

## **ADMISSION POLICY**

Admission to Paragon International School Cambodia is based on whether the student's educational needs can be met by Paragon ISC and its programmes. As a member of the Council of International Schools (CIS) the school has a number of guidelines and requirements regarding the enrolment of a student.

Paragon ISC assesses if the school can benefit the student by observing records from a previous school and by setting entrance exams which will measure a student's learning abilities. The command of both the English and Khmer language will also be tested and these tests may affect whether a student is enrolled. If a student is admitted then their language ability will affect the programmes they will follow.

Once a student has been enrolled on-going assessment procedures monitor the extent to which any given student is benefitting from school programmes and effective procedures are used to inform parents/ guardians about decisions regarding continued enrolment.

Paragon ISC believes that all community members must demonstrate an understanding of and appreciation for diversity, thereby supporting a climate of mutual respect. Any student admitted to the school must be aware that this is one of the school's core beliefs.

As well as the academic and behavioural requirements set by Paragon ISC, students must reside with a parent or legal guardian and the school fees required must be paid. The chronological age requirements that the school has determined must be met.

If these can obligations can be met as well as the achievement and behavioural standards set by the school then a student's continued enrolment in the school can be assured.

The Primary and Secondary campuses use the Cambridge curriculum and will ensure all students benefit from the aims and values contained in this educational programme. This will include: being confident in working with different information and ideas; being responsible for themselves and responsive to and respectful of others; being reflective as learners; developing their ability to learn; being innovative and equipped for new and future challenges; being engaged intellectually and socially, ready to make a difference in the world and the lives of others; and having a sense of self-identity, maturity, global citizenship and the ability to cooperate well with others in any walk of life.

The Kindergarten campus uses an Australian framework to guide its curriculum. This has been selected as the structure best suited to preparing Paragon's youngest students for the Cambridge courses they will take as they progress through their later years of study.

### **Language Support Policy**

Admission to Paragon ISC is based on whether a student's educational needs can be met by the school. Paragon ISC is a bilingual school and a placement test in English will determine whether the school is suitable for a student and also if enrolled the educational programmes a student should follow.

Students who need specialist language support to access the curriculum will be provided with be given the appropriate support by qualified teachers. The ESL Programme is being enhanced to ensure all students have the best opportunity to become competent in English.

## ADMISSION POLICY

### Learning Support Policy

Learning support at Paragon International School Cambodia is flexible and the school will always look to cater for the needs of an individual student. One-to-one support may be given as well as support to smaller classes of students or within a main class. The school is not a special needs education school (SEN) but will support any of its student who have mild learning difficulties.

Emotional and social support is available through Paragon ISC counselling programmes and an emphasis on communication between teachers and parents is considered vital in assisting students with any support they may need.

External agencies may be used in assisting students who need learning support but this would be at an additional cost to the parents/guardians. However, Paragon ISC reminds any parents/guardians that limited external services are available in Cambodia.

The number of learning support personnel at Paragon ISC their qualifications and their levels of experience of learning support are appropriate to the number and needs of identified students in the school. Staff members assisting students with learning support are clearly identified and their roles are defined and understood by the whole school community. Learning support services function as an integrated part of the school's programme with learning support staff members working in collaboration with classroom teachers, students and parents to optimise student learning.

### Application Fee

All the applicants should pass the admission test given by the school's admissions office. The grade level of the applicant is going to be decided by the admissions team based on the test results and interviews. All the applicants have to pay 50\$ application fee which is non-refundable and non-transferable.

## NEW ENROLMENT FORM

### SUBMISSION OF THE FOLLOWING DOCUMENTS

| Check Box                | No | Steps to new enrolment   |
|--------------------------|----|--|
| <input type="checkbox"/> | 1  | Register your interest by filling in pre-admission form online or submitting a hard copy version of the form |
| <input type="checkbox"/> | 2  | Schedule an appointment or school tour   |
| <input type="checkbox"/> | 3  | Submit complete application form along with required documents and forms                                     |
| <input type="checkbox"/> | 4  | Interview and placement test   |
| <input type="checkbox"/> | 5  | Letter of acceptance or rejection  |

## PRE-ADMISSION

### INQUIRY FORM

Please fill out the inquiry form below to initiate the inquiry or application process for your child. If you have multiple children, please submit an inquiry form for each one. Necessary forms should be completed by the parents/legal guardians and parents should be meeting with the school staff at least once before the student is enrolled.

