



INTERNATIONAL SCHOOL SUVA

World Class Citizens ~ Life Long Learners

APPLICATION FOR ENROLMENT

Attach
Photo

Please return to: admissions@iss.school.fj

ANTICIPATED STARTING DATE _____ -

PLEASE TICK IF STUDENT IS RE-ENROLING

THIS FORM MUST BE ACCOMPANIED BY:

- THE MOST RECENT SCHOOL REPORT;
- A COPY OF THE FIRST PAGE OF PASSPORT AND BIRTH CERTIFICATE TO BE ATTACHED FOR BOTH FIJI CITIZEN AND NON-FIJI CITIZEN;
- One (1) PASSPORT-SIZED PHOTOGRAPH;
- TRANSFER LETTER FROM PREVIOUS SCHOOL IF IN FIJI;
- PROOF FOR THE RIGHT OF ABODE OR A VISA/ENTRY PERMIT TO STUDY IN FIJI ISSUED BY THE FIJI IMMIGRATION DEPARTMENT MUST BE PRESENTED PRIOR TO BE ADMITTED TO ISS (if Non-Fiji Citizen); and
- A COPY OF IMMUNISATION RECORDS.

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

1. STUDENT INFORMATION

Surname	First Name	Age	Gender	Date of Birth (dd/mm/yy)	Religion [if none, please write 'no religion']
Country of Birth	Citizenship	Passport(s) : [Please indicate country/ies of issue]		Languages spoken at home : Fluent in spoken English: Yes / No Fluent in written English: Yes / No	
Postal Address:			Home Address [if different from postal address]:		
Telephone:	Mobile (if any):	Email:			
Transportation to and from school					

2. FAMILY SITUATION

Student lives with:

(Optional) Tick any that may apply:

- | | | | | |
|---------------------------------|-------------------------------------|-------------|--|--|
| Father <input type="checkbox"/> | stepfather <input type="checkbox"/> | other _____ | Father deceased <input type="checkbox"/> | Parents separated <input type="checkbox"/> |
| Mother <input type="checkbox"/> | stepmother <input type="checkbox"/> | _____ | Mother deceased <input type="checkbox"/> | Parents divorced <input type="checkbox"/> |

Names of brothers / sisters

Full Name	Date of Birth (dd/mm/yy)	Gender	School

3. PARENTS'/GUARDIANS' INFORMATION

Please provide the following information on the persons legally responsible for the applicant.

A. Relationship to child: Mother/Father/Guardian

Surname:		First Name:		Citizenship:		Country of birth:	
Occupation:		Employer:		Office Address:		Postal Address:	
Telephone (H):		Email:		Fax:		Mobile:	
Please state the preferred email address for receiving ISS communication				ISS Alumni? Yes / No		Years attended	

B. Relationship to child: Mother/Father/Guardian

Surname:		First Name:		Citizenship:		Country of birth:	
Occupation:		Employer:		Office Address:		Postal Address:	
Telephone (H):		Email:		Fax:		Mobile:	
Please state the preferred email address for receiving ISS communication				ISS Alumni? Yes / No		Years attended	

4. ADDITIONAL EMERGENCY CONTACT INFORMATION

Please name an adult other than parents to be contacted if parents are unreachable.

Name: _____	Name: _____
Relationship to the child/parent: _____	Relationship to the child/parent: _____
Telephone: _____ Mobile: _____	Telephone: _____ Mobile: _____
Email: _____	Email: _____

5. ACADEMIC INFORMATION

Please list ALL schools that your child has previously attended beginning with the most recent school (include kindergarten and pre-school experiences)

Name of School	Town/State & Country	Language of Instruction	Type of Curriculum (e.g. Australian, NZ, etc.)	Dates Attended (MM/YYYY)	Grade Level(s)
				to	
				to	
				to	

Please list any extracurricular activities in which your child has participated. If he/she has received any award or special recognition, please mention it.

