



## Application Form

**A. Students Information**

Year level applying for:

Start date:

Student's Details (as in passport)	
Family Name:	Given Name:
Middle Name(s):	Preferred Name (Nickname):
DOB (Date of Birth):	Gender:
Country of Birth:	Nationality:
Passport Number:	Date of Expiry:
Local National ID number:	Date of Expiry:

Siblings Name	Gender	DOB (DD/MM/YYYY)	Current School	Applying for DCY

**B. Parent Information (Please complete BOTH sections below)**

	Mother	Father
Title (Mr,Mrs,Miss,Dr..)		
Given Name		
Family Name		
Job Title		
Company / Organisation		
Office Telephone		
Mobile Telephone		
Nationality		
Native Languages		
Email		
Company/Organisation Address		
Home Country Address		
Current Address		
Myanmar Address (If different to above)		
Would you like to be involved in the college either as a class Parent or part of Friend of DCY?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other.....	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other.....



Where parents have different addresses please indicate where child lives? <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other.....	Guardian's Name: Contact Address:  Email: Mobile Telephone: Fax:	
Expected length of stay in Yangon		
In the case of an accident or illness and the parents or guardians listed above cannot be reached, please list emergency contact details:	Contact's Name: Relationship to child: Phone Number: Email:	
Please indicate the priority person to be contacted and for document to be sent to (can be more than 1)	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	

**C. Previous School(s) Attended**

Previous School	City/Country	Language of instruction	Curriculum Type	Grade/Year level attended	Dates Attended

**D. Academic**

Please indicate your child's: -	
Favourite subject(s) ..... Most successful subject(s) ..... Weakest subject(s) .....	Please indicate your child's: - First language ..... Language spoken at home ..... Other languages spoken.....
Has your child ever been placed in a class above or below his/her chronological age?	<input type="checkbox"/> Yes <input type="checkbox"/> No                      If yes, please give details.
Has your child ever attended special classes because of an exceptional talent?	<input type="checkbox"/> Yes <input type="checkbox"/> No                      If yes, please give details.
Has your child ever been seen by an Educational Psychologist / Occupational Therapist / Psychiatrist / Counsellor / Speech Therapist / other specialist?	<input type="checkbox"/> Yes <input type="checkbox"/> No                      If yes, please give details.
Has your child ever received any special help or ever attended special classes for any learning, social, emotional or behavioral difficulties?	<input type="checkbox"/> Yes <input type="checkbox"/> No                      If yes, please give details.
Has your child ever been dismissed or asked to leave school?	<input type="checkbox"/> Yes <input type="checkbox"/> No                      If yes, please give details.



Has your child ever been suspended from school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give details.
Has your child ever had any kind of specialist educational assessment other than normal school reports?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give details.
Please indicate any information which might affect your child's performance in the classroom or during Physical Education lessons, swimming lessons etc.		
Please list your child's skills/interests/talents/school awards received. (e.g. sport/music/clubs /School teams etc.)		

**E. Language Information**

<b>English Learning Experience</b>		
How many years has your child been learning English?	.....	Years
How many years has your child attended an English speaking school?	.....	Years
Has your child passed any English language tests: PET/KET/IELTS, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please name the tests.....		
Has your child received English as Additional Language (EAL) instruction at school before?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Chinese Language Information</b>		
Does the applicant speak Mandarin at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant studied Mandarin before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, did the applicant study Mandarin as a first, second or foreign language? Please tick as appropriate.		
<input type="checkbox"/> First Language <input type="checkbox"/> Second Language <input type="checkbox"/> Foreign Language		
<b>Myanmar Language Information</b>		
Does the applicant speak Myanmar at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the applicant studied Myanmar before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, did the applicant study Myanmar as a first, second or foreign language? Please tick as appropriate.		
<input type="checkbox"/> First Language <input type="checkbox"/> Second Language <input type="checkbox"/> Foreign Language		



