primary Years Programme, Middle Years Programme, and the IB Diploma Programme). The school offers an international Early Years to Year 12 education for students who represent over 50 nationalities. The beautiful campus is located only 20 minutes from Guangzhou's CBD. The school has spacious and attractive grounds, creating a healthy, safe and pleasant environment for students. UISG has been providing a rigorous academic programme for the international community since 1997, and is reputed for its stimulating, supportive and caring environment, as well as commitment to high-quality international education to international families living in Guangzhou.

Your child will receive the very best academic education at UISG. We are accredited by international organisations: the Council of International Schools (CIS), Western Association of Schools and Colleges (WASC), and the accrediting agency for international schools in China (NCCT). We are authorised by the International Baccalaureate Organisation to deliver the three IB programmes.

## Our Admissions Policy

### Policy and Entrance Requirements

UISG is explicitly committed to full implementation of the Primary Years Programme (PYP), the Middle Years Programme (MYP) and the Diploma Programme (DP) of the International Baccalaureate (IB). Our Admission Policy is designed to encourage the maintenance of diversity in our student body, as well as to ensure that students who are admitted to UISG can benefit from our educational provision and be successful in terms of our structured objectives for learning. UISG operates a policy on maximum class size. We recognise that a small number of students need a little time to adjust to our model of education. Our policy and procedures are designed to identify these students, in order to help parents/guardians and the school make the best choices in line with the individual needs.

### Open Admissions Policy

UISG is a co-educational, secular school established to serve, predominantly, expatriate families in China. Admission to the school will be determined by the Head of School, based on information obtained with respect to:

- The potential of the applicant to benefit from the educational services available
- The capacity of the school to meet the educational needs of the applicant
- The results of admission tests, where applicable
- The availability of places. Students may be admitted at any time during the academic year unless the timing affects the completion of their courses

The school reserves the right to deny admission or re-enrollment to any applicant if, in its opinion, there are reasons to believe that admission or re-enrolment would not be in the best interest of the applicant or the school. Examples of this include, but are not limited to:

- Expulsion from a previous school for violent or aggressive behaviour, or any behaviour seen as a Serious Offence in our handbook
- A student not living with his or her immediate family or guardian
- A student not in possession of appropriate documentation to reside and study in Mainland China

## Language Requirements

### English Language Learner

As an inclusive school, students will be admitted regardless of their ability in English in Early Years to Year 9. English as an Additional Language (EAL) provision will be made available by the school for students in Primary to Year 12. Students placed in appropriate English classes in Year 11 and 12, but who need additional help with English, will be offered language support lessons (subject to scheduling).

### Year 11 and 12

Students wishing to enrol in the IB Diploma Programme need to have good levels of English. UISG will not accept students into Year 12 unless they have come from another IBDP school and have studied courses compatible with those that we offer. If UISG cannot offer the same courses studied at a previous school, the student will only be accepted into the IB Courses Programme (Please refer to the High School Handbook for details).

### Special Educational Needs

Parents/Guardians whose children are diagnosed with special needs must present a recent psycho-educational assessment that has been conducted by a licensed psychologist within the last two years. These results will determine the appropriateness of the child's enrollment in the school. If after a student is enrolled at the school, it transpires that the student had a previously diagnosed condition or that prior testing took place and the parents/guardians did not provide the documentation as stated, the parents/guardians may be asked to withdraw the student. This would be at the recommendation of the Head of School. In some cases, parents/guardians may be asked to commit to providing extra support for their child, which may take the form of in-class support, out of school provision or both, and may include a financial contribution. Should a full-time Learning Support Assistant be required, the parent would be required to pay a special LSA Levy that covers the full cost of this specialist support.

### Conditional Offers

In some circumstances, a conditional acceptance may be offered. In this case, the conditions of acceptance will be clearly stated. In cases where it is not clear whether entry into UISG would be in the best interests of a student, provision may be made for a trial admission period. In these cases there will be a written agreement between the school and the parents/guardians, outlining the terms of the trial, including targets, success criteria and time frames.

# Admissions Procedures and Documentation

## Application Documentation

To be considered by the school for enrolment, an applicant must present the following:

- RMB 1,500 non- refundable and non- transferable application fee.
- A complete Application Form (Application for Admission - Part One)
- A copy of each parent/guardian's passport and valid documentation to reside in Mainland China
- A copy of student's passport and valid documentation to reside in Mainland China
- A copy of student's birth certificate
- One passport photo of student
- A copy of student's official school reports, Certificate of Attendance and Enrolment issued by the previous school, in English or a verified translation, from the last two school years
- A complete confidential reference form from student's previous school (Application for Admission Part Two is downloadable from the school website) faxed/emailed/mailed to Admissions Office at UISG directly
- A copy of any detailed specialist reports if Special Educational Needs are identified in the application.

