



# ENROLLMENT FORM

---

Please fill in the enrollment form for your child easily and conveniently online.

## 1. CHILD'S INFORMATION

Last Name, first name

.....

Citizenship(s) (see passport/s)

.....

Date of birth

.....

Gender

.....

First language/mother tongue

.....

Other languages spoken

.....

Enrollment for which grade

.....

Planned duration of attendance at IGS (from/to)

.....

Name and year of siblings who already attend IGS (if any)

.....

Does your child have any special needs for support (learning difficulties, language delay, etc.)? If so, please specify.

.....

.....

Does your child have special interests or abilities?

.....

## Documents needed for registration

To enroll your child at IGS, we require the following documents which you can attach during the online-enrollment process as pdf or jpg files. You can also hand in the documents in person to our school office or send them by post.

## Documents of your child

- 1 Copy of passport(s)
- 1 Copy of vaccination booklet, health certificate, medical opinion (if applicable)
- Copy of the last two school transcripts (if applicable)

[when registering with the school]

- Assessments/references
- 2 passport photographs (3 x 4 cm)

## Further documents

- Passport copy mother/guardian (1)
- Passport copy father/guardian (2)



**2. GUARDIANS' INFORMATION**

**2.1 Information about the mother/guardian 1**

Last Name, first name

.....

Citizenship(s) (see passport/s)

.....

Home address

.....  
.....  
.....

Address in Vietnam

.....  
.....  
.....

Mobile phone number (including country code)

.....

E-Mail address

.....

Profession

.....

Employer (company name)

.....

Contact details of employer (address, phone, e-mail)

.....  
.....  
.....



**2.2 Information about the father/guardian 2**

Last Name, first name

.....

Citizenship(s) (see passport/s)

.....

Home address

.....  
.....  
.....

Address in Vietnam

.....  
.....  
.....

Mobile phone number (including country code)

.....

E-Mail address

.....

Profession

.....

Employer (company name)

.....

Contact details of employer (address, phone, e-mail)

.....  
.....  
.....



**2.3 Emergency contact**

Last Name, first name

.....

Citizenship(s) (see passport/s)

.....

Relationship to the child

.....

Address

.....

.....

.....

Mobile phone number (including country code)

.....

E-mail

.....

**3. SCHOOL FEES: PAYMENT**

Who pays the school fees?

.....

Billing address

.....

.....

.....

E-mail address for sending invoices

.....

.....

.....



**4. CONSENT**

1. We understand, accept, and support the school philosophy, rules, and regulations of IGS.
2. We accept that the submission of the enrollment form does not automatically entitle the child to a place in the school and that the school reserves the right to terminate the enrollment process if false statements have been made or the school is unable to provide funds for special care needs.
3. The parents/guardians agree that medical assistance may be provided in the event of an accident or the sudden onset of symptoms. The school can decide whether transport to a doctor's surgery or hospital needs to be arranged.
4. The guardians agree that their child may be photographed or filmed during school events or selected moments in the learning process and that these photographs may be used in publications of IGS (eg IGS's homepage, newsletters, brochures, newspaper articles, annual bulletins, IGS Facebook pages, radio and television broadcasts). They may also be archived and used as aforementioned even after the child has left IGS.
5. Children may only be brought or picked up to/ from school by authorised persons. The school does not accept any responsibility for incidents occurring outside the school grounds (except for organised excursions) or in cases where school regulations are violated or failure to follow instructions from teachers are the cause of damage.
6. IGS and its employees accept no liability for lost or damaged property of the Students. The parents/ guardians agree that their child may participate in all school activities, including sports, swimming, after-school activities, festivals and celebrations and excursions. Excursions and after-school activities may incur additional costs.
7. In the event of any change in the information provided herein, the parents/ guardians are obliged to inform the school office immediately.

We agree to the above conditions of registration.

\_\_\_\_\_  
 Place, date

\_\_\_\_\_  
 Signature mother/guardian 1

\_\_\_\_\_  
 Signature father/guardian 2