### PARENT/GUARDIAN INFORMATION

#### PARENT/GUARDIAN 1

First name: \_\_\_\_\_

Family name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Gender:  Male  Female

Nationality: \_\_\_\_\_

Profession: \_\_\_\_\_ Position: \_\_\_\_\_

Mobile phone number : \_\_\_\_\_

Email: \_\_\_\_\_

#### PARENT/GUARDIAN 2

First name: \_\_\_\_\_

Family name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Gender:  Male  Female

Nationality: \_\_\_\_\_

Profession: \_\_\_\_\_ Position: \_\_\_\_\_

Mobile phone number : \_\_\_\_\_

Email: \_\_\_\_\_

## PRE-ADMISSION

### STUDENT INFORMATION

First name: \_\_\_\_\_

Family name: \_\_\_\_\_

Date of Birth(dd/mm/yyyy): \_\_\_\_\_

Gender:  Male  Female

Nationality: \_\_\_\_\_

Current school: \_\_\_\_\_

Current grade: \_\_\_\_\_

Last grade completed: \_\_\_\_\_

Language of instruction: \_\_\_\_\_

Academic year starts: \_\_\_\_\_

Academic year ends: \_\_\_\_\_

Enrolment year: \_\_\_\_\_

Mother tongue: \_\_\_\_\_

Student's English experience: \_\_\_\_\_

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Requested programme:  Bilingual  International

Anticipated grade of entry at Paragon ISC: \_\_\_\_\_

Desired date of entry: \_\_\_\_\_

Current country of residence: \_\_\_\_\_

Comments: \_\_\_\_\_

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# ADMISSION AT PARAGON ISC

## ADMISSION PROCESS

Admission to Paragon International School Cambodia is based on whether a student's educational needs can be met by the school and its programmes. Students can be enrolled in the school throughout the year but admission will also depend on spaces available within grades and classes. Admission for toddlers to the school's Kindergarten will be open twice a year. It is important to remember that the busiest enrolment period is in March for the next academic year which begins in August.

It is important that the application for enrolment to Paragon ISC is submitted in full with the supporting documents required by the school. Application forms can be obtained through the Paragon ISC website or by visiting one of the school's three campuses.

### STEP 1 SUBMISSION OF APPLICATION

These documents should include:

- Two photos (4"6) for students; one photo (4"6) for each parent (required for pick-up card at Kindergarten and primary campuses).
- A copy of a student's passport; a copy of a student's birth certificate; a copy of a parent's passport or ID.
- Previous school records/reports for at least the two most recent years (in English for international students and both Khmer and English for the school's bilingual programme).
- Grade 6 or 9 National Exam completion certificate (bilingual programme); and a lever book if a student is in possession of one.
- A record of health history of a student must also be provided with proof of immunisation.
- A parental agreement and fee policy agreement must be signed and submitted with the student's application form, which as stated above must be filled out in full when submitted.
- A recommendation letter from a student's previous school is also required. This letter can be emailed to Paragon ISC by the previous school or can be included with the potential student's application.

### STEP 2 PLACEMENT TEST & INTERVIEW

Once an application for a student has been received it will be reviewed by the school. A placement test in English and mathematics (bilingual programme candidates take also a Khmer literature test) may then be arranged for the student.

An appointment for an interview will be arranged for a potential student and the interview will be conducted by an admission team including the principal and the admissions officer. Additional previous school records may be requested after the interview.

### STEP 3 ACCEPTANCE

Once these procedures have taken place an acceptance or rejection letter will be sent to the student.