F. Medical Information

Medical Needs		
Has your child ever been diagnosed with any of the following?		
<input type="checkbox"/> Attention Deficit Disorder <input type="checkbox"/> Autism <input type="checkbox"/> Dyslexia <input type="checkbox"/> Learning disabilities <input type="checkbox"/> No	<input type="checkbox"/> Attention Deficit Hyperactivity Disorder <input type="checkbox"/> Dyspraxia <input type="checkbox"/> Dyscalculia	<input type="checkbox"/> Language and speech delay/disorders <input type="checkbox"/> Asperger's Syndrome <input type="checkbox"/> Other (Please specify)
Please mention any medical condition that might affect your child's life at school		
Is your child on any prescription drugs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give details.
Does your child have any physical ailments which would prevent him/her from participating in physical educational classes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give details.
Has your child had a serious operation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give details.
Does your child have any Allergies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please complete the following:
Allergic to: Medication (if any) taken: Typical reaction:		
Does your child take any medication (Oral or injected) on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give details.
Does your child have any of the following?		
<input type="checkbox"/> Asthma <input type="checkbox"/> Stomach problems <input type="checkbox"/> Epilepsy <input type="checkbox"/> Heart problem <input type="checkbox"/> Diabetes <input type="checkbox"/> Hay fever <input type="checkbox"/> No	<input type="checkbox"/> Infectious diseases <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Ear infections <input type="checkbox"/> Recurring headaches <input type="checkbox"/> Neurological disease	<input type="checkbox"/> Eczema <input type="checkbox"/> Hearing problem <input type="checkbox"/> sight problems <input type="checkbox"/> Frequent stomach aches <input type="checkbox"/> Other, please specify:

Note: It is important that parents provide the accurate and update health condition throughout the year for the school nurse to give the appropriate care to your child:

Emergency Medical Treatment Consent Form
<p>I give permission, in the event of emergency or sudden illness, for the School Nurse to give medical treatment to (Child's name)_____. I Understand that I will be immediately contacted.</p> <p>Notes: In the event of a Medical Emergency, this Form will accompany your child to the hospital so that medical treatment can be given.</p>



The Administration of Paracetamol	
<p>The administration of all medications requires Parents written permission and this must be kept in the Health Centre and be administered by the School Nurse. With your permission, the school nurse may give your child Paracetamol or its equivalent for minor aches and pains such as head ache, tooth ache, dental pain, stomach ache, menstrual cramp, or fever.</p>	
<p><input type="checkbox"/> The nurse has my consent to give my son/ daughter, paracetamol or its equivalent during the school time.</p>	
<p><input type="checkbox"/> Please do not give my son/ daughter Paracetamol or its equivalent at school.</p>	
Signature:	Relationship to child:
Name in Full:	Date:

**G. Payment Information**

<b>Application Fee</b> payments will be made by:		
<input type="checkbox"/> Company	<input type="checkbox"/> Parents	<input type="checkbox"/> Other (Please specify)
<b>School Fee</b> payments will be made by:		
<input type="checkbox"/> Company*	<input type="checkbox"/> Parents	<input type="checkbox"/> Other (Please specify)
Fees will be paid:		
<input type="checkbox"/> Annually	<input type="checkbox"/> Termly	
*If checked, please provide company details:		
Contact Person: Company/Organisation: Email: Phone Number: Street Address: City: District/State: Country: Postcode: Fax:		



## **TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS TO DULWICH COLLEGE YANGON**

All parents/guardians are requested to note that enrolment and admission to Dulwich College Yangon ("DCY") are subject to the terms and conditions set out below ("Terms and Conditions").

