

Admissions Information Package



Utahloy International School Zengcheng's (UISZ) mission is to be a leading IB World School by enabling students to understand our world, act with integrity and strive with zest and courage to be responsible global citizens.



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Introduction

Utahloy International School Zengcheng (UISZ) opened in September 2003 in order to meet the growing educational needs of Southern China. Under the patronage and guidance of Mrs. Dorothy Wong and the Utahloy Education Foundation (UEF), the school strives to maintain the highest standards in quality international education.

The School is built on eighty-five hectares of superb botanical gardens, overlooking a beautiful lake. Our facilities include an Olympic sized swimming pool, basketball, volleyball and tennis courts, football fields and a four-storey boarding house with a capacity of four hundred. Day and boarding students live in harmony with nature in a unique learning environment.

The International Baccalaureate Diploma (IBDP), the International Baccalaureate Primary Years Programme (PYP) and the Middle Years Programme (MYP) provide a framework that supports and enhances student learning and development. Our well-qualified and experienced teachers are recruited from countries all around the world. They bring to the school a global perspective that enhances student learning in a rapidly changing world. UISZ is fully authorised to deliver all three IB Programmes.

After many years of hard work and team effort, UISZ has been accredited by the Council of International Schools (CIS), the Western Associate for Schools and Colleges (WASC) and the National Centre for School Curriculum and Textbook Development (NCCT). It is with pride that we associate ourselves with these elite organisations that recognize excellence in International Education.

Admissions Policy and Procedures

Policy, Procedures and Entrance Requirements

UISZ is explicitly committed to the teaching of the Primary Years Programme (PYP), the Middle Years Programme (MYP) and the Diploma Programme (DP) of the International Baccalaureate (IB).

Our admissions policy encourages diversity in our student body, as well as ensuring that students will maximize their opportunities to learn and benefit from our educational programmes. UISZ has a policy on maximum class sizes.

1. Policy

1.1. Open Admissions Policy

UISZ 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 admissions 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-enrolment 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 day 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.

The School also reserves the right to accommodate a student in an alternative short term programme if admission conflicts with certain critical periods, such as PYP Exhibitions, examination weeks or camp weeks.

Assignment to Classes

Students are assigned to classes primarily on the basis of age (please refer to page 9, Year Level Placement Table). However, factors such as previous records, measured aptitude and achievement, physical and emotional development and other relevant details are also considered. The final decision rests with the Head of School.

Entrance during second semester

Parents/guardians of students who are admitted in the second semester must understand that it is possible that their child may have to retake this year. This would depend on arrival time, academic performance, social and emotional well-being, English language development or a combination of these factors. Parents/guardians will be advised in advance if this is being considered.

It is possible that students arriving in the second semester may not receive a full written report but will receive an interim report.

Language Teaching

At UISZ the language of instruction is English.

In Primary, students study an additional language from the age of five (i.e. from Prep class upwards). All students study English language and Chinese at either beginner or mother tongue level.

In the Middle School, students study English and two additional languages, at MYP level. If a student requires extra support in English, an English support class is offered in place of the third language. At IBDP level students choose a literature-based course (usually in their mother tongue) and a language-based course (this may be a previously studied or a new language), with an option to study a third language.

1.2. Language Requirements

English Language Learner:

International students transferring to China will be admitted, regardless of their ability in English, up to Year 9 and English as a Second Language (ESOL) provision will be made available by the school.

All prospective students with a non-English language background in Years 1-9 will be accepted, based on the agreement with parents/guardians that the student will be given ESOL support according to his/her level of English proficiency. The administration reserves the right to allow for provisional admission of a student with limited English proficiency in Years 9 and 10 who has outstanding previous school records of achievement.

Year 11

Students wishing to enrol in the IBDP need to have good levels of English. For this reason, these students will be expected to take an admission test in English to determine whether this course will be of benefit to them.

For students whose English language proficiency is insufficient for the demands of the IBDP, UISZ offers a UIS Diploma, which still allows students to gain certificates in IBDP individual subjects.

All students will be interviewed by the DP Coordinator to determine their suitability for the course and to discuss the subject options available to them.

Year 12

UISZ 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.