## STUDENT INFORMATION

Name: \_\_\_\_\_

*Family Name*

*First Name*

*Middle Name(If applicable)*

Gender:      Male      Female

Date of birth(dd/mm/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Age: \_\_\_\_\_

Tuition fee : \_\_\_\_\_ Class: \_\_\_\_\_



| Nationality(Nationalities) | Passport Number | Country of Issue | Expiration Date |
|----------------------------|-----------------|------------------|-----------------|
|                            |                 |                  |                 |

Current Address

Address in Phnom Penh (If different than current address)

Requested entry date: month/year \_\_\_\_\_ to month/year \_\_\_\_\_  Immediate    Other

Current curriculum/academic Programme:    Canadian    American    British    IB    Local    Other

Last grade completed: \_\_\_\_\_ When did the school year end? \_\_\_\_\_

Current grade: \_\_\_\_\_ Grade applying for: \_\_\_\_\_

Is your child a returning Paragon ISC student?    Yes      No

If 'Yes' in what grades and years did he/she attend Paragon ISC : \_\_\_\_\_

Who will pay the school fee?                     Parent(s)    Other

How did you hear about Paragon ISC ?    Friend    Family Member    Advertisement    Social Media    Other

What is your anticipated length of stay in Phnom Penh? \_\_\_\_\_

## PARENTS INFORMATION

|                              |                       |
|------------------------------|-----------------------|
| Father's name: _____         |                       |
| Nationality(ies): _____      |                       |
| Passport number<br>_____     | Country of issue      |
| Expiration date: _____       |                       |
| Employer: _____              | Position: _____       |
| Business address: _____      |                       |
| Business phone number: _____ | Business email: _____ |
| Mobile number: _____         |                       |
| Address in Phnom Pen: _____  |                       |
| Email: _____                 |                       |

|                              |                       |
|------------------------------|-----------------------|
| Mother's name: _____         |                       |
| Nationality(ies): _____      |                       |
| Passport number<br>_____     | Country of issue:     |
| Expiration date: _____       |                       |
| Employer: _____              | Position: _____       |
| Business address: _____      |                       |
| Business phone number: _____ | Business email: _____ |
| Mobile number: _____         |                       |
| Address in Phnom Pen: _____  |                       |
| Email: _____                 |                       |





## SIBLINGS INFORMATION

| Name | Date of birth<br>(dd/mm/yyyy) | Current school | Grade level | Applying to ZIS?<br>(Yes/No) |
|------|-------------------------------|----------------|-------------|------------------------------|
|      |                               |                |             |                              |
|      |                               |                |             |                              |
|      |                               |                |             |                              |
|      |                               |                |             |                              |
|      |                               |                |             |                              |

## SPECIAL NOTE

The undersigned parents/guardian(s) of the student hereby declare(s) that all the information provided in this application and to the physician conducting the physical examination of the child, relating to the child's health and immunisation history are accurate, current, truthful and complete to the best of my/our knowledge. I/we understand that incomplete or inaccurate information may lead to my/our child not being accepted or terminated as a student at Paragon ISC.

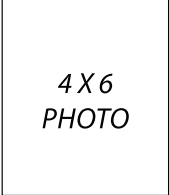
The school may terminate enrolment at the school if it determines that a child becomes a danger to himself/others or that the school cannot support his/her learning.

Signature(s) of the parent(s)/guardian(s):

|  |   |  |
|--|---|--|
| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Parent/Guardian Name | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Parent/Guardian Signature | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date: (dd/mm/yyyy) |
| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Parent/Guardian Name | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Parent/Guardian Signature | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date: (dd/mm/yyyy) |

# STUDENT'S HEALTH RECORD

Name: \_\_\_\_\_  
*Family name*                      *First name*                      *Middle name (if applicable)*



Gender:  Male       Female      Age: \_\_\_\_\_      Date of birth(dd/mm/yyyy): \_\_\_\_\_

Nationality: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Phone number: \_\_\_\_\_

Complete home address: \_\_\_\_\_

1. Please describe any medical condition(s) or health history of your child that Paragon ISC should be aware of, i.e. epilepsy, diabetes, asthma, accidents, operations, nutritional, disabilities, mental or emotional problems.

2. Does your child take any form of medication (oral or injected) on a regular basis for any of the above?

Yes       No

If 'Yes', please describe: \_\_\_\_\_

The school will not administer any medication without the expressed consent of a parent. If you wish to have medication administered to your child at school, arrangements must be made in advance and a signed note from the parent and the doctor must be provided.

