



THE AMERICAN SCHOOL
Developing Academic Excellence and Strength of Character

APPLICATION FORM FOR ADMISSIONS

STUDENT DETAILS

Family Name: _____
Given Name: _____ Preferred Name: _____
Middle Name: _____
Nationality: _____ Other Nationality: _____
Date of Birth: ____ / ____ / ____ (Day/Month/Year) Gender: ☐ Male ☐ Female First Language: _____
Current grade: _____ Current school: _____
Student email (if Secondary): _____
Names and ages of any siblings currently attending TAS: _____
Has the child applied or attended this school previously? ☐ Yes ☐ No
Will your child be living at home with: ☐ Parents ☐ Guardian/Relatives

FAMILY DETAILS

FATHER INFORMATION

Family Name: _____
Given name: _____
Middle name: _____
Nationality: _____ First language: _____
Email address: _____ Mobile phone: _____
Home address: _____
Name of company: _____ Company Position: _____
Company address: _____ Work phone: _____

MOTHER INFORMATION

Family Name: _____
Given name: _____
Middle name: _____
Nationality: _____ First language: _____
Email address: _____ Mobile phone: _____
Home address: _____
Name of company: _____ Company Position: _____
Company address: _____ Work phone: _____

GUARDIAN INFORMATION

Family Name: _____
Given name: _____
Middle name: _____
Nationality: _____ First language: _____
Email address: _____ Mobile phone: _____
Home address: _____



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SCHOOL HISTORY: STUDENT

At what age did the child start formal schooling? _____

Please list the last 2 schools attended, and attach copies of recent reports and transcripts. These documents need to have either a Notary or Company English translation with Stamp. The admissions process cannot proceed without this.

1 Current School: _____

School Name: _____ Language of instruction: _____

Address of school: _____

Dates attended: From (Month & Year) ____ / ____ To (Month & Year) ____ / ____ Year/Grade: _____

What month did the academic year begin? _____

2 Previous School: _____

School Name: _____ Language of instruction: _____

Address of school: _____

Dates attended: From (Month & Year) ____ / ____ To (Month & Year) ____ / ____

Please indicate the last grade/class completed in full: _____ Date of completion: ____ / ____ / ____ (DD/MM/YY)

Type of curriculum (e.g. IB, British, USA, National System): _____

Please list the child's particular interests/talents, or school activities in which they have been involved.

Has the child ever been suspended or requested to withdraw from a school? ☐ Yes ☐ No

If yes, please explain: _____

If not a native English speaker, has the child had instruction or experience in English? ☐ Yes ☐ No

If yes, in what situation? _____ For how long? _____

Please tick (✓) the child's level of proficiency in English: ☐ Beginner ☐ Intermediate ☐ Advanced

What language(s) does your child speak at home? _____ What other languages does your child speak? _____

Has the child's educational program ever been modified for any of the following reasons?

Behavioral: ☐ Yes ☐ No Academic: ☐ Yes ☐ No Gifted/Talented: ☐ Yes ☐ No

If yes, please explain: _____

Does the child currently receive any special educational assistance? ☐ Yes ☐ No

If yes, please explain: _____

Has the child ever been tested by a Learning Specialist or Psychologist? ☐ Yes ☐ No

If yes, please explain, and attach past and current records: _____

Does the child have any medical or physical disabilities? ☐ Yes ☐ No

If this information has not been provided above, please explain: _____



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ADMISSIONS INFORMATION

Preference for Year/Grade placement: _____

Expected date of enrollment: ____ / ____ / ____ (DD/MM/YY)

TUITION FEE INFORMATION

Fee Payment: by Parent ☐ by Company ☐
Both ☐ Parent: _____ % Company: _____ %

Billing Name: *(if different from the parent or the Company Name above)*

Billing Email Contact: _____

Parents are ultimately responsible for the payment of school fees; regardless of any arrangement that parents have with their employers. For further information or discussion, please contact accounting@mytas.edu.vn.