1.3. Special Education

The school does not have the resources to administer a programme for children with severe learning disabilities (e.g. severe speech disability, severe autism, severe physical disability etc). Parents/guardians of children who are admitted to UISZ with special needs must present a recent psycho-educational assessment that has been conducted by a licensed school psychologist within the last two years. These results will determine the appropriateness of the child's enrolment in the school.

We require that parents/guardians inform us of any previous testing.

Previously identified special needs or previously received support must be communicated at the time of application. 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.

If it later transpires that the child had a previously diagnosed condition or that prior testing took place and the parents 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. If the need for an educational evaluation and/or the introduction of additional support is identified after enrolment is completed, the school will require full parental cooperation in order to provide a programme which is in the best educational interests of the student.

1.4. Class Size

The School reserves the right to postpone admission if a class is full. In this case, the applicant is placed on a waiting list.

Class sizes are capped:

Early Childhood

K1 = 16

K2 = 20

Primary

P-Year 6 = 24

Secondary

Year 7-10 =24

Year 11-12 = Depending on subject availability

From K1 to P2 all classes have Teacher Assistant support and from Year3 to Year6 Teaching Assistants are assigned across year groups.

1.5. Conditional Offers

In some circumstances, a conditional acceptance may be offered. In this case, the conditions of acceptance will be clearly stated. In cases when it is not clear whether entry into UISZ 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.

2. Procedures and Documentation

2.1. Procedure

- Parents/guardians receive an admissions package from the school or website
- Parents/guardians complete all application forms
- Parents/guardians pay non-refundable application fee
- The Admissions Office reviews all paperwork in order to ensure that all documentation has been submitted. Without this, the process cannot continue.
- School arranges admission tests/assessments (where appropriate)
- Student takes tests/assessments (where appropriate)
- School will review applications
- Confirmation of fee payment received from previous school
- School will arrange interview (where required)
- Parents/guardians are informed of school's decision
- School decides the year level placement
- School provides invoice for school fees
- Payment is made to the school before the student commences class

2.2. Documentation

An applicant must present the following:

- Completed application (including medical details and transportation contract.)
- Copy of front page of passport and visa page of parents/guardians and child/children
- One passport-size picture of applicant to attach to the Application Form for Admission
- Official school records/reports from the past two school years. If necessary, these should be translated into English
- Reports of the results of any special academic or psychological assessments
- Special needs profile if Special Educational Needs are applicable (parents/guardians are required to check and sign the Special Educational Needs Information Form)

Psychological or Learning Evaluations

The school may also require further educational or psychological evaluations if it is felt that there is a need for additional information to support an application.

Admissions testing

Students will be assessed as part of the admission process, if applicable.

For all students in Year 9 and above the school will administer formal assessments of the student, which will include testing in English. The results will help to determine grade placement or to decide on appropriate learning or behavioural support.

Interview

In certain cases the school may require an interview with the student and/or the student's parents/guardians.

3. Acceptance of an Offer

Once an offer of a place is made, it is confirmed at the moment the student's parent/guardian signs the official Registration Contract and the school accepts payment of the school fees.

The final decision is made by the Head of School.

Waiting List

When a year level is full, a waiting list is established. As vacancies occur, students are placed in classes according to the date of their application. The date of the original application to the Admissions Officer will be used.

Criteria for Placement in a Year

We usually place students in the year appropriate to their age, seeking to differentiate teaching according to their individual needs. However, in the case of transfer from another school system, consideration may also be given to previous educational records. For instance, students transferring from another international or English-medium school, who have effectively satisfied the criteria for year promotion in their previous school, will be admitted for the subsequent year applicable at UISZ. Internal assessment using UISZ year level standards may be used to help reach decisions in the best interests of each student.

The number of years that the student has spent in formal education is not usually used as an indicator for placement or admissions. Similarly, it is not common practice to ask students to repeat a year level purely on the basis of their ability to use the English language. The final decision rests with the Head of School, usually after consultation with the Head of Primary or the Head of Secondary.