3. Does your child have any vision problems?                      Yes       No

If 'Yes', please describe: \_\_\_\_\_

When was your child's vision last checked (dd/mm/yyyy)? \_\_\_\_\_

4. Does your child have any hearing issues?                      Yes       No

If 'Yes', please describe: \_\_\_\_\_

5. Are there any special food considerations?                      Yes       No

If 'Yes', please describe: \_\_\_\_\_

6. Does the child have any allergies? (Insects, animals, food, medicine, pollen, other.)      Yes       No

If yes, what are the cause(s) of his allergy? \_\_\_\_\_

What are the symptoms? \_\_\_\_\_

What is the first aid treatment or medication required? \_\_\_\_\_

7. Immunisation. The copy of immunisation booklet must be attached to this document.

8. It is the legal responsibility of a student's parents/guardians to state clearly on this form any illness or disease a student may suffer from, as well as any medication they are prescribed. If this is not recorded then the school holds no legal responsibility if a student is unable to be given the correct medical attention should they require it on the school's premises or when under the supervision of teachers on a school activity or trip. Likewise, if a student spreads a disease which the school has not been informed of then the parents/guardians will be wholly responsible, and NOT the school, should there be any repercussions from such an incident.

Paragon ISC will always do its utmost, and all within its means, to cater for ALL students and that includes those who live with chronic diseases or suffer from mental illness. It is therefore imperative that, and the legal responsibility of, parents/guardians to give full details of the health and medical status of their children.

### PARENT(S)/GUARDIAN(S) STATEMENT

I give my permission to examine and administer medications as prescribed by the school health authorities to my child as deemed necessary. I understand that the medications and first aid treatment will be provided for which I allow below.

- Paracetamol (Doliprane/Panadol) (to help decrease the temperature)
- Mefenamic acid (to relieve pain)
- Ibuprofen (to relieve muscle pain)
- Hyoscine spasmodic (to relax the smooth muscle)
- Loperamide (to decrease the frequency of diarrhea)
- Kremil-S (to neutralise the acidity in the stomach)
- Cetirizine Anti-histamine (for allergy)
- Salbutamol (Ventolin) – Bronchodilator (*to widen the bronchioles in the lungs*)
- Betadine/Povidone Iodine (to disinfect an open wound)
- Hydrocortisone cream (to relieve itchiness)
- Visine (eye drops) (to lubricate the eyes)
- Hydrogen Peroxide (for cleaning an open wound)
- Mentopas (Pain relief patch)
- Pain relief spray (to relieve pain on the different parts of the body)
- Petroleum jelly (to moisten the lips/skin)
- Peppermint oil (to treat dizziness)
- Balm (to treat acute pain)
- Mouthwash (to treat mouth sores and sore throat)

### EMERGENCY CONTACT

Please provide the names of two individuals to call when parents cannot be reached in case of emergency.

1. Name \_\_\_\_\_ Phone number \_\_\_\_\_

2. Name \_\_\_\_\_ Phone number \_\_\_\_\_

*(In the case that this contact is not kept up-to-date by the parent, the school cannot be held responsible for any unwanted incidents.)*

In the event that my child becomes ill or involved in an accident and I cannot be reached, I authorise Paragon ISC personnel or chaperones to obtain the necessary medical treatment. I accept responsibility for any necessary expense incurred in such medical treatment.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date: (dd/mm/yyyy)

\_\_\_\_\_  
Printed Name

# RECOMMENDATION FORM

This form should be completed by the student's homeroom teacher.  
Please email directly to [admissions@paragonisc.edu.kh](mailto:admissions@paragonisc.edu.kh) once completed.

## STUDENT INFORMATION

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Current grade: \_\_\_\_\_ Current school: \_\_\_\_\_

Language of instruction: \_\_\_\_\_

## HOMEROOM TEACHER

Please fill out the following personal information and the questionnaire regarding the student.