1. Admissions and School Policies. The enrolment of a prospective student at DCY, including the placement of the prospective student into a particular year group, is subject to school admissions and entry policies and all other policies and procedures (including those relating to discipline and curriculum) as amended by the school from time to time.
2. Admissions Disclosure and Residence. Prospective students and their parents are required to produce valid documents for admissions purposes as prescribed by the regulatory authorities from time to time. Specific documents required will be notified at the time of admissions and will likely include valid passport, resident visa, work visa etc. It is the duty of the parents and legal guardians to comply with the Myanmar laws, regulations as well as any directives of the relevant authorities in relation to visa and residency, and to fully disclose the nationality, citizenship and visa status of the prospective students and their parents in order for DCY to determine the students' eligibility or identify approval required to admit to the school.
3. Change in Status. Admission and continued enrolment at DCY is conditional upon parents and students having valid documents to reside in Myanmar. It is the parent's responsibility to maintain valid documents for students to remain eligible for continued enrolment at DCY. Parents must notify the DCY immediately of any changes in the parent's or student's nationality, citizenship or visa status. Students who lose eligibility to attend DCY will be withdrawn, and fees (including placement deposit and/or tuition fees) may be forfeited in accordance with the Refunds policies if notification is not received by the withdrawal deadline.
4. Withdrawal by DCY of an Enrolment Offer. If any of the following occurs, the offer of enrolment or the enrolment itself can be withdrawn or suspended or made subject to new terms and conditions: (i) DCY determines that there has been any breach of the school's policies or procedures or these Terms and Conditions, or that circumstances as described in these Terms and Conditions arise that entitle DCY to exclude or remove a student, or withdraw or suspend enrolment or make enrolment subject to new terms and conditions; (ii) there has been any misrepresentation or inadequate disclosure about the prospective student including disclosure of the student's or parent's nationality, citizenship and visa status and subsequent changes thereof; (iii) DCY determines at any time that it cannot reasonably meet the child's needs, this may include, without limitation, situations where the school was unable to interview the prospective student fully before offering a place to the prospective student (e.g., where the prospective student was overseas) and subsequently determines it cannot meet the child's needs. If a student's existing enrolment is withdrawn, suspended, or made subject to new Terms and Conditions for any of the aforesaid reasons, this will be done pursuant to DCY policy.
5. Securing a Place. On being offered a place, the parent or company shall pay immediately the requisite (i) Enrolment Fee (ii) Deposit within 10 working days of the offer of enrolment or the seat may be offered to another applicant.
6. The Enrolment Fee is payable once only upon acceptance of the student and before the student enters the School.
7. Deposit. When a student is offered a place the parent/guardian shall immediately pay the requisite Deposit. Upon the payment of the said term fees or annual fees, DCY shall have the right to continue to hold the Deposit for the duration of the student's enrolment. When the student leaves DCY, the Deposit is refundable in accordance with the school's withdrawal policies and refunds policies as may be determined by DCY and notified to the parents/guardians from time to time, subject to any set-off referred to in these Terms and Conditions. DCY reserves the right to offset the Deposit against part or all of any amount that the parent/guardian may owe at any time to the school, including outstanding tuition fees, charges for academic materials, uniforms, bus transportation, reimbursements and damages. Any refund of the Deposit shall be without interest and without taking into account fluctuations in exchange rates.
8. Withdrawal by Parent/Guardian. If a parent/guardian desires to withdraw a child for any reason from DCY, that parent/guardian shall deliver a written withdrawal notice to the school: (i) by 15th October for withdrawal from or at any time in Term 2 of the school year; (ii) by 31st January for withdrawal from or at any time in Term 3 of the school year; or (iii) by 29th April for withdrawal at the end of Term 3 of the school year or from or at any time in Term 1 of the following school year. If a written withdrawal notice is delivered to DCY during a school holiday it will be deemed received by DCY on the first day in session following the holiday.



9. Refunds. A full term's tuition fees are payable for any term during which the student is in attendance be it for part or all of that term, and for the term for which inadequate withdrawal notice is given. If adequate withdrawal notice is given, the balance amount of the tuition fees paid will be refunded after deducting a 5% surcharge per term attended by the student in the school year from which the student is withdrawn (5% surcharge only applicable to payment on annual basis). If late withdrawal notice is given, the balance amount of the tuition fees paid will be refunded after deducting (i) the tuition fees for the term withdrawn late and (ii) a 5% surcharge per term attended by the student in the school year from which the student is withdrawn and for the term withdrawn late (5% surcharge only applicable to payment on annual basis); if tuition fees have not been paid they shall remain due and payable, and the Deposit shall be used to offset the tuition fees and 5% surcharge due and the parents/guardian remain liable should there be any shortfall.

DCY requires firm commitment for enrolment after the applicable withdrawal deadline, therefore once an enrolment place has been reserved, full tuition fees for the relevant first term will be due and any withdrawal from that term shall be treated as late withdrawal. All tuition fees and charges are subject to variation at any time and the rates shown to a parent/guardian may not be the rates applicable on the date when a place is offered or when withdrawal is made.

10. Attendance Conditional Upon Full Payment. The parent/guardian accepts that a student's entitlement to begin or continue classes at DCY is conditional upon payment in full of each term's tuition fees and all other charges for which the parent/guardian is liable. The parent/guardian shall take full responsibility to ensure that payment is made in full whether or not tuition fees and other charges are paid by the parent/guardian or the employer of one of the parents/guardians.

11. Administration Charge for Late Payment. If the parent/guardian does not pay any type of fees or charges due to DCY on time, a late payment administration charge equal to 1.5% of the outstanding fees will be imposed for each late payment reminder issued by the school. That is, 1.5% will be charged when DCY issues the first reminder, and if fees or charges are still not paid after the first reminder, another 1.5% will be charged if DCY issues a second reminder. However, this administration charge will not apply if arrangement for late payment has been made with DCY prior to the deadline for payment of the relevant fees or charges.

12. Exclusion for Non-Payment. In addition to any charges that may be imposed, DCY reserves the right to exclude a student where parents/guardians fail to pay in full the tuition fees or any other sum for which a parent/guardian is liable by the payment deadline. DCY may also withhold any information, character references or property in the aforesaid circumstances. If the aforesaid circumstances persist or there are no reasonable prospects of payment by a parent/guardian, DCY reserves the right to withdraw the student. Without prejudice to DCY rights, DCY shall endeavour to take reasonable steps to ensure that any such act does not cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the student.

