



TAIPEI EUROPEAN SCHOOL BRITISH PRIMARY SECTION



British Section

Application Procedure

1. All pages of the application form need to be returned and signed by either or both of the parents / legal guardians on each page where this is required. We cannot process the application unless all pages are completed and signed, and the requested supporting documents are provided (see below).
2. Submit the completed application form to the Admissions Office (see address below) with all the required documents (the Alien Resident Certificate may be provided later). The school may request document originals, for viewing, if your application progresses through to the student assessment / interview / class tryout stage.
3. The School will contact you to advise of the status of your application. The applicant may be invited for assessments / a class tryout / an interview at a later date, at which time parent interviews will also be scheduled.

n.b: Only when the offer of a place in school has been made will we arrange school bus and cafeteria services upon request and availability.

Application Supporting Documents

1. A completed application form
2. A copy of the student's valid foreign passport
3. The most recent school reports, in English, covering the previous 2 years
4. Two recent passport-sized ID photos
5. Evidence of the students' legal residency, i.e. Taiwanese passport or 60-day visa or Alien Resident Certificate (A.R.C) as soon as it has been obtained.
6. Parent documentation, copy of official identification; copies of the parent's Passports and evidence of legal residency, i.e. I.D. cards from Taiwanese parents or Alien Resident Certificate (ARC) when obtained.

Application Enquiries and Contact Information

Admissions Office

Address: 99 FuGuo Road, ShiLin District., Taipei 11158, Taiwan, R.O.C.

Tel: +8862-8145-9007 ext. 1115

Fax: +8862-2832-5058

E-mail: admissions@tes.tp.edu.tw

Website: www.taipeieuropeanschool.com



TAIPEI EUROPEAN SCHOOL BRITISH PRIMARY SECTION



British Section

Student details:

Requested start date:	Expected year group*:
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***Please see table on page 8. Note: US Grade levels are different from UK Year levels.**

Family name:			
First name:			
Second name:			
Preferred name:			
Student email * (this is required for all secondary students)			
Date of birth:			

(Clip two ID photographs here)

Gender:	Male	Female	Country of birth:	
ARC #:			Expiry date:	
Foreign nationality 1:		Passport #:	Expiry date:	
Foreign nationality 2:		Passport #:	Expiry date:	
Taiwanese passport?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Passport #:	Expiry date:	

Child's first language:			
Child's second language:			
Main language spoken at home:	Other language(s) spoken at home:		

Home address:			
Address in Chinese: (if applicable)			
Invoice address:			

* When will the applicant arrive in Taiwan? (if applicable):

Has your child attended TES before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has your child applied to TES before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever had or do you currently have children at TES?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Siblings	Name	Year Group	Name of Current School	Is he/she applying to TES?
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No

For school use only:							
			Date				
Date received	EAL / Tryout date	EAL result	COS tutorial	Date accepted	Start date	Roll group	Date left TES
Acceptance approved by the Registrar, or head or designated deputy of Section:							(Signature)



TAIPEI EUROPEAN SCHOOL BRITISH PRIMARY SECTION



British Section

Parental details:

	Mother	Father
Full name on passport:		
Nationality:		
Marital status*:	Married or co-habiting / divorced or separated / widow(er) / single	
Occupation:		
Job Title:		
Company / Organisation:		
First language:		
Other language(s): Please indicate proficiency level (i.e., basic, intermediate, advanced)		
Office tel. – Taiwan:		
Home tel. – Taiwan:		
Mobile phone – Taiwan:		
Preferred email:		
Alternative email (optional):		

First contact email:		<i>Note: please provide ONE primary email address to be used for parent-school communication including parent teacher interviews.</i>
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* if divorced, do you have:

- | | | |
|---|------------------------------|---|
| 1. Joint parental authority over the child in this application? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Sole parental authority over the child in this application? | <input type="checkbox"/> Yes | (Please provide evidence of judicial ruling.) |

Additional information for the School:

- How did you find out about the Taipei European School?
- | | |
|--|---|
| <input type="checkbox"/> From families whose children are already in TES | <input type="checkbox"/> From advertising |
| <input type="checkbox"/> From friends'/ company recommendation | <input type="checkbox"/> From website / Internet search results |
| | <input type="checkbox"/> Others (please specify) |

The school reserves the right to reject an application or cancel a place in school if we find that information has been withheld (e.g. concerning pre-existing learning or behavioural issues) or for any other detrimental reason such as previous grades, personal conduct or payment history.