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Position: \_\_\_\_\_ School's phone number: \_\_\_\_\_

Subject: \_\_\_\_\_ Email: \_\_\_\_\_

1. How long has the student attended their current school? \_\_\_\_\_

2. Is the student meeting outcomes at grade level? Yes  No

If 'No', please provide further information: \_\_\_\_\_

\_\_\_\_\_

3. What are the student's strengths? \_\_\_\_\_

\_\_\_\_\_

4. Are there any social or emotional areas that this student might find difficult or challenging? Yes  No

If 'Yes', please provide more details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# AGE - LEVEL DISTRIBUTION

| School           | Age            | International Year Group | National Year Group | EDUCATIONAL PROGRAMMES   |  | EXTERNAL ASSESSMENTS          |                               |                               |                       |                        |  |
|------------------|----------------|--------------------------|---------------------|--|--|-------------------------------|-------------------------------|-------------------------------|-----------------------|------------------------|--|
|                  |                |                          |                     | International  | Bilingual  | International                 | Bilingual                     |                               |                       |                        |  |
| Kindergarten     | 2 years        | Toddler                  | Toddler             | Adapted from The Early Years Learning Framework (EYLF) for Australia | Preparatory National Curriculum  |                               |                               |                               |                       |                        |  |
|                  | 3 years        | Nursery                  | Nursery             |  |  |                               |                               |                               |                       |                        |  |
|                  | 4 years        | Pre-K                    | Pre-K               |  |  |                               |                               |                               |                       |                        |  |
|                  | 5 years        | K                        | K                   |  |  |                               |                               |                               |                       |                        |  |
|                  | 6 years        | 1                        | 1                   |  |  |                               |                               |                               |                       |                        |  |
|                  | 7 years        | 2                        | 2                   |  |  |                               |                               |                               |                       |                        |  |
|                  | 8 years        | 3                        | 3                   |  |  | Cambridge Primary             | National Qualification + CLIL |                               |                       |                        |  |
|                  | 9 years        | 4                        | 4                   |  |  |                               |                               |                               |                       |                        |  |
|                  | 10 years       | 5                        | 5                   |  |  |                               |                               |                               |                       |                        |  |
|                  | Primary School | 11 years                 | 6                   |  |  | 6                             | Cambridge Secondary           | National Qualification + CLIL | Cambridge Checkpoints | National Qualification |  |
| 12 years         |                | 7                        | 7                   |  |  |                               |                               |                               |                       |                        |  |
| 13 years         |                | 8                        | 8                   | Cambridge Checkpoints  | National Qualification (Graduation Exams) + International Qualification (IELTS, SAT) |                               |                               |                               |                       |                        |  |
| Secondary School |                | 14 years                 | 9                   | 9  | IGCSE  | National Qualification + CLIL |                               |                               |                       |                        |  |
|                  |                | 15 years                 | 10                  | 10   |  |                               |                               |                               | IGCSE                 |                        |  |
|                  |                | 16 years                 | 11                  | 11   |  |                               |                               |                               |                       |                        |  |
| Secondary School |                | 17 years                 | 12                  | 12   | A Level/SAT/IELTS  | National Qualification + CLIL |                               |                               | A Level               |                        | National Qualification (Graduation Exams) + International Qualification (IELTS, SAT) |

## FEE POLICY

Paragon International School Tuition Fee Policy was adopted by the School Board on 20th February 2017.  
All fees are payable in USD.

### 1. FEES

- a. Enrolment fee: One-time fee payment while in the same Campus; non-refundable; non-transferable; to be paid at the enrolment.
- b. Registration Fee: Paid annually to reserve a child's place in school for the next school year and non-refundable; non-transferable.
- c. Tuition Fee: Please see the table below.
- d. Other Fees: During the course of the academic year, there may be various expenses that are not outlined in this policy, but will be charged to the parents: clubs, field trips, after school activities, transportation, lunch, school uniform, supplementary textbooks, external examinations, etc.

### 2. PAYMENT OPTIONS & DISCOUNTS

- a. Payment options (to be selected on enrolment/re-registration): must be confirmed on enrolment / re-registration or subsequently by written request to the Finance Office. The registration slip will have payment dates and deadlines listed. No further reminder is given except for the phone calls from the Finance Office.

Payment options: Full payment, two instalments, four instalments.

- b. Discounts  
Family: 15 per cent on tuition fee for the second child, 20 per cent on tuition fee for the third and each further child.  
This rule applies for all campuses, Kindergarten, Primary, Secondary and University.  
The discount is applied on the latest enrolled child(ren).

No other discount is offered for any circumstances.