## Criteria for Placement in Classes

The school year at UISG starts in the beginning of August and concludes in June of the following year. Students are assigned into classes according to his/her age by 31 August.

### *Year Level Placement*

<b>Class Placement</b>	<b>Age</b>	<b>School Section</b>	<b>Programme</b>
K Class	2-3 years	Primary (Early Years)	UISG Early Years
K1	3-4 years	Primary (Early Years)	IBPYP
K2	4-5 years	Primary (Early Years)	IBPYP
Prep Class (K3)	5-6 years	Primary	IBPYP
Year 1	6-7 years	Primary	IBPYP
Year 2	7-8 years	Primary	IBPYP
Year 3	8-9 years	Primary	IBPYP
Year 4	9-10 years	Primary	IBPYP
Year 5	10-11 years	Primary	IBPYP
Year 6	11-12 years	Primary	IBPYP
Year 7	12-13 years	Secondary	IBMYP
Year 8	13-14 years	Secondary	IBMYP
Year 9	14-15 years	Secondary	IBMYP
Year 10	15-16 years	Secondary	IBMYP
Year 11	16-17 years	Secondary	IBDP
Year 12	17-18 years	Secondary	IBDP



## Admissions Flowchart



*\* Upon acceptance to UISG, parents/guardians must pay a RMB20,000 non-refundable, non-transferable Seat Guarantee Enrolment Fee to secure enrolment, or pay the full semester or annual tuition fees. The Seat Guarantee Enrolment Fee will secure the seat until the payment deadline/s, and will be credited to the first semester or annual fee invoice (once the student starts school).*

## School Fee Structure 2017-18 School Year

UISG is a private, independent, not-for-profit school that receives no government subsidies for its daily operations. The tuition and fees schedule has been established by the school's Board for the academic year. If conditions warrant, tuition and fees may change subject to notice, with advance notice provided.

Students' Age before or on 31 August	Class / Year Group	Payment in RMB/ Chinese Yuan			Annual Payment (with 4% Discount)
		Semester 1	Semester 2	Total (2 Semesters)	
2	K	55,800	55,800	111,600	107,136
3	K1	69,900	69,900	139,800	134,208
4	K2	71,800	71,800	143,600	137,856
5	K3	80,900	80,900	161,800	155,328
6	1	80,900	80,900	161,800	155,328
7	2	80,900	80,900	161,800	155,328
8	3	80,900	80,900	161,800	155,328
9	4	80,900	80,900	161,800	155,328
10	5	80,900	80,900	161,800	155,328
11	6	90,600	90,600	181,200	173,952
12	7	90,600	90,600	181,200	173,952
13	8	90,600	90,600	181,200	173,952
14	9	98,800	98,800	197,600	189,696
15	10	98,800	98,800	197,600	189,696
16	11	105,300	105,300	210,600	202,176
17	12	105,300	105,300	210,600	202,176

### Fees are comprehensive and inclusive of:

Annual Capital Levy (K1 to Year 12), Non-Refundable Seat Guarantee Fee for new students only (RMB20,000), House T-Shirt (upon enrolment), books, stationary, art and lab materials, all EAL support fees, school yearbook (digital), mother tongue language lessons, printing allowance, standard examination fees, contribution to the annual field trip, lunch for K, K1 and K2, most school-run clubs and activities outside of the classrooms (AOCs), Chinese for all (early years and primary), school-run parent workshops.

\* UISG runs two semesters. The Seat Guarantee Enrolment fee of 20,000 is included in the basic tuition fees above, and payable when the offer of enrolment is accepted to secure a seat at school. It is non-refundable, and non-transferable, and will be credited towards semester or annual tuition fees paid upon starting school.

\*Semester 1 or annual tuition fees must be paid no later than 1 June, and semester 2 tuition fees must be paid no later than 1 December.

\*For mid-year applications, only tuition fees will be calculated on a weekly pro-rata basis. Transport fees are payable in full, either semesterly or annually.

\*The ACL remains unchanged from last year's ACL amount of RMB 18,000 per student. Payment of the ACL is now divided into two payments and invoiced for each semester. The ACL will be included with the school fees for ease and simplicity.

