



# Cebu International School

## Student Enrollment Form

Photo: 1 pc 2"x2"

### Checklist of Requirements

*Note: translated copies must be authenticated*

- |  |  |
|--|--|
| <input type="checkbox"/> Application Form with Photo (2"x2")   | <input type="checkbox"/> Recommendation from School Principal or Counselor |
| <input type="checkbox"/> Copy of Birth Certificate   | <input type="checkbox"/> Affidavit of Guardianship, if necessary           |
| <input type="checkbox"/> Student & Parents' Copies of Passports ( <i>photo page &amp; the page stamped with the latest arrival date in the Philippines</i> ) | <input type="checkbox"/> Medical Form(s)                                   |
| <input type="checkbox"/> Appropriate VISA or SSP   | <input type="checkbox"/> Immunization Record(s)                            |
| <input type="checkbox"/> Latest Report Card  | <input type="checkbox"/> Driver's/Nanny's ID application                   |
|  | <input type="checkbox"/> BI Form, only for students securing SSP           |

<b>Student Information</b>	
<input type="checkbox"/> New Student Enrolling	<input type="checkbox"/> Returning Student, please indicate School Year last attended in CIS
Application for Grade:	For Semester: <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4   School Year:
Name of Student: <i>(as appears on passport)</i> <i>First Name</i> <i>M.I.</i> <i>Family Name</i> <i>Suffix</i>	
Nickname:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male                      Date of Birth: <i>Date</i> <i>Month</i> <i>Year</i>
Place of Birth:	Citizenship/s:
Passport/s Number/s:	Home Address in Cebu:

<b>Emergency Contact Information</b>	
<i>Person to contact in case of emergency (other than parent/guardian)</i>	
Name of Emergency Contact: <i>First Name</i> <i>M.I.</i> <i>Family Name</i> <i>Suffix</i>	
Contact Number/s:	E-mail Address:
Address in Cebu:	

<b>School Records</b>	
<i>Please indicate your child's:</i>	
First Language:	Second Language:
Last Level Attended/Completed:	Last Month/School Year Attended:

Equivalent CIS Level	Age	Previous Schools Attended <i>Name of School &amp; Address</i>	Started (Month, Year)	Completed (Month, Year)
Pre-School 3				
Pre-School 4				
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				

**School Records Reference Person**

*Will be contacted by CIS Admission Staff to verify school records.*

Full Name:	Position:
Contact No:	E-mail Address:

## English Language Proficiency

*To be answered by applicants from countries in which English is NOT the main medium of communication*

Proficiency Level / Areas	Very Good (Fluent)	Good (Needs stronger foundation)	Fair (Inadequate)	None
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## World Language Choice

*Please tick preferred option (options need to be reviewed before approved)*

Filipino (up to Grade 10 only)  Spanish  Mandarin

## Learning Needs

*If applicable, please provide documents for appropriate evaluation.*

Health Concerns	Impaired	Corrected	No issue/problem
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physically Challenged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Learning Challenges/Difficulties:

Advanced Placement/Gifted and Talented:

Academic Remedial Help:

Has your son/daughter been advised/diagnosed or referred for any health, educational, social and emotional needs prior to this date? *If YES, please explain (ex. Dyslexia, ASD, learning disabled, ADD, speech, hearing, etc.) and attach standardized test scores or any assessments or school documentation*

**NB: Failure to disclose full information to CIS about any learning needs could lead to the termination of enrollment. As per CIS Admission Policy, the school is required to determine whether the applicant can access the education offered at CIS.**

## Information for the Guidance Office

*Please check the appropriate box and answer the questions below.*

Parents are:

- |  |   |
|--|---|
| <input type="checkbox"/> Married and living together in Cebu     | <input type="checkbox"/> Separated, not living together |
| <input type="checkbox"/> Married but not living together in Cebu | <input type="checkbox"/> Single Parent/Widow/Widower    |
| <input type="checkbox"/> Previously divorced but has remarried   | <input type="checkbox"/> Annulled/Divorced              |

1. Do parents travel during the course of their work?  Frequently  Occasionally  Not at all  
How often?

2. Who is the child's primary caregiver?

3. If it is a nanny or "yaya", how long has caregiver been with the family?

4. Please list all other persons/relatives living at home (do not include household help)

**Type of VISA**  
*Any student enrolling as a foreigner is required to fill in this section.*

Type of Visa Upon Entry to the Philippines:  Tourist Visa  Other Visa(s), please specify:

The Philippine government requires a **SPECIAL STUDY PERMIT**, instead of a Student Visa, for minor foreign students. Exempted from this requirement are children of parents with any of these visa categories:

Please check the appropriate category and attach/send a copy of the parent's visa.