### 3. LATE PAYMENT

- a. Liability: parents/guardians are liable for prompt payment of fees due.
- b. Due dates: as stated on the invoice given during (re-)registration. Up to 15 days payment delay may be granted without penalty with prior written agreement from the Finance Office.
- c. Payment overdue less than 30 days: \$50 is charged per unpaid fees. If fees remain unpaid, a student is not guaranteed a place for the remaining quarter(s); school reports, transcripts, certificates and other records will be withheld and students may be excluded from travel or co-curricular activities until the balance is settled.
- d. Payment overdue more than 30 days: \$100 is charged per unpaid fees. Students may be excluded from examinations or assessment and may be suspended until the amount is paid.
- e. The school reserves the right to suspend a student with fees more than 30 days overdue.
- f. Late enrolment: the tuition fee is applied quarter-based, the enrolment and registration fees remain the same.

### 4. OTHER TERMS & CONDITIONS

- a. Refund on withdrawal: Refund will only be considered on submission of the completed withdrawal form and only for full quarters not attended. Enrolment and (re-)registration fees are non-refundable.
- b. Variation: Parents facing unexpected financial hardship may apply to the Principal in writing for an agreement to short-term delay of payment plan; however, any request for continued attendance with fees unpaid for more than one quarter must be communicated to the School Board for consideration.
- c. Change without notice: Fees are subject to change without notice at the discretion of the School Board and additional charges may be levied to cover Government taxes for which the school becomes liable.
- d. Payment method: Payments must be made via cash payment at the Paragon ISC Finance offices between the hours specified above or via bank transfer or cheque.
- e. Information: All invoices, statements & other billing correspondence will be in the English language. Parents needing clarification or support should contact the Finance Office directly.
- f. When in dispute, if the parent fails to produce the latest payment receipt, the school's record of payment history will be final.



## TUITION FEE TABLE 2019-2020

Paragon International School officially announces the new tuition fees structure for the academic year 2019/2020.

| CURRICULUM    | LEVEL               |          | Fee Type         | As of May |       |
|---------------|---------------------|----------|------------------|-----------|-------|
|               |                     |          |                  |           |       |
| INTERNATIONAL | TODDLER             | FULL DAY | TUITION FEE      | \$        | 3,025 |
| INTERNATIONAL | TODDLER             | HALF DAY | TUITION FEE      | \$        | 2,125 |
|               |                     |          | ENROLLMENT FEE   | \$        | 500   |
|               |                     |          | REGISTRATION FEE | \$        | 500   |
|               |                     |          | APPLICATION FEE  | \$        | 50    |
| CURRICULUM    | LEVEL               |          |                  | As of MAY |       |
| INTERNATIONAL | NURSERY             | FULL DAY | TUITION FEE      | \$        | 3,025 |
| INTERNATIONAL | NURSERY             | HALF DAY | TUITION FEE      | \$        | 2,125 |
|               |                     |          | ENROLLMENT FEE   | \$        | 500   |
|               |                     |          | REGISTRATION FEE | \$        | 500   |
|               |                     |          | APPLICATION FEE  | \$        | 50    |
| CURRICULUM    | LEVEL               |          |                  | As of MAY |       |
| INTERNATIONAL | PRE-KINDERGARTEN    | FULL DAY | TUITION FEE      | \$        | 4,245 |
| INTERNATIONAL | KINDERGARTEN        | FULL DAY | TUITION FEE      | \$        | 4,245 |
|               |                     |          | ENROLLMENT FEE   | \$        | 500   |
|               |                     |          | REGISTRATION FEE | \$        | 500   |
|               |                     |          | APPLICATION FEE  | \$        | 50    |
| CURRICULUM    | LEVEL               |          |                  | As of MAY |       |
| BILINGUAL     | PRIMARY (1-2-3)     | FULL DAY | TUITION FEE      | \$        | 5,110 |
| BILINGUAL     | PRIMARY (4-5-6)     | FULL DAY | TUITION FEE      | \$        | 5,330 |
|               |                     |          | ENROLLMENT FEE   | \$        | 700   |
|               |                     |          | REGISTRATION FEE | \$        | 550   |
|               |                     |          | APPLICATION FEE  | \$        | 50    |
| CURRICULUM    | LEVEL               |          |                  | As of MAY |       |
| INTERNATIONAL | PRIMARY (1-2-3)     | FULL DAY | TUITION FEE      | \$        | 7,500 |
| INTERNATIONAL | PRIMARY (4-5-6)     | FULL DAY | TUITION FEE      | \$        | 8,065 |
|               |                     |          | ENROLLMENT FEE   | \$        | 700   |
|               |                     |          | REGISTRATION FEE | \$        | 550   |
|               |                     |          | APPLICATION FEE  | \$        | 50    |
| CURRICULUM    | LEVEL               |          |                  | As of MAY |       |
| BILINGUAL     | SECONDARY (7-8-9)   | FULL DAY | TUITION FEE      | \$        | 6,245 |
| BILINGUAL     | HIGH SCHOOL (10-11) | FULL DAY | TUITION FEE      | \$        | 6,475 |
|               |                     |          | ENROLLMENT FEE   | \$        | 800   |
|               |                     |          | REGISTRATION FEE | \$        | 550   |
|               |                     |          | APPLICATION FEE  | \$        | 50    |
| CURRICULUM    | LEVEL               |          |                  | As of MAY |       |
| INTERNATIONAL | SECONDARY (7-8-9)   | FULL DAY | TUITION FEE      | \$        | 8,625 |
| INTERNATIONAL | HIGH SCHOOL (10-11) | FULL DAY | TUITION FEE      | \$        | 9,085 |
|               |                     |          | ENROLLMENT FEE   | \$        | 800   |
|               |                     |          | REGISTRATION FEE | \$        | 550   |
|               |                     |          | APPLICATION FEE  | \$        | 50    |