I declare that the information provided in this application is true, accurate and complete.

Parental signature:		Date:	
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TAIPEI EUROPEAN SCHOOL BRITISH PRIMARY SECTION



British Section

Student's name:		Expected year group:	
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Educational history: previous schools attended
(placed in chronological order, with the most recent school first):

	Address	Date of entry	Date of departure	Final Year / Grade completed:	Main language of instruction
Name of Contact (Teacher / Head)	Tel / Fax: Email:				
Name of Contact (Teacher / Head)	Tel / Fax: Email:				
Name of Contact (Teacher / Head)	Tel / Fax: Email:				

Educational history – specific needs:

Has your child ever received support in English as a Second / Additional language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child been assessed for 'gifted & talented' provision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child ever been assessed for special educational needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child suffer from or has been diagnosed with conditions such as an attention deficit / dyslexia / fine or gross motor control difficulties, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child ever been assessed or received support for speech and language difficulties / occupational therapy / physical therapy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any behavioural issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have a hearing / visual impairment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have answered "YES" to any of these questions, please give details here (or attach a covering letter) and attach any educational / behavioural assessments which have been completed by special needs coordinators or educational psychologists:		
I give TES permission to contact my child/ren's previous and/or current schools to obtain information relevant to my child/ren's application if deemed necessary. I hereby acknowledge that the information I have supplied regarding educational history is true, accurate and complete, and accept the school's three-month period of academic probation, during which the applicant's suitability for enrolment in the school will be under assessment.		
Parental signature:		Date:



TAIPEI EUROPEAN SCHOOL BRITISH PRIMARY SECTION



British Section

TES Language Profile

Student's family name:

First name:

Year group at TES:

Date of birth:

Main language spoken at home: _____ %

Other languages spoken at home: _____

Mother's first language:

Father's first language:

Student's Educational History:

School Year

Country of residence

Language of instruction

British / German / French / American

Nursery/ K/ PS/ Pre K

Reception/ K/ MS/ Pre K

Year 1/ FE 0/ GS/ K

Year 2/ FE 1/ CP/ Grade 1

Year 3/ FE 2/ CE 1/ Grade 2

Year 4/ K 3/ CE 2/ Grade 3

Year 5/ K 4/ CM1/ Grade 4

Year 6/ K 5/ CM2/ Grade 5

Year 7/ K 6/ 6ème/ Grade 6

Year 8/ K 7/ 5ème/ Grade 7

Year 9/ K 8/ 4ème/ Grade 8

Year 10/ K 9/ 3ème/ Grade 9

Year 11/ K 10/ 2nd/ Grade 10

Year 12/ K 11/ 1ère/ Grade 11

Year 13/ K 12/ - / Grade 12



TAIPEI EUROPEAN SCHOOL BRITISH PRIMARY SECTION



British Section

Student Health Information

Student's name (Last / First): _____ Section / Class: _____

1. Has a doctor ever diagnosed your child with any of the following conditions?

****If you answer YES, please provide details. ****

- Asthma NO / YES _____ -Physical Incapacity NO / YES _____
 - Heart NO / YES _____ -Seizure Disorder NO / YES _____
 - Disease
 - Diabetes NO / YES _____ -ADHD / ADD NO / YES _____
 - Allergy (medications, foods, environment) NO / YES (if yes, please list:) _____
 - Other
-

2. Please be reminded to take your child to your family doctor for an annual check up, including a vision screening, hearing screening and Immunization boosters.

3. Medical condition:

- Does your child regularly take any medication at home? NO / YES

If yes, please provide details: _____

- Does your child have any medication kept in school for certain reasons (such as for asthma, ADHD)?

NO / YES

If yes, please provide details:

Please note that the school is prohibited from giving any non-prescriptive medication (e.g. Panadol) to students. Prescriptive medication will be given **only** in accordance with school policy.

4. Consent:

In the event of an accident or emergency, I consent to the following: that TES or its staff act "in locus parentis" (in place of parents); that staff transport your child to the nearest hospital for urgent treatment (which could include surgical intervention under anaesthesia) as deemed necessary by appropriate staff. Expenses incurred are at the responsibility of the parents:

If the child is left in the care of a guardian due to the departure of the parents off-island, please notify the school.