- Permanent foreign resident
- Alien with valid working visa
- Personnel from duly accredited international organizations residing in the Philippines (UNDP, ADB)
- Foreign diplomat personnel
- Special Retiree's Resident Visa (SRRV)
- Special Investor's Resident Visa (SIRV)

**Additional CIS Information**  
*How did you learn about CIS? Please tick appropriate box.*

How did you learn about CIS? Please tick appropriate box.

<input type="checkbox"/> Website	<input type="checkbox"/> Advertisements (TV, flyers, print advertising)
<input type="checkbox"/> Family members enrolled in school	<input type="checkbox"/> Online Advertisements (social media, website, google)
<input type="checkbox"/> Referred by the company	<input type="checkbox"/> Referred by friends
<input type="checkbox"/> Others: Please specify _____	

What is/are your reason/s for considering CIS as your school of choice?

<input type="checkbox"/> International Curriculum	<input type="checkbox"/> School's reputable accreditations & affiliations
<input type="checkbox"/> Unique Features	<input type="checkbox"/> Balanced curricular & extra-curricular programs
<input type="checkbox"/> Learning Climate: CIS is focused on best practices teaching and learning within universal core values	<input type="checkbox"/> Internationally experienced administration & faculty
<input type="checkbox"/> Others: Please specify _____	

## Parents Information

*It is the responsibility of the parents to keep CIS advised of any changes to this information below.*

FATHER	PARENTS	MOTHER
<i>First Name      Middle Initial      Family Name</i>	Full Name	<i>First Name      Middle Initial      Family Name</i>
	Nationality/Passport(s) Number	
Degree earned in College/University  _____ _____ _____	<b>Highest Educational Attainment and College or University graduated from</b>  <input type="checkbox"/> Doctorate Degree <input type="checkbox"/> <input type="checkbox"/> Master's Degree <input type="checkbox"/> <input type="checkbox"/> College/Uni Degree <input type="checkbox"/> <input type="checkbox"/> Non-Applicable <input type="checkbox"/>	Degree earned in College/University  _____ _____ _____
	Home Phone/Mobile Phone	
	E-mail Address	
	Complete Address (if not living with the child)	
	City/Country/Zip/Postal Code	
	Business or Employer's Name	
	Nature of Business	
	Position Held in the Company	
	Business or Employer's Address/Contact no.	

## Siblings Enrolled at CIS

Name(s)	Birthdate	Current Grade Level

## **Enrollment Certification and Agreement – to be signed annually**

I/We acknowledge that Cebu International School (CIS) is a private, non-sectarian international and co-educational school, primarily and essentially a college or university preparatory school. Students are admitted and retained based on their ability to meet academic, moral and behavioral standards of the school. The school reserves the right to refuse admission to any student who does not meet all the admission requirements and criteria.

Therefore: I/We, the parent(s) of the child applying for admission to CIS, do hereby certify and agree on the following specific provisions related to his/her continuing in this school, if admitted:

1. I/We will assist our child to observe all school rules, regulations, and procedures including those contained in the Student Parent Handbook so that our child could be educated in line with the goals and objectives of this school.
2. I/We certify that information regarding our son/daughter's information are all disclosed and thus, understood that my/our child can be refused admission should he/she be subsequently (after enrollment) diagnosed to have special learning need/s that the school is not able to meet.
3. I/We also certify that our child is not a member of any fraternity or similar organization with activities that are inimical to the sound formation of an ideal person. I/We agree that should our child violate this provision, he/she shall be asked to withdraw from the school and in the absence of this enrollment agreement with the School, my/our child can be refused admission at CIS.
4. I/We further certify that our child is not/has not been taking or promoting the use of drugs that are prohibited and punishable by the laws in this country. I/We also agree that should our child violate this provision, he/she shall be asked to withdraw from the school, without prejudice to the full force of the existing and pertinent laws in this country.
5. I/We, agree to accept and abide by the philosophy, mission, policies, rules, and regulations of CIS as contained and specified in the School's publications, issuances, and enrollment documents, including among others, the Student Parent Handbook, the Community Code of Conduct, the school's website, CIS Policies and the Newsflash.
6. I/We understand that non-compliance of the above, depending on the gravity of the violation, may be deemed sufficient cause for the exclusion of our child; termination of enrollment; and/or non-acceptance of enrollment for the following year, in accordance with the Student Parent Handbook/Community Code of Conduct and Policies.
7. I/We give permission to Cebu International School to contact my child/children's previous schools to request additional information regarding all academic, medical and psycho educational records as may be required for enrollment of the student.
8. Furthermore, I/We, oblige ourselves and child/ren to obey the school policies on tuition and other fees stipulated on the Statement of Accounts (SOA) issued by the CIS Finance Department.