### **Seat Guarantee Enrolment Fee (RMB 20,000)**

In order to secure a space for the upcoming school year, a non-refundable, non-transferable Seat Guarantee Enrollment Fee of RMB20,000 is payable within ten working days upon receipt of invoice of an offer of acceptance being made. Upon acceptance to UISG, this fee (which is credited to the first semester or annual fee) will secure the seat until the 1 June tuition payment deadline. Registration is not considered complete until enrollment fee has been received. Once the due date has passed, the seat may be offered to other students on the waitlist or from the new applicant pool.

### **Annual Tuition Fee Payment**

Parents/guardians may enjoy a four percent (4%) discount on annual Tuition Fees only (excluding other school fees), if the full annual school year tuition fee payment is received by our bank before or on 1 June, 2017 (the date of receipt is determined by the school's bank acknowledgement).

### **Flexibility of Enrolment**

UISG understands that families can relocate anytime. The School accepts applications for enrollment after the start of academic year, and throughout the year, depending on seat availability. There is no reduction in the basic tuition fee for students admitted during the first 2 weeks of the school year. Those admitted after the first 2 weeks of the school year will have basic tuition fees adjusted on a weekly pro-rata basis.

### **Sibling Bursary**

Parents/guardians who have three or more children in the same family, studying and enrolled concurrently at UISG, are able to enjoy a bursary on basic Tuition Fees only (excluding transport and additional fees), and this bursary is only applicable to the third and subsequent children. For those choosing to pay annually, the sibling bursary is further applied to the net annual tuition fee, attracting further financial benefits for families. The sibling bursary is based on the tuition fee/s for the younger child/children, and offered on the provision that all payments are received before the stipulated due dates.

<b>3<sup>rd</sup> Child</b>	<b>3% Bursary on Tuition Fees</b>
<b>4<sup>th</sup> Child</b>	<b>5% Bursary on Tuition Fees</b>
<b>5<sup>th</sup> Child</b>	<b>5% Bursary on Tuition Fees</b>



## Additional Fees

Most of the fees associated with education and academic performance are included in the Tuition Fee. Other costs may include, but are not limited to:

Description	Amount
Application Fee	<b>RMB 1,500</b> Non-refundable, non-transferable, one-time payment submitted to school with student application for consideration of enrolment, valid for one school year
Lunch Fee	For K-K2, meal fees are <b>included in the Tuition Fee</b> For K3-Y12, meal fees are <b>optional</b> : K3 students: <b>RMB 20</b> per day (hot meals in classroom) Year 1-6 students: <b>RMB 26</b> per day (hot buffet in canteen) Year 7-12 students: <b>RMB 30</b> per day (hot buffet in canteen) Year 1-12 students: <b>RMB 20</b> (Make Your Own Salad, Sandwich or Sushi)
School and P.E Uniforms	<b>Compulsory for K to Year 10.</b> Uniform items will be available through the school supplier's purchase process. Please refer to Uniform Price list for cost of items.
<b>Transportation Fee (school bus)</b> Zone 1 -Tianhe, Zhujiang New Town, Haizhu, Baiyun, Yuexiu and Liwan Zone 2 - Panyu, Zengcheng Zone 3 - Outside of Guangzhou	<b>Optional and partially subsidized by the school, payable by semester or annually</b> <b>RMB 8,400 / seat / year</b>  <b>RMB 11,500 / seat / year</b> <b>RMB 15,600 / seat / year</b>
Learning Support Assistance (LSA) <i>(full-time)</i>	If the school determines that a full-time LSA is required to support a student, an <b>LSA Annual Fee of RMB 66,000</b> is paid; the LSA position is reviewed annually.

### Application Fee

The application fee is non-refundable and non-transferable, and payable only once when the student's application is submitted to the school for consideration. This fee is payable to cover administrative and placement testing costs. This fee is not applicable to other school fees but is valid for up to one academic year beyond the submitted application date. Students who were enrolled at UISG but left school voluntarily, and would like to re-enroll at UISG within a span of one academic year will not have to pay the application fee again.

### Lunch Fees

School lunches are provided free for students in K, K1 and K2. For students in K3 to Year 12, lunches are optional and can be purchased from the canteen or brought from home.