Year Level Placement

Class Placement	Age	School Section	Programme
K1	3-4 years	Primary (Early Childhood)	IBPYP
K2	4-5 years	Primary (Early Childhood)	IBPYP
Prep Class (K3)	5-6 years	Primary	IBPYP
Year1	6-7 years	Primary	IBPYP
Year2	7-8 years	Primary	IBPYP
Year3	8-9 years	Primary	IBPYP
Year4	9-10 years	Primary	IBPYP
Year5	10-11 years	Primary	IBPYP
Year6	11-12 years	Primary	IBPYP
Year 7	12-13 years	Secondary Middle School	IBMYP
Year 8	13-14 years	Secondary Middle School	IBMYP
Year 9	14-15 years	Secondary Middle School	IBMYP
Year 10	15-16 years	Secondary Middle School	IBMYP
Year 11	16-17 years	Secondary High School	IBDP
Year 12	17-18 years	Secondary High School	IBDP

Houses

UISZ has a house system and students are members of Earth, Wind, Fire or Water House. Students will be placed in houses by the Head of Primary or Head of Secondary. Siblings will automatically be in the same house.

4. Advice and Information for Parents/Guardians Following Admission

Parents/guardians who join the UISZ community are expected to commit to the following:

- The UISZ Mission Statement.
- Their contractual obligations indicated in the registration form.
- Learning about our educational provision and the implications of our IB Primary, Middle and Diploma programmes (through the UISZ handbooks, website and IBO website and by attending workshops organized by the school).
- Learning about how to support students whose mother tongue is not English by providing continuing opportunities for them to develop and express themselves in their mother tongue.
- Becoming active and supportive members of the UISZ community through constructive involvement in the life and goals of school and through engaging in the Parents Teachers Association (UPTA) activities.

Fees & Other Costs for the 2016-17 School Year

UISZ is a private independent, not-for-profit school that receives no government subsidies for its daily operations.

School fees mainly support the low teacher-student ratio and provide what the Utahloy Education Foundation (UEF) deems to be the best education for its students. Tuition fees, however, only cover part of the cost of educating a student at UISZ.

UEF recognizes that the school facilities and equipment need on-going enhancement, additions and replacement. A Capital Development Fee (CDF) is levied annually in anticipation of such capital expenses. This allows the UEF Board to access funds for capital developments and to improve the school environment for the students and the broader community.

UEF is committed to further develop UISZ as a world-class international school and to continuing long-term partnership with parents/guardians and the business community.

5. Application Fee

The application fee must be received before an application can be formally reviewed. This fee is non-refundable and non-transferable, and applies only to the school year for which the student is applying. Payment of the application fee does not constitute registration of enrolment.

The current cost of the Application Fee is **RMB 2,000** per student.

6. Registration Fee

New Students: To ensure that the place being offered is kept for the child, one semester's fees and the full Capital Development fee (CDF) must be paid on registration.

For new students arriving during the school year, tuition fees and boarding fees are calculated on a pro-rata month-by-month basis. The CDF is fully payable with the Registration Fee. For students enrolling in Semester 2, half the CDF is payable.

Current Students: A Registration Fee for current students is payable each year in April. This is to confirm placement for the next academic year. It is deducted from the first semester Tuition fee bill.

The current cost of the Registration Fee is **10%** of the annual tuition fee.

7. Tuition Fee

The Tuition Fee is comprehensive and includes the cost of daily lunch, textbooks, first set of stationery, basic school and art supplies, laboratory equipment and materials, a digital yearbook, most after-school activities, part cost of a field trip (including Primary & Secondary camps or China trips, IB Diploma exam costs, third language tuition and our ESL programme. The daily transportation to and from the school and the Capital Development Fee are not included in the Tuition Fee.

Tuition Fees			
Year Group	Semester 1	Semester 2	Annual Payment (4% Discount Applied)
K 1-2	¥33,500	¥33,500	¥64,320
Prep – Year 3	¥58,250	¥58,250	¥111,840
Year 4-5	¥59,250	¥59,250	¥113,760
Year 6-8	¥76,250	¥76,250	¥146,400
Year 9-10	¥77,000	¥77,000	¥147,840
Year 11-12	¥84,250	¥84,250	¥161,760

* UISZ runs two semesters per year. Fees are paid annually or by semester. The school offers a 4% discount on Tuition Fee for payment of full year in advance.

The Tuition Fee is invoiced by semester. A full semester payment is due in advance for any attendance in a given semester. Students who enrol mid-semester are invoiced on a pro-rata month-by-month basis.

8. Boarding Fee

UISZ offers 7-Day, 5-Day and Flexi-Boarding. At our boarding establishment, "Dragon House", we provide for our students educationally, physically, emotionally, culturally, and socially as we aim to meet all their needs.