\* Enrollment Fee (One time fee payment while in the same Campus)

\* Registration Fee (Every Year)

\* Application fee (One time fee payment, non-refundable and non-transferrable)

\* During the course of the academic year, there may be various expenses that are not outlined on this page, but will be charged to the parents: clubs, field trips, after school activities, transportation, lunch, school uniform, supplementary text books, external examinations, etc.

\* The classes will be formed if minimum number of students is met.

\* 100USD discount is applicable for full payment before due date of 1st installment

# PARENT AGREEMENT

## SECTION 1. DEFINITIONS AND TERMS

- A. 'The parent' or 'the guardian' refers to the actual father or mother, or the person(s) who signs this contract, or who makes the payment and signs finance-related papers or acts in place of the actual father or mother in school matters.
- B. 'The school' refers to Paragon ISC and authorised personnel who have signed the official documents.
- C. 'The student' refers to the student whose details are written above and/or who has signed this contract.
- D. Any variation of the terms and conditions of this contract of Enrolment ('The Contract') must be in writing and signed by an authorised officer of Paragon ISC.
- E. 'The website' refers to the school's website where parents may reach to receive required documents and updates when needed. The website is [www.paragonisc.edu.kh](http://www.paragonisc.edu.kh).
- F. The term of this contract is the 2019-2020 academic year only. The parent/guardian must renew the student's registration for the following academic year at the end of each year. Every year a re-registration form will be provided and sent to the parent/guardian via the student. The student and/or parents are responsible to complete the re-registration thoroughly.
- G. The Student/Parent Handbook is a book of Paragon policies and regulations. It is given at the beginning of the academic year.

## SECTION 2. FINANCE

### I understand and agree that;

- A. Payment time: school will receive payment/installment from parents from Monday to Friday from 8am to 4pm (except for the official holidays.)
- B. Payment must be paid to administration directly by the guardian/parent or an adult who is eligible to take make and cover charges.
- C. Payment method: Payment must be made via cash payment at the Paragon ISC Finance offices between the hours specified above or via bank transfer or cheque. For cash payments, US dollars is the only currency accepted.
  - a.) For bank transfers, each transaction must at least contain full payment of an installment. If there is any, late fines must also be paid along with the installment in one transaction. The transaction note must contain the name and student ID of the student whose tuition fee is paid. The Finance Office must be informed via email that the transaction is made and the screenshot of transaction or other means of proof must be attached to the email alongside with student information. Invoice is provided to those who follow these steps correctly.  
The school reserves the right to deny payments if those steps are not followed correctly.
  - b.) For Cheque payments must at least contain full payment of an installment and late fine if there is any. The cheque must be payable to cash or to the companies account name. If a cheque is not cashable within the period of deadlines late fine will be applied. If the cheque is not cashable within the installment period parents will be asked to make the payment again with the late fine(s) applicable.
- D. All payments made for the current academic year are non-refundable and non-transferable including but not limited to the cases below:
  - a) The student fails to attend 20 classes or school days without medical reports or administration's prior permission as stated in Student/Parent Handbook, and as a result the student is expelled.
  - b) The student misses classes over 90 school days due to a sickness or injury, and as a result, has to repeat the class in the following academic year.
  - c) The student's actions cause damage to another student's or member of staff's property, or puts anyone in the school's safety, well-being or happiness at risk or damages the reputation of the school, and this results in expulsion by the school discipline committee.
  - d) The student starts education at the beginning of the year and at a later date (no matter how long), he/she moves to another city, country or school.
  - e) When the student is rejected during or immediately after the probation period, 50% of the enrolment fee will be reimbursed.
- E. Paragon ISC reserves the rights to increase the school fee in the following academic years.
- F. The guardian must provide payment receipt when asked. Otherwise, the records of Paragon will be accepted when there is any conflict.