### Transportation (Bus) Service

The School provides optional bus services to and from school, operated by an external, government-approved transport provider and staffed internally. The School is not obligated to provide bus service if the housing location is not within existing serviced routes. Note that transportation fees can be paid semesterly or annually, due before or on the stipulated payment dates. Places on the school bus are only guaranteed to those who pay the bus fees before the due dates. The Bus Schedule and Regulations for those wishing to use the school bus are available on the website, as well as from the school Admissions or Bus office.

## Learning Support Assistant (LSA)

There is an additional fee for learning support, which are explained to parents when learning support is deemed necessary for a student to access the mainstream curriculum. If the school deems that a Learning Support Assistant is required, payment must be delivered as per the due dates. The amount will be pro-rated weekly for mid-year applications.

## Other Fees borne by Students

Parents will be notified of any charges for additional lessons held, other external examinations, special activities or excursions, special trips or other fees. Parents will be invoiced separately for any extraordinary expenses incurred by their children.

## Payment Dates

Fees must be paid annually in advance, or semesterly in advance.

<b>Description</b>	<b>Due Date/s</b>
<b>Seat Enrolment Guarantee Fee</b>	Within 7 days from offer of acceptance made to secure seat and enrolment at school (credited towards tuition fees)
<b>Annual Tuition Fee Payment (with 4% discount)</b>	<i>New Students:</i> Within 14 days from invoice date, or before or on 1 June <i>Enrolled Students:</i> Before or on 1 June of the calendar year
<b>Tuition and Transportation Fee Semester 1 (August – December) &amp; Semester 2 (January – June)</b>	<i>New Students:</i> Within 14 days from invoice date <i>Enrolled Students:</i> Before or on 1 June and 1 December of the school year
<b>External Examination Costs</b>	Ahead of examination times, within 14 days from invoice date
<b>Extra-curriculum Trips &amp; Sports Trips (e.g. ACAMIS, MUN, Trips)</b>	Within 14 days from invoice date
<b>Other Fees (LSA)</b>	<i>New Students:</i> Within 14 days from invoice date <i>Enrolled Students:</i> Within 30 days from invoice date
<b>School Uniforms</b>	Payable when Purchased

## Bank Information and Terms and Conditions

### Currency and Payment Methods

All fees and costs are quoted in RMB/Chinese Yuan only. Parents/guardians and companies may pay in RMB, USD or HKD. The school must receive the full amount. All bank charges related to the payment must be borne by the remitter. Payment cannot be made in cash. Payment for Tuition Fees and other costs must be into one of the listed bank accounts below.

<b>Payment in RMB (Payment by Telegraphic/Electronic Transfer, Bank Draft and Cheque only)</b>	
收款单位	广州誉德莱国际学校
银行名称	华夏银行广州分行营业部
银行帐号	1095 0000 0016 70638

<b>Payment in HKD &amp; USD (Payment by Telegraphic/Electronic Transfer, Bank Draft and Cheque only)</b>	
Account Name	Utahloy International School Guangzhou
Bank Name	China Construction Bank Guangzhou Tianhe Branch
SWIFT CODE	PCBCCNBJGDX
Bank Address	3rd floor, Jian He Building, No.111, Ti Yu Xi Road, Tian He, Guangzhou
HKD Account Number	4401 3051 6002 2030 9565
USD Account Number	4401 4051 6002 2031 0605

<b>Payment in HKD &amp; USD (Payment by Telegraphic/Electronic Transfer, Bank Draft and Cheque only)</b>	
Account Name	Utahloy Education Foundation Limited
Bank Name	The Hong Kong and Shanghai Banking Corporation Limited
SWIFT CODE	HSBCHKHCHKH
Bank Address	1 Queen's Road, Central, Hong Kong
Account Number	004-191-480011-001

Parents/guardians/companies are requested to allow about two weeks for bank processing before an official receipt is issued and to fax a copy of T/T or paid-in slip showing the child/children's class and name to (8620) 8704 4296 or 8720 0001 after transfer of payment. 家长请务必于银行转账后将银行回单/相关文件及学生姓名传真或电邮到学校以便查核. 核实后学校会开具相应发票。传真号码：(8620) 8720 0001. 邮箱：sjok@uisgz.org

### Unpaid Obligations and Non-Payment

Parents are respectfully advised that before the start of a semester, if payment is not received by the due date, the student may risk not being admitted to the school and the seat may be forfeited. If the payment is more than one month late, the Head of School will be advised and warning letters will be issued. If the outstanding fees are not paid within 7 days from the date of the final reminder, the school reserves the right to deny admission of the student to the facilities of the school, including classes, if payments due are not made by stipulated dates. Students whose accounts are in arrears will not participate in school, school trips, and progress reports, results, transcripts and all certificates will be withheld until payment is received. Such action taken by the School does not diminish the obligation of payment of the Parent/Guardian, as outlined in the registration contract, and the school reserves the right to take legal action to recover all money owing.

