



## ADMISSION AGREEMENT

This admission agreement is made between the American International School ("The School") and the undersigned Parent(s) or Legal Guardian(s) of \_\_\_\_\_ ("The Student").

*Student's Full Name*

Please read the following document and initial at the end of each page.

This is to confirm the enrollment of The Student named above in the full-time program at the American International School, subject to the following terms and conditions:

### TUITION AND FEES

- If enrollment is offered, I/we must sign the official school **Offer Letter** and send it back to the admission office with a payment of the registration fee within seven business days. This registration fee is a one-time, non-refundable fee, and is non-deductible from the tuition. After the seven-day period, the acceptance letter will expire and the school may offer the applicant's place to another student.
- I/We understand that there are fees separate from tuition, which include but are not limited to extra-curricular / co-curricular classes, school trips and activities, school bus transportation, uniform, insurance, annual health check, external standardized tests, meals, supplies, materials and services provided by The School's partners and/or independent contractors.
- I/We agree that tuition and all fees must be paid in full and are due prior to the announced deadline(s). After 45 days past the due date, a late fee of 0.05% per day will be applied to the outstanding amount. After 60 days past the due date, in addition to the late fee of 0.05% per day, school records will be withheld and the student may be discharged. The student will not be permitted to attend classes until the account is paid in full. The School reserves the right to withhold grade reports, transcripts, graduation certificates, or recommendation letters if any fee is not paid in full in a timely manner.
- I/We understand that tuition and fees are subject to change.

### ENROLLMENT

- I/We understand that all documents listed in the **Admission and Enrollment Checklist** must be submitted to The School within 45 days from the offer letter issuance date. Failure to submit any of the required documents will result in the revocation of acceptance. If the school year begins within the 45-day period allowed for the submission of required documentation, the student may begin classes but must submit the required documentation within this time frame. Otherwise, the student may be prohibited from attending classes and all school functions.
- I/We understand if The Student has previously studied in the Vietnamese education system (elementary, middle, or high school), The Student may not be able to re-enroll and/or continue in the Vietnamese education system (elementary, middle, or high school and colleges/universities) after being enrolled at the American International School.

### WITHDRAWAL

- I/We agree that The School reserves the right to withdraw the acceptance from The Student in situations involving repeated or serious violations of school policies. This withdrawal of acceptance is also applicable if the academic program does not meet The Student's special needs, any breach of this admission agreement occurs, or for any other reason. A school-required withdrawal will result in no refunds of any amount.

- I/We understand that if I/we wish to withdraw The Student from The School, I/we must notify The School Office in writing at least thirty (30) school days in advance of the official withdrawal date. I/We understand that all unpaid balances are to be paid by the final date of the withdrawal. The tuition fee refund will be issued based on The School Policy described on the schedule of fees.

## **EXPECTATIONS AND CONDUCT**

- I/We agree to accept all rules, regulations and policies of The School and authorize The School to administer such disciplinary measures as deemed necessary and proper.
- I/We will ensure that I/we and The Student will comply with the regulations and policies as set forth in the Student and Parent Handbooks, Child Protection Handbook or any other official School documents as applicable, and as amended periodically.
- I/We understand that damage to school property caused by The Student, due to willful or negligent means, will be directed to me/us for payment.
- I/We agree that The Student may participate in all school activities, including sports and school-organized trips away from The School campus. I/We further understand that unless I/we inform The School via email or phone calls to withdraw The Student from any individual activities, the school may permit any student to participate in any sports activities, athletic contest, school-organized trips and other activities.
- I/We understand that I/we will be notified of any field trips when The Student will leave The School premises. I/We agree to allow my/our child to participate in walks from The School to nearby points of interest, and for walks during the day about which I/we may not have prior knowledge.
- I/We understand that The Student should be picked up on time as set forth in the Student and Parent Handbooks. On occasions of special school events, activities or school sports events or activities, I/we shall be responsible for making arrangements for prompt pick-up immediately after the event or activity.  
If I/we pick up The Student after school hours, I/we shall willfully waive and release responsibility of The Student's safety and well-being from The School and its employees. On the other hand, I/we will also be responsible for paying any fine incurred from the after-school hours supervision. Hence, I/we commit to pick up The Student on time and will not abuse the after-school hours supervision services with a fine.
- I/We will give active support to The School Program in every way possible and will be in reasonable attendance of school functions such as Parent-Teacher meetings, training sessions for parents and any other meetings to which parents are invited.

## **PUBLICITY**

- I/We agree and give consent to The School and/or The School's designated partners to take photographs, record voices and/or videos of The Student and to use such information for school events, activities, promotion and publication. The publication outlets will include, but are not limited to, television channels, newspapers, magazines, periodicals, newsletters, social media, websites, and bulletin boards.

## **LIABILITY WAIVER**

- I/We acknowledge and agree that The School is not liable for any injury that may occur to The Student while attending The School or participating in School organized activities, except to the extent that such injuries arise from the gross negligence of The School. The School is not liable for any loss or damage to The Student's personal belongings.

## **EMERGENCY**

- I/We understand and give The School permission to take any action it deems appropriate for the benefit of The Student in emergency circumstances if the parent or guardian cannot be reached to make such decisions. In this case, The School shall not be held liable for giving authorization to needed emergency medical treatments. Moreover, I/we agree to reimburse The School for any expense incurred as a result of The School's decision to grant such authorization. I/We also hereby waive any claim that we may have against The School, its employees, and/or any individual member associated with The School.

**CHILD PROTECTION POLICY**

- By enrolling my/our child at the American International School, I/we agree to work in partnership with the school and to abide by all laws of Vietnam and all policies adopted by the AIS Board of Directors including the Child Protection Policy that defines the standards by which all AIS students should be treated with respect and accorded dignity at all times.

**PARENTS' DECLARATION AND SIGNATURE**

- I/We have read the current schedule of fees and agree to pay all fees incurred at The School. I/We also hereby grant the Administration of The School the full responsibility for placing or assigning The Student to the appropriate class, grade level and/or learning/support programs.
- I/We guarantee that:
  - a. All the information provided in the **Admission Application Form, Emergency Contact, and Health Information Form** is true and correct.
  - b. A timely update of any changes, especially in contact information or medical information, shall be provided to The School. The School cannot be held responsible for the failure to contact the Parent(s) in an emergency or to deliver any correspondence unless notification of the aforementioned changes is received.
- I/We acknowledge and agree that the failure to disclose relevant information and in full may result in the acceptance offer being withdrawn by The School. In this event, The School may decide with its sole discretion, not to provide any refund of or reduction in fees already paid or of other payables to The School.
- I/We agree that in the event of The School requiring parental approval, it is sufficient to obtain the approval of one Parent.
- I/We understand that this agreement remains valid as long as The Student is enrolled at The School.
- I/We understand that The School reserves the right to modify any of the conditions of this agreement with a 30-day written notice to the Parent/Guardian.

By signing this admission agreement, I/we, the undersigned Parent(s)/Guardian(s) agree that I/we have read, understood, and agree to be bound by the obligations in this agreement and by any subsequent amendment(s) as notified by The School periodically.

Father/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian Printed Name \_\_\_\_\_

Mother/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother/Guardian Printed Name \_\_\_\_\_

**\*\* Note: Your initials are required at the end of each page of this document.**