6. STUDENT MEDICAL DETAILS (It is essential to let the school know of any medical conditions that your child has)

Family Doctor's Name	Address	Telephone
Allergies	Other medical conditions	Medication

7. ANSWER THE FOLLOWING QUESTIONS AND PLEASE STATE ANY OTHER INFORMATION THAT YOU FEEL IS IMPORTANT THE SCHOOL SHOULD KNOW ABOUT YOUR CHILD, INCLUDING ANY SPECIAL LEARNING NEEDS.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Has the student ever received support services for learning or behavioural needs? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the student ever been evaluated for special needs? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the student ever had disciplinary issues resulting in suspension or expulsion from school? |
| <input type="checkbox"/> | <input type="checkbox"/> | If your child is entering Early Childhood or lower Primary, is s/he able to independently manage toileting? |

8. ENROLMENT FEE / RE-ENROLMENT FEE

The school's offer of a place is conditional upon payment of a non-refundable enrolment fee of:

\$12,000 – Expatriate applicants

\$4,500 – Local applicants (Fiji citizenship, OR ten (10) full years of residency in Fiji)

No student may commence classes until this is paid.

A re-enrolment fee of **\$1500 is payable** for students who have previously attended and left ISS.

9. BUILDING LEVY

An annual Building Levy of:

- \$3,500 per student/per year is charged for **Expatriate applicants**
- \$1,000 per student/per year is charged for **Local applicants** (Fiji citizenship, OR ten (10) full years of residency in Fiji)
- 50% Sibling discount for 3rd child or more from one family applicable to both tiers of Building Levy

10. SCHOOL FEES (tuition paid each term)

These fees are recorded in the Fee Schedule 2024 published on www.iss.school.fj, and are payable each term, with 4 terms per year.

Please tick the appropriate applicant status:

- Expatriate applicant Local applicant (Fiji citizenship, OR ten (10) full years of residency in Fiji) Support Services Required

All school fees must be paid in advance of a student commencing school. Parents/guardians are responsible for the payment of school fees for their children, irrespective of any arrangements with an employer. It is preferable that the school fees are directly deposited to the school's bank account.

ANZ Bank
Level 7 ANZ House
25 Victoria Parade
Suva
Fiji

BSB-010-890
Swift Code ANZBFJFX
Account Name: International School Suva
Account Number: 1233831

OR You can pay at the school's Business office.

A full term's school fee is payable for any part of a term attended. There are no refunds on term school fees.

Refunds are only given for whole terms not attended where the annual school fee has been paid. Refunds are made to the person/company paying the school fee. Parents are asked to give a term's notice in writing.

Mailing address for fee invoice _____

Telephone: _____ Mobile: _____

Email: _____

11. AGREEMENT - Please read carefully then sign below

I hereby make application for admission of the student to the International School Suva in accordance with the terms, rules and regulations of the school. Parents and guardians agree to support the school by being positive participants in the ISS community, resolving conflict through appropriate channels, not undermining other parents or staff, not engaging in gossip related to other families, children, or staff, and following school rules and decisions. Unless notified by the school in writing to the contrary, this agreement shall remain in effect throughout the period of attendance at the school.