REQUIRED DOCUMENTATION FOR ADMISSION

1. Application Form.
2. Copy of child's ID, Birth Certificate or Passport
3. Submit recent student's passport-size photograph or send them to us as a PDF or JPG file, white background, good resolution.
4. The last two school reports received from the current school. Transcript if Grade 9 & above. If not in English a Notary or Company English translation with Stamp is required.
5. Completed TAS Medical Report with all School Required vaccinations completed and entered into the Report.

IMPORTANT NOTES

1. Application Forms should be submitted as early as spaces are generally limited.
2. The Application Form is unable to be processed until the school first receives the payment of a one time, non-refundable application fee.
3. Supporting documentation listed above may be submitted separately after completing and submitting the application form.





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AGREEMENT BETWEEN THE SCHOOL & PARENTS/GUARDIANS

To the Head of School
I/we desire to enroll

(Family name)

(First/Given name)

(Middle name)

as a student at The American School (TAS). If this application is successful, I/we hereby agree to the following conditions of enrollment:

1. I/we agree to understand, accept and support the Philosophy and Mission of the school and be bound by the rules governing the school, the authority of the Head of School and the Board of Management of the school.
2. I/we agree to provide all requested academic documentation to TAS for enrollment purposes and to connect the TAS Principal or Counsellor to the current/previous school to provide further information if deemed a requirement.
3. I/we agree that the school reserves the right, following admission, to discontinue the enrollment of a student at any time if it becomes evident that the school was misinformed regarding any application documentation or it becomes evident that the school does not have the resources to address successfully the individual needs of that student.
4. I/we have read and fully understood the terms and conditions listed in the Fee Schedule for the current academic year. I/we agree that for the payments of fees, we are jointly (together) and severally (alone), liable, regardless of whether a letter from a company or organization is provided clearly accepting its full liability for fee payments.
5. I/we agree to pay all fees as detailed on fee invoices and I/we understand that the non-payment on or before the requested date excludes the student from attending TAS. It is our obligation to ensure the fees due are paid on time.
6. I/we agree to accept and be bound by the rules governing health and medical requirements for the safety of all students and faculty at the school. It is our obligation to ensure that evidence of required medical examinations, along with evidence of required immunizations are provided to the school within the stipulated period. I/we understand and accept that students may be required to undergo further medical emergency and/or safety precautionary measures during times of disease outbreak, or where medical investigative measures are deemed necessary by school policy or the Head of School.
7. I/we agree that the School has a position in "loco parentis" and as such the teacher can exercise on behalf of parents, such discipline they regard as necessary or expedient for the student in accordance with the guidelines set down in the school's discipline policy.
8. I/we agree the School may at its discretion, suspend or terminate a student's enrollment for failure to comply with the conditions of this Agreement, as well as for other serious breaches of the school's rules and regulations.
9. I/we agree for all reports, references, letters of recommendation and other supporting documentation submitted to the Admissions department in support of an application to The American School shall, upon receipt, become the property of the school and be treated as strictly confidential. The school has the sole discretion in determining whether to disclose, allow access, provide a copy or to return such information to any party who may request such information. I/we agree that the school is not liable for any loss or damage to the student's personal belongings.
10. I/we agree to allow my/our children to involve themselves in all of the school's activities, including excursions/field trips arranged by the school.
11. I/we agree that in the case of an emergency, the school is permitted to give appropriate medical attention and/or treatment.
12. I/we agree that student photographs, images and recordings can be used for school marketing materials.
13. I/we do hereby undertake to indemnify and save harmless the school, management and staff in respect of any liability arising in consequence hereof and further undertake to obtain insurance cover for our said child and when necessary, and in particular in respect of travel and official school activities, against all risks.
14. I/we understand and agree to comply with the TAS 1-1 Bring Your Own Device (BYOD) Policy and to the TAS technology usage policy.
15. When there is a problem, dispute in the process of educating students, I/we agree that the two parties will resolve it through negotiation, mediation and no actions that offend the honor, reputation, harm each other, especially by posting information on social networks.
16. I/ we agree to read and follow the regulations and guidelines of the TAS Parents.

Signature of Father: _____

Signature of Mother: _____

Date: _____