I agree that the medical and health information contained on this page is complete and an accurate reflection of my child's current and previous health status.

Parental signature:		Date:	
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TAIPEI EUROPEAN SCHOOL BRITISH PRIMARY SECTION



Acknowledgement of Fees Policy (NT\$)

Note that fees are adjusted annually and published as soon as they have been determined, usually between February and April for the following academic year.

This information is from the TES Fees Policy, a full and current version of which is available on our website. Please note that fees may be adjusted at the discretion of the Board of Directors after you have submitted the application form, and that the TES Fees Policy is updated periodically.

1. The financial calendar is divided into two semesters (1 August – 31 January & 1 February – 31 July) and school fees are payable on a semester basis.
2. Students enrolling after the commencement of the semester will be invoiced a pro-rated fee for School Fees, EAL & Learning Support. The pro-rata basis for these calculations is set out in the fees policy, which is published on the TES website.
3. The parents of TES students are responsible for ensuring that all school fees are paid by the due dates (May 27 for Semester One / December 12 for Semester Two), and should contact the Admissions Office if for any reason the original invoice was not received. TES reserves the right to refuse or cancel enrolment of a student if the fees remain unpaid after the due date for payment on the invoice. An additional charge of 3% of the outstanding account balance may be added in cases of late payment. All accounts must be clear to allow a student to enrol for any subsequent semester.
4. Families receive a discount on School Fees per semester if they have more than one child in school (see current fee structure).
5. There is an English language requirement for all classes. Parents of all students who are assessed as requiring EAL support will be notified and charged the requisite amount. Reassessment takes place on a regular basis, and fees may be amended accordingly. When applicable, EAL support / Learning Support and payment of related fees are requirements of continued enrolment in school.
6. The school reserves the right to refuse entry or continued enrolment of any student whose learning (or other) difficulties are beyond the level that the school can cope with.
7. All refund requests must be made in writing and received by the Registrar before the following deadlines:
 - **Early withdrawal for Semester 1**
There will be a refund of 75% of all paid Semester 1 School Fees / EAL Fees for withdrawal from TES between June 26 and July 31 (inclusive) of the preceding semester. There will be a 50% refund of School Fees / EAL Fees for early withdrawal from TES within the first calendar month (August) from the start of any school fiscal year (August 1).
 - **Early withdrawal for Semester 2**
There will be a refund of 75% of all paid Semester 2 School Fees / EAL Fees for withdrawal from TES between December 18 and January 31 (inclusive) of the preceding semester. There will be a 50% refund of School Fees / EAL Fees for early withdrawal from TES within the first calendar month (February) from the start of the 2nd Semester (February 1) of any school year.
 - No refund of School Fees / EAL Fees will be made beyond these two specified periods for Semesters 1 and 2.
 - Money parents pay into their Cafeteria / Activities online account (COS / AOS) can only be refunded on leaving the school.
 - Note: the **Registration** Fee and **Learning Support** Fees are non-refundable. **Transport** Fees are non-refundable after June 30 for the following Semester 1 / non-refundable after December 31 for the following Semester 2.

I agree to pay the fees established by the school and abide by the policies of the Taipei European School Foundation. I agree that the information contained in this application form is true, accurate and complete.

Parental signature:		Date:	
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TAIPEI EUROPEAN SCHOOL BRITISH PRIMARY SECTION



British Section

Personal Information Protection Act

Statement of Policy

For various purposes in connection with our students' education and school life, we collect, process and use personal information (including but not limited to name, photo, date of birth, country of birth, gender, nationality, ARC/VISA/ID number, passport number, marital status, family members, education history, company/organization, occupation, address, email, contact information, health information and other information) from you and your child(ren). Below are our policies for the use of this personal information:

1. Purpose of collection, processing and use of personal information:

We will keep personal information in strict confidence and use such personal information only to handle matters related to students' education or school life.

2. Duration of collection, processing, and use:

As we deem TES' alumni and parents as highly important to our school, we will not delete the family's personal information after students graduate from TES, unless we receive your written request to do so.