13. Personal Data. Parents/guardians hereby unreservedly consent to DCY collection, disclosure, retention and use of personal data, photographs and videos relating to the students and their parents and prospective students and their parents for the purposes of school operations and activities consistent with the ethos and philosophy of the school, which form part of the learning and teaching and pastoral care, or which directly or indirectly advance the educational and development potential of the students, including without limitation public communication through DCY communication channels including DCY materials, brochures, websites, advertisements or press releases to provide information on the intended curriculum, academic testing results, or DCY academic, co-curricular, cultural and sporting activities and events whether held in conjunction with or organised by other Dulwich Colleges, affiliates of any Dulwich College, or other schools located in or outside of the city or country in which DCY is situated, unless such consent has been explicitly withheld by parents/guardians in writing at the time of application. The parents/guardians further confirm that by signing these Terms and Conditions, the parents/guardians are giving consent for themselves as well as on behalf of the student or prospective student with respect to the collection, use, retention and disclosure of personal data relating to them.

14. Termination by DCY. DCY may at any time terminate this agreement and the prospective student's enrolment may be withdrawn or suspended or made subject to new terms and conditions on one term's written notice, or on less than one term's notice where DCY has reason, in its opinion, to determine that permanent exclusion or removal is required. DCY shall not take such action without good cause and, where possible, full consultation with a parent/guardian and the student (if in DCY opinion the student is of sufficient maturity and understanding). Exclusions shall be carried out according to DCY policy, which is available to parents/guardians. Parents/guardians have the right to appeal to the Headmaster on a decision to permanently exclude a student.

15. Parental Consent. If one parent/guardian of a child consents to or approves a course of action, both parents/guardians will be deemed to have given such consent or approval, and DCY shall not be obliged to obtain the consent of both parents/guardians. Where the need arises, DCY may authorise the taking of such action as DCY deems necessary or desirable in the circumstances, including obtaining medical examination or treatment of a child, calling for



further medical or specialist advice or treatment or the removal of the child to a hospital or other location, all expenses thereby incurred being for the parent's/guardian's account. DCY will endeavour to contact one or both parents/guardians in the above circumstances and endeavour to obtain their consent but where neither parent/guardian can be reasonably contacted or if DCY deems that the circumstances do not reasonably allow for such contact to be made, DCY is hereby authorised to take such action as it deems necessary or desirable in the interest of the child and the school.

16. DCY Liability. DCY shall not be held liable or responsible for any personal or other injury or loss that a child, parent/guardian or any other person may sustain at any time:-

- a. outside the school gates or premises including without limitation on the road, pavement or car parks outside the school, notwithstanding that DCY staff may be present or providing traffic control guidance at such location.
- b. on a school bus or on a school trip save as specified in DCY school bus and trips policy.
- c. within the school gates or premises unless such injury or loss is sustained during a school supervised activity and is directly and fully attributable to the fault or negligence of DCY, DCY officers or DCY employees. In particular, the parent/guardian acknowledges that some school activities including without limitation sporting and play time activities are important to the students' educational and developmental needs, but by their nature such activities may involve the risk of physical injury even though DCY has taken reasonable steps to minimise the risk of injury.
- d. anywhere, whether within or outside the school gates or premises, in connection with any unsupervised activity or any activity partly or wholly supervised or provided by any third party other than DCY.

17. Disclosure. Please note that it is important to declare in writing all medical, behavioral, emotional and other issues that might affect your child's life at DCY. In the case of a child with special educational needs, DCY shall have the right to assess at any time whether it can provide or continue to provide adequate educational care and provision. If your child has previously been asked to leave another school, this information must be provided. Failure to give full and frank disclosure in writing at any time during the application process shall entitle DCY to withdraw or suspend the offer of enrolment or the enrolment itself or to make the offer or enrolment itself subject to new terms and conditions with immediate effect.

These Terms and Conditions are subject to amendment by the DCY and shall take effect within 30 days from the date written notice is given to a parent/guardian, whether by printed copy, email notification, website notification or otherwise.

1st Child's Name:

Year Level:

2nd Child's Name:

Year Level:

3rd Child's Name:

Year Level:

Signature of both Parents:

Mother's Name (in print):

Father's Name (in print):

Date:





## H. Document Checklist

Please ensure the following is included in your child's application

- Medical Information (fill in the form provided by DCY)
- Copy of the latest school report
- A reference from the current school
- Copies of any English language certificates
- Copy of the student's passport (Original must be available)
- 2 recent passport size photos of the student
- Copy of the student's birth certificate
- Copy of Parents' / Guardians passport/ID
- Custody papers if the parents are divorced