### **9. Multimedia Release Information and Agreement**

#### Statement and Conditions of Use

As a modern, progressive, international school, CIS makes appropriate use of multimedia both within our school program for educational purposes, and to the wider community to share what we are doing and to market CIS to prospective families. As such, photographs and/or videos of students involved in activities and events are periodically taken by school-approved personnel and used in our: enrollment database, classrooms, school newsletters, website, social media sites, brochures, advertisements, presentations, and displays. Strict conditions are followed to ensure the security and privacy of our students:

- Unless permission has been granted by the parent/guardian, a student's name must NOT be used in conjunction with a photo in identifiable manner
- Non-school personnel are NOT permitted to take photos of our students without approval from the Superintendent. Approval is only granted for a justifiable reason, such as official media covering school events, or specific group\* or non-close-up\* shots for visitors with bona-fide reasons for taking them (such as educational researchers).
- CIS parents may take individual photos of their OWN children at school and school events, but are only permitted to take group\* or non-close-up\* shots unless they gain the express permission of the other student's parents.

*\* For the purposes of this agreement, a “group” refers to 5 or more people, and a “non-close-up” shot refers to a photo whereby any person’s face takes up no more than 1/6th of the photo frame.*

By enrolling your child in CIS, you agree to the above agreement under terms of the conditions of use outlined. CIS accepts some families may have personal reasons to deviate from this standard agreement, however, so please check the appropriate box(es) below to indicate the level of opt out you desire, if any (leave boxes empty for the standard agreement). *Please explain to your children if you choose to opt out as this will mean they may need to be excluded from group or event shoots.*

I would like to opt out of all *external\** media use that contains my child, unless I express permission for limited use on a case-by-case basis (\*external media includes any media that is used OUTSIDE the school’s environ: the CIS website, Social Media sites (such as Facebook), Newsflash (as it is published on the website), external magazines, etc.).

I would like to opt out of all *internal\** media use that contains my child unless I express permission for limited use on a case-by-case basis (\*internal media includes any media that will only be used INSIDE the school’s environ: Class presentations, in-school exhibitions or displays, school-member-access-only digital communications or sites such as email or password-protected blog sites, etc.).

If at any time you wish to modify your permissions, please notify the school receptionist in writing.

**10. Contact Details Information and Agreement**

Data protection is of high importance for CIS, and your contact details are only made available to approved members of the CIS community: faculty staff, and approved CIS Parent-Teacher Association officials.

Any information collected through our forms and services shall be limited to the purpose the information is collected, and provided only to the relevant parties for that collection.

CIS does not sell or share contact details or information for purposes not related to school functions with anyone other parties outside the CIS community without consent.

By enrolling your child in CIS, you agree to the use of your contact details and information collected for school operations under the controlled conditions outlined above. If you have special personal reasons to limit the use of your contact details further than that outlined above, please inform the school via reception in order to speak to an administrator to discuss how we can cater to your situation.

I/We have read and understood the Agreement above as well as all the policies and rules and regulations mentioned therein.

I/We also fully understand that failure to comply with this agreement at any time during our child/dren’s enrollment, may lead to the refusal of their re-enrollment or termination of current enrollment as the case may be. I/we also fully understand that behavioral or academic issues that arise during the school year may be grounds for either re-enrollment refused or conditional enrollment given, as provided for in the Student-Parent Handbook/Community Code of Conduct and Policies.

\_\_\_\_\_  
Parent or Guardian’s Printed Name & Signature  
Date Signed \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian’s Printed Name & Signature  
Date Signed \_\_\_\_\_