3. Your rights:

According to Article 3 of the Act, you may exercise the following rights: inquire or request to review or make copies of your personal information, request to supplement or correct your personal information, request to stop collection, processing or use of, or to delete personal information.

If you wish to exercise the aforesaid rights, you may make the request via the Section office.

Your personal information is provided at your sole discretion. However, if you are not willing to provide the requested personal information, TES shall not be able to process your child's data in accordance with the school's needs and government requirements.

ACKNOWLEDGMENT

We have been given sufficient time to review this Letter and understand TES's personal information usage policy. We acknowledge and agree that Taipei European School is entitled to collect, process and use our personal information in connection with our child(ren)'s education and school life.

Name of the Student: _____

***The information for both parents is filled out on the application; the signatures of both parents' are required.**

Father's Signature: _____ **Mother's Signature:** _____

Date: _____

Date: _____



TAIPEI EUROPEAN SCHOOL BRITISH PRIMARY SECTION



British Section

Year Levels

Please note that it is policy in the British Primary Section to place a student in their age-specific year group. A student may be placed in the year group one year lower if it is considered by school to be in his / her best interests and a place is available. However, in the best interests of development and learning, we do not place a student in a higher year group.

August 2019 intake:

Date of Birth on or between:	British Section	Location:
01 Sep 15 – 31 Aug 16	Nursery	European Primary Campus (EPC) / FuGuo Road
01 Sep 14 – 31 Aug 15	Reception	
01 Sep 13 – 31 Aug 14	Year 1	
01 Sep 12 – 31 Aug 13	Year 2	
01 Sep 11 – 31 Aug 12	Year 3	
01 Sep 10 – 31 Aug 11	Year 4	
01 Sep 09 – 31 Aug 10	Year 5	
01 Sep 08 – 31 Aug 09	Year 6	

August 2020 intake:

Date of Birth on or between:	British Section	Location:
01 Sep 16 – 31 Aug 17	Nursery	European Primary Campus (EPC) / FuGuo Road
01 Sep 15 – 31 Aug 16	Reception	
01 Sep 14 – 31 Aug 15	Year 1	
01 Sep 13 – 31 Aug 14	Year 2	
01 Sep 12 – 31 Aug 13	Year 3	
01 Sep 11 – 31 Aug 12	Year 4	
01 Sep 10 – 31 Aug 11	Year 5	
01 Sep 09 – 31 Aug 10	Year 6	

Full day or half day in Nursery?

You may choose either the half-day or the full-day programme for your child. Changing from half-day to full-day or full-day to half-day is allowed only once per semester. There is no refund of fees when a child changes from full-day to half-day. Additional fees will be prorated when a child changes from half-day to full-day, calculated from the first day of the month in which the change takes place.

Parental signature:		Date:	
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TAIPEI EUROPEAN SCHOOL BRITISH PRIMARY SECTION



Fees Structure 2019-2020

1. Compulsory charges (NT\$):

Application fee:	Per applicant	0	
Re-application fee:	Per applicant	2,000	
Assessment fee:	Per applicant	5,000	
Registration:	All classes	50,000	once only payment
School Fees:	Nursery (half-day:8.00am to 12.00pm)	171,400	per semester
	Nursery (full-day:8.00am to 3.00pm)	227,300	per semester
	Reception	267,300	per semester
	Years 1-6	276,800	per semester
Siblings discount	<i>2nd child</i>	<i>-10,000</i>	<i>per semester</i>
	<i>3rd & subsequent child</i>	<i>-15,000</i>	<i>per semester</i>
English as an Additional Language Fee (EAL):*	Primary section	72,000	per semester
	Primary section (Intensive)	100,000	per semester
Learning Support (SEN):	Band 1	25,000	per semester
	Band 2	45,000	per semester
	Band 3	100,000	per semester
	Band 4	200,000	per semester
	Band 5	330,000	per semester

2. Optional charges (NT\$):

Transport:		Zone 1	Zone 2	Zone 3	
	One way	21,500	22,000	22,500	per semester
	Return	35,200	37,400	39,600	per semester
Cafeteria:	Paid monthly			150	per meal - paid to cafeteria

* Please note that assessments for EAL requirements are ongoing, and sometimes result in invoice modifications outside the regular billing cycle.

nb: The new fees structure for the forthcoming academic year is usually announced between February – April.