The Boarding Fee is comprehensive and includes the cost of daily (five or seven days) accommodation in comfortable shared rooms, daily meals in the school restaurant (breakfast, lunch and dinner), supervised studies, DP/MYP tutorial, ESL and Putonghua tutorial, our "Life skills" programme, inpatient insurance in local hospitals, and outing trips (for 7 day boarders).

Boarding Fees (full board including Breakfast, Lunch & Dinner)			
5-Day Boarding	7-Day Boarding	Flexi-Boarding Weekdays (Mon-Fri)	Flexi Boarding Weekend (Sat-Sun)
¥33,000	¥41,000	¥260	¥360

* UISZ runs two semesters per year. Fees are paid annually or by semester.

For students enrolled mid-semester, Boarding Fees are calculated on a pro-rata month-by-month basis.

Health Insurance

Given the school's 24-hour duty of care for our boarders, it is essential that all students boarding at UISZ have health insurance that includes emergency hospital care.

UISZ has a group medical insurance that will give a limited medical cover for hospitals in China to all UISZ boarders. Health or hospital insurance is an assurance that covers payments of healthcare or hospital visits in cases of emergency or other agreed medical services.

Please note that insurance cover is published for boarders at the start of the academic year.

An example of a previous insurance policy is as follows:

Covered hospitals: All government hospitals in China, Dongguan KangHua hospital and Dongguan TungHua Hospital

Compensation:

Death or Disability by accident, RMB 50,000

Medical coverage by accident, RMB 5,000

Death by sickness, RMB 20,000

Inpatient treatment, RMB 60,000

Note: The main purpose of this insurance is for ‘inpatient treatment only’; UISZ has insurance for ‘Public Liability’ that covers all UISZ students.

Parents who wish to have a more extensive insurance cover for their child should purchase cover from another insurance provider and provide the admissions office with full details.

9. Other Costs

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

Description	Amount
Transportation Fee (school bus)*	Optional and partially subsidised by school
Day Students	RMB 10,000 / seat / year
5-Day Boarders	
Zone 1	RMB 5,500 / seat / year
Zone 2	RMB 9,000 / seat / year
Zone 3	RMB 11,000 / seat / year
7-Day Boarders	RMB 3,500 / seat / year
Part cost of Camps & Field Trips	Included in Tuition Fee is a contribution towards a field trip
Capital Development Fee (CDF)	RMB 18,000 per family per year RMB 15,000 per year for K1 and K2 families
English as a Second Language (ESL) Fee	Included in Tuition Fee, provided as necessary
External Examination Costs such as SAT or TOEFL	Additional to the Tuition Fee, depending on exam taken

Lunch Fee
Breakfast, Lunch and Dinner Fee

Included in the Tuition Fee
Included in the Boarding Fee

School and P.E. Uniforms

Compulsory. School uniform items may be purchased at school where a current price list is available

Technology Fee

Access to the intranet, internet and a printing allowance is included in the Tuition Fee. UISZ has a Bring Your Own Device (BYOD) Policy for students from Y5 to Year 12. These students are required to provide their own electronic device according to this policy.

- *Please check the school website for route and pick-up/drop-off details*
- *Transportation Fees are paid annually or by semester*
- *For 7-Day Boarders, Bus Fee includes 5 return trips per year to Hong Kong or Guangzhou and up to 5 weekends per year on UISZ local school routes*

10. Capital Development Fee

The Capital Development Fee (CDF) is an annual levy to cover capital expenditure.

It is non-transferable and non-refundable and subject to annual adjustment at the discretion of the UEF Board.

The current cost of the CDF is **RMB 18,000** per family per school year, and **RMB 15,000** per school year for K1 and K2 families.

For existing students, half of the CDF is payable together with the Registration Fee. The balance is payable with the Tuition Fee of the second Semester.

For new students, the CDF is fully payable with the Registration Fee. For students enrolling in Semester 2, half the CDF is payable.

11. Voluntary Withdrawal

Voluntary withdrawal of a child before or during the academic year requires at least three months' notice in writing to the school or the payment of three months tuition fees and boarding fees in lieu of notice.

