



Admissions Process & Policies

2017-2018

The purpose of this admissions policy is to help you through the admission process effectively and to place your child in the appropriate class at KL International School. KLIS welcomes students from all backgrounds and embraces diversity inside and outside of school. Our goal is to provide the best education possible for each enrolled student.

Admissions Steps

The following admissions steps outline the process a student must complete before being accepted to KLIS. Our admissions team will work with you closely on each step and you are always welcome to contact KLIS with any questions.

1) Inquire

Submit your inquiry to KLIS. Provide as many details as possible about your child.

Please provide:

- a) Child's age and name
- b) English level
- c) Intended start date
- d) Date of Birth
- e) Nationality Status
- f) Your contact information

Ensure that your child meets KLIS's admissions standards, most importantly, the nationality status. All students entering the school must hold the nationality of a nation other than China.

2) Visit

At your earliest convenience, schedule a visit to the school. You will have the opportunity to meet the administration and faculty who are on campus daily. If possible, bring your child along to experience the school first hand. Our admissions team will provide you with relevant information about the school and answer all of your questions.

3) Apply

KLIS will provide you with an application and an application checklist. Families are encouraged to fill out the application in detail and submit in a timely manner. KLIS starts students on Mondays only and can enroll students with at least 1 day notice before the weekend.

A link to the application form can be found here:

http://chongqing.klschool.org/en/wp-content/uploads/2016/01/KLIS_Application.pdf

KL INTERNATIONAL SCHOOL OF CHONGQING BASHU

6 Xinnan Rd, Longhu South Garden, Yubei, Chongqing 401147 China

PHONE +86-023-67721777 **EMAIL** chongqing@klschool.org **WEB** chongqing.klschool.org



4) Assessment & Interview

KLIS will invite the student and family in for an assessment. Assessments can be scheduled, or can be done during KLIS's organized *Open House* events. **ALL students are required to take an admissions test.**

The assessment includes:

- English test,
- General aptitude test
- Character assessment.

For English, KLIS assesses the student's general ability to recognize the alphabet, numbers, shapes, colors, and simple words/sentences. We assess the student's ability to both read and write these in English, and to identify capital, lower-case, and hand-written letters. When reading, we perform a miscue-analysis for the students, identifying their level as Independent, Instructional or Frustration. Standards for that test can be provided to you.

KLIS prefers to perform in-person assessments for younger students. This allows KLIS to properly assess the student's abilities and observes the student's ability to socialize with others and work with the teacher. To set up a student assessment, contact the admissions department.

5) Acceptance

After the assessment, KLIS administration will decide whether or not to admit the student for enrollment. KLIS will issue an acceptance or rejection letter within 5 business days of the application. The parent is expected to reply in a timely manner whether or not they choose to enroll in KLIS for the provided start date. Once the parent accepts the enrollment offer, KLIS will provide the enrollment contract and other relevant enrollment documents.

6) Deposit

Once the parent/guardian agrees to enroll for the given start date, families will owe a deposit to KLIS to ensure their spot in the school. This deposit is refundable and will be refunded to the student's family within 45 days departure from the school. No deposit refund will be provided should the student cancel their enrollment prior to the start of classes.

7) Enrollment Contract, Release Forms, and Enrollment Paperwork

Parents/guardians will receive the enrollment contract and are expected to sign and return 4 original copies to the school. One original will be kept at the school, and the second will be provided to the parents. Parents/guardians will also have to fill out medical information forms, and medical release, technology release, and activities release forms.

In addition, parents/guardians must provide all of the documents listed in the application checklist. Parents will need to fill out the following paperwork for enrollment:

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- Enrollment Agreement – 4 copies
- Activities Release – 2 copies
- Medical Consent & Information Form
- Medical History – parents will have to provide, English preferred
- iPad/Technology Responsible Use Agreement

Standards

KLIS Grade - Age Chart (2017-2018)

	KLIS Year	Age	DOB
Preschool	Preschool 1	3-4	Nov. 1, 2013 - Oct. 31, 2014
	Preschool 2	4-5	Nov. 1, 2012 - Oct. 31, 2013
Lower Primary	Year 1	5-6	Nov. 1, 2011 - Oct. 31, 2012
	Year 2	6-7	Nov. 1, 2010 - Oct. 31, 2011
	Year 3	7-8	Nov. 1, 2009 - Oct. 31, 2010
Upper Primary	Year 4	8-9	Nov. 1, 2008 - Oct. 31, 2009
	Year 5	9-10	Nov. 1, 2007 - Oct. 31, 2008
	Year 6	10-11	Nov. 1, 2006 - Oct. 31, 2007
Middle School	Year 7	11-12	Nov. 1, 2005 - Oct. 31, 2006
	Year 8	12-13	Nov. 1, 2004 - Oct. 31, 2005
	Year 9	13-14	Nov. 1, 2003 - Oct. 31, 2004
High School	Year 10	14-15	Nov. 1, 2002 - Oct. 31, 2003
	Year 11	15-16	Nov. 1, 2001 - Oct. 31, 2002
	Year 12	16-17	Nov. 1, 2000 - Oct. 31, 2001
	Year 13	17-18	Nov. 1, 1999 - Oct. 31, 2000

Notes

1. Students seeking enrollment at KLIS are placed according to their age on or before Nov. 1 with the terms below taken into priority consideration.
2. Students transferring from a country with a school year that follows a different calendar than KLIS will be required to continue in the same grade level they have just completed. For example, a student who completed Grade 8 in Korea in February would be placed in Grade 8 for the remainder of the academic year at KLIS.



3. Students successfully transferring into KLIS during the school year will be required to continue their academic program in the same grade level for the remainder of the KLIS academic year.

Admissions Dates & Policies

- Enrollment occurs every Fall and Spring in September and January.
- Annual tuition is only offered in the fall.
- Spring enrollment is counted as a semester enrollment, and students can re-enroll annually in the fall.
- **Rolling admissions** are allowed if the student gives one month advance notice. Tuition fees for rolling admission is based on a monthly pro-rated tuition. **Ex:** if a student starts on September 20, they will still have to pay full tuition. If a student starts in October, one month's tuition will be subtracted from the annual tuition fee.
- Full payment discounts and early bird discounts are only applicable to rolling admissions if the parent meets the regular deadlines.

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