## Late Payments

A late payment charge of two percent (2%) will be charged on all school fees that are overdue, past the stipulated payment due date. With joining the school, the parents agree to pay, to the extent permitted by law, the school's expenses of enforcement and collection of the overdue tuition fees and related expenses, including lawyer's fees and costs.

## Withdrawal and Refund

The School makes advance commitments related to staffing, purchasing and other resources, based on confirmed enrollment, all of which have financial implications. ***Withdrawal of a student from UISG is only confirmed in writing, either through email to [admissions@uisgz.org](mailto:admissions@uisgz.org) or by submitting written notice in person to the school Admissions Office.*** If the written notice is submitted to the School during a public holiday, it will be deemed received by the School on the first day of school following the public holiday. The school will not be responsible for any case when written notice has not been officially submitted. Any refund of fees will only be considered after receipt of the written notice. Students will be considered as enrolled students for the following school year if written notice of withdrawal is not received.

1. If a student withdraws before the start of the first semester of the following school year and informs the school in writing on or after 1 March but before 1 August, UISG will refund the semester or annual tuition fee payment and transportation fee made, after deducting the seat guarantee enrolment fee of RMB 20,000.
2. If a student withdraws before the start of the first semester of the following school year, but notifies the school in writing on or after 1 August but before the semester has started, UISG will refund the semester or annual tuition fee payment and transportation fee made, after deducting RMB40,000 (double of the seat guarantee enrolment fee of RMB 20,000).
3. For Annual Payments: If a student withdraws after the first day of the start of the first semester, gives notification in writing of withdrawal before or on 1 December, and does not attend any days of school in semester two, UISG will refund the annual tuition fee payment and transportation fee made, after deducting the **full** semester one tuition fee, as listed in the fee schedule.
4. For Annual Payments: If notification of withdrawal in writing is made after 1 December but before the start of the second semester, UISG will refund the annual tuition fee payment and transportation fees made, after deducting the **full** semester one tuition fee, transportation fees and an additional fee of RMB 20,000.
5. Once a semester has started, no refund of any fees for that current semester is possible, regardless of whether the student has attended classes or not.
6. Refunds will not be offered to students who are dismissed or withdrawn from school for academic or behavioral misconduct, or to students who have not properly disclosed learning issues which UISG cannot support.
7. Refunds can only be processed after the student's last day of attendance, once the return of school materials has been verified. The approved refund will only be made to the original payer, unless requested otherwise.
8. School fees are not transferable to another student or another school.

9. The Transportation (Bus) Fee is paid by semester or annually. There are no refunds provided for transportation (bus) fees once a semester has started or mid-way through, regardless of whether the student has taken the bus or not.
10. No refund of any fees will be made for temporary absence from school for any reason whatsoever.
11. All refunds are subject to deductions for outstanding payments.
12. Any other requests outside of this policy must be made in writing and referred to the Finance Department, who will refer all requests to the Board for verification and approval. In case of community or civil emergency, UEF will have final right to advise.

*\*Parents/guardians who have joined in the Capital Benefit Scheme may contact the school Admissions Office or Finance Department for more details.*

## Temporary Absence

For temporary absence, the parent/guardian must notify the School in writing via email or via a letter, at least 15 calendar days in advance with the date of receipt acknowledged by the Admissions Office, and with reasons for the leave and a scheduled date of return to resume enrollment at UISG. There are very rare exceptions to this, and cases will be referred to the Board for further advice if required. There will be no refund of any fees for a student on temporary leave. In the event that a student does not resume enrollment on the scheduled date nor notifies the School to extend the duration of leave and continues to pay the required tuition and other fees, such a student will be considered to have departed / withdrawn from the school. If he or she returns to school, the application fee (if a year has lapsed), and the non-refundable seat guarantee enrolment fee must be paid again to the School.

**Utahloy International School Guangzhou (UISG)**  
800 Sha Tei Bei Road, Bai Yun District, Guangzhou 510515  
广州市白云区沙太北路 800号 邮编 510515

✉ [info@uisgz.org](mailto:info@uisgz.org) ☎ +8620 8720 2019 ⓘ [www.utahloy.com](http://www.utahloy.com)

Accredited by



Affiliated with