The start date for each academic year is in early August and is published in the annual school calendar. Parents/guardians should notify the Admissions Department by 1st of May if they intend to withdraw their child/children at the end of the school year.

12. Payment Terms & Refund

12.1. Currency & Payment Methods

All fees and costs are quoted in RMB only.

Parents and companies may pay in USD, HKD or RMB. A transaction fee of 2% will be applied to payments made in US or HK Dollars.

Payment can be made by Telegraphic or Electronic Transfer, Bank Draft, Cheque and Personal Deposit into our accounts or by Internet Transfers. Parents/guardians/companies are asked to ensure the student's name and number is referenced on the remittance or cheque to enable the school to credit the student's account.

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.

Payment in RMB

Account Name	Utahloy International School Zengcheng
收款单位	增城誉德莱国际学校
Bank Name	China Construction Bank ZengCheng City Branch
银行名称	中国建设银行增城支行
Account Number 银行账号	44001541701053001464

Payment in HKD and USD

Account Name	Utahloy International School Zeng Cheng
收款单位	增城誉德莱国际学校
Bank Name	China Construction Bank GuangDong Branch ZengCheng Sub-branch
银行名称	中国建设银行增城支行
SWIFT Code	PCBCCNBJGDX
Bank Address	17 Gualu road, Licheng street, Zengcheng district, Guangzhou
银行地址	广州市增城区荔城街挂绿路 17 号
Account Number 银行账号 HKD	44013140100220500245
Account Number 银行账号 USD	44014140100220500253

Payment to Hong Kong Account

Account Name	Utahloy Education Foundation Limited
收款单位	誉德莱教育机构有限公司
Bank Name	The Hong Kong and Shanghai Banking Corporation Limited
银行名称	香港上海汇丰银行股份有限公司
SWIFT Code	HSBCHKHHHKH
Bank Address	No.1 Queen's Road Central, Hong Kong
银行地址	香港皇后大道中 1 号

The student's name should be recorded when payments are made and a copy of bank remittance slip showing the child's name and grade should be emailed to finance@uiszc.org. For further details the finance office may be contacted at 020-82906189
 请把付款水单以邮件方式发至 finance@uiszc.org 更多资料请咨询财务部, 电话 020-82906189

12.2. Payment Dates

Description	Due Date
Deposit to secure place (for new students)	Within 7 days from date of invoice for new students
Tuition Fee Semester 1 (August – December 2016)	Within 30 days from date of invoice for existing students
	Within 14 days of invoice date for new students
Tuition Fee Semester 2 (January – July 2017)	Within 30 days from date of invoice for existing students
	Within 14 days of invoice date for new students
Application Fee (New students)	Upon Application
	Within 30 days from date of invoice for existing students
Registration fee	Within 14 days of invoice date for new students
	Existing students: Half CDF is payable with the Registration fee. The balance is payable with the tuition fee of the second semester.
Capital Development Fee (CDF)	New students: Full CDF is payable with the Registration Fee.
	Upon request from school, ahead of examination times, within 14 days of invoice date
External Examination Costs	Upon request from school, ahead of examination times, within 14 days of invoice date
Extra-curriculum & Sports Trips (e.g. ACAMIS, MUN)	Upon request from school, once student is offered a place in the team, within 14 days of invoice date

12.3. Sibling Discounts

New families are offered the following discount for siblings:

- Oldest child: full fee
- Second oldest child: 10% discount
- Each subsequent child: 20% discount

12.4. Late & Non-Payment

Payment received after the above due dates will be subject to a late fee of 2% on the outstanding amount.

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 student will not be allowed to attend school until due amounts are fully settled. The school reserves the right to take legal action to recover all money owing.

No reports, statements, transcripts, year books or student books will be released to a student whose fees or any other costs have not been paid.

The Admissions Office or Finance Department can be approached for details of the full payment policy.

12.5. Refund

Tuition Fee and Boarding Fee can only be refunded on a quarterly basis. If the student commences a quarter, no refund is available.

If the student does not take the place that is being offered, fees paid will be refunded with a deduction of 10% of annual Tuition Fee. A written notification of withdrawal is required for application for refund of the school fees paid.

In case of community or civil emergency, Utahloy Education Foundation (UEF) will advise as to refund policy.

The Capital Development Fee is non-refundable.

Please contact Admissions Office or Finance Department for the full refund policy.