1. VISA: All non-Fiji citizens must have an appropriate valid visa before enrolment is accepted and throughout the period of enrolment.
2. LIVING ARRANGEMENTS OF STUDENTS: It is expected that students will live with a parent or legal guardian at all times. When the parent or legal guardian of the child is away, it is the responsibility of the parent/guardian to inform the school of the name and contact details of the person who will be looking after the child. Enrolled students 18 years old and over must still have guardianship.
3. PLACEMENT OF STUDENTS: Decisions about student grade placement, course or assignment grades, or promotion are solely the prerogative of the school. Parents are invited to ask for clarification of the reasons for those academic decisions.
4. ATTENDANCE: Students should arrive at school no more than 30 minutes before the first bell. Students must leave the school within 30 minutes of their last class unless working in the library or taking part in an organised activity. To ensure student safety, all students must leave the premises by 4:00pm, unless participating directly with and under the supervision of a school official. Students are expected to attend as regularly as possible and parents are asked not to arrange holidays outside of normal school breaks other than in extenuating circumstances. More than 10 days absence for non-school reasons in a term may result in loss of credit.
5. RECOGNITION: Parents will recognise and support the authority and responsibilities of ISS staff and administration to carry out their education work.
6. PEACEFUL RESOLUTION OF CONFLICT: There will be no bullying, harassing, or intimidating members of the school community. All conflict will be resolved respectfully through properly established channels.
7. COMMUNICATION: The school will communicate in a number of ways on a regular basis, but parents are encouraged to communicate as needed to get any desired information about their child. The school welcomes a positive exchange of information about every student's progress and well-being.
8. EDUCATIONAL PROCESSES: While parents' views are always welcome, parents will not interfere in the ISS educational processes or interfere with ISS personnel as they carry out their duties and/or responsibilities.
9. HOMEWORK: Suitable conditions will be supplied at home for doing homework and parents agree to monitor its completion and sign the appropriate records.
10. STUDENT SUPPORT SERVICES: Students who are determined by the school to require added, on-going support services will be provided such services to ensure their success. Services that are not incidental and require added staffing, space, equipment, or supplies may incur an added fee. If services are deemed to be necessary by the school, they will not be optional.
11. SCHOOL REPORTS: Parents will cooperate with the school to maintain high standards of work and behaviour, especially by discussing school reports with their child(ren) and attending parent meetings.
12. TUITION FEES: All fees for each term must be paid before a student commences classes (unless a written exception is granted).
13. DRUGS, ALCOHOL, and CIGARETTES: Student use or possession of drugs, alcohol, or cigarettes is not permitted in the school, on school excursions or at school activities at any time. The possession and/or use of any of these may result in a student's enrolment being terminated.
14. DISCIPLINE: Parents will support the school by explaining to their child(ren) the importance of abiding by the school rules, supporting disciplinary decisions by the school, and informing the school of any problems or difficulties which may arise.
15. UNIFORM: All students are required to wear the appropriate school uniform at all times. A student may be sent home if inappropriately dressed.
16. EXCURSIONS: All students are required to participate in school excursions. These are normally in Suva and sometimes in the nearby country area, and normally take place during school hours. Some return later in the day, particularly when connected with sporting events. Parents will be notified in writing of any excursion with exceptional circumstances.
17. SPORT/PHYSICAL EDUCATION and COMMUNITY ACTION/SERVICE: Physical education, including swimming, and community activities, including service activities, are an integral part of the school's curriculum, and except for reasons of ill health, students are required to participate.
18. SCHOOL PUBLICATIONS: Photographs of students and work material by students may be posted in the school and in school publications or used for promotional and educational purposes at the discretion of the school.
19. PARKING: Everyone must be community minded and respectful of the school neighbours when parking outside the school perimeter.
20. ISS may take any measures needed, including legal action, to collect fees that are in default.

PARENT ENROLMENT AGREEMENT:

I agree to the above terms of enrolment concerning parent support, visa (Non-Fijian students), tuition and fees, living arrangements, drugs, alcohol, and cigarettes, uniforms, and school publications. I agree that my child, in terms of general health, is fit to participate in physical activities and I give my consent to the participation of my child in curricular or extracurricular activities on or off the ISS

premises (within or outside school hours) which may involve school trips, excursions, programs, recreational activities, sports, physical education, inter-school activities or other related activities except as follows (Insert exceptions):

I, on behalf of my child, voluntarily accept the risks inherent in participating in school activities and expressly agree and promise to accept and assume all such risks. In consideration of ISS providing activities in which my child may participate, I the undersigned parent(s) or legal guardian(s), agree to hereby release, waive, discharge and covenant not to sue ISS, its Council, Committees, officers, employees, agents, or representatives, including supervising parents and volunteers ("Released Parties"), from any and all liability including negligence, for any and all damages, losses or injuries to my child or his or her property, which arise out of, occur during, or result from my child participating in the school activities. In the event of an injury that requires immediate treatment, I authorize the school to seek medical assistance from any health provider for my child in an emergency.

I understand that admission to International School Suva is based in good faith on information I have provided in this application and within the application and admission process. Any misrepresentation or omission of pertinent information, particularly if the lack of information interferes with the school's ability to educate my child or other children in the school, may result in my child's admission being rescinded solely at the discretion of the school.

Signed _____
Parent/Guardian

Date _____
dd/mm/yy

Signed _____
Parent/Guardian

Date _____
dd/mm/yy

Office Use Only

Year	Starting Date	House	Bus	Registrar sign	Date
Enrol ID	Receipt No.	Paid By		Office sign	Date

ACCEPTANCE OF ENROLMENT

The enrolment of _____ is accepted to commence classes on _____

Signed _____
Principal / Head of Secondary / Head of Primary

Date _____
dd/mm/yy

SPECIAL CONDITIONS OF ENROLMENT

This enrolment is accepted contingent on the following special conditions:

Signed _____
Principal / Head of Secondary / Head of Primary

Date _____
dd/mm/yy