\*The School reserves the right to alter any regulation and also can renew school policy without prior notice.

## PARENT AGREEMENT

- G. Due dates: as stated on the invoice given during (re-)registration. Up to 15 days payment delay may be granted without penalty with prior written agreement from the Finance Office.
- H. Payment overdue less than 30 days: \$50 is charged per unpaid fees. If fees remain unpaid, a student is not guaranteed a place for the remaining quarter(s); school reports, transcripts, certificates & other records will be withheld and students may be excluded from travel or co-curricular activities until the balance is settled.
- I. Payment overdue more than 30 days: \$100 is charged per unpaid fees. Students may be excluded from examinations or assessment and may be suspended until the amount is paid.
- J. However, there may be some reminder phone calls placed or SMS messages sent or letters sent by the Finance office in a fever of reminding those who may have forgotten. Parents or guardians are solely responsible for paying their debt before deadlines.

### SECTION 3. ACADEMICS

#### I understand and agree that;

- A. Paragon International School Cambodia is a member of Council of International Schools (CIS). CIS is a membership community committed to quality international education. The Council of International Schools (CIS) is a non-profit membership organisation that provides services to elementary and secondary schools and higher education institutions around the world that have the following in common:
  - a desire to provide students with the knowledge, skills and abilities to pursue their lives as global citizens;
  - a commitment to high quality education
- B. Additionally, Paragon ISC is also a Cambridge International Examinations (CIE) centre. CIE is the world's largest provider of international education programmes and qualifications for 5-19 year olds. More than 9,000 schools in over 160 countries are part of the Cambridge learning community. Cambridge programmes and qualifications are progressive and flexible, helping schools develop successful students. CIE is committed to its mission of extending access to the benefits of high-quality education around the globe. Its curricula and qualifications are designed to support high-quality educational performance, developing successful students and supporting the economic performance of countries, namely Cambodia, in our case.
- C. In relation to our CIE memberships, our students will take Primary Checkpoint, Secondary Checkpoint, IGCSE, AS Level and A level examinations at the end of grade 6,8,10,11 and 12 respectively. The costs for the examinations will vary, depending on the number of subjects as well as the exchange rate at the time of registering for the examinations. Students/parents will be responsible for external examinations fees and any extracurricular course held during the academic year.

### SECTION 4. DISCIPLINE

#### I understand and agree that;

- A. The school's definition of discipline and its discipline plan are explained well in length in the Student/Parent Handbook and on the school website. I take the responsibility to read and understand the policies on my own.
- B. I will follow all the procedures mentioned for my own safety, well-being and happiness as well as staff's and other students'.
- C. I shall obey the dress code at school. I acknowledge that students with unacceptable uniforms, slippers, dyed and improper hair-styles or poor personal-hygiene will not be accepted into the school campus unless written permission is asked for.
- D. In case I fail to follow the policies, the school will take the corresponding steps as stated in the Student/Parent Handbook, e.g. verbal warning, written warning, parent-teacher meeting, detention, suspension or expulsion with or without discussing the matter with parents.
- E. I will not bring to school any electronic devices including mobile phones (mobile phones should be kept at the mobile phone locker during the school hours, ONLY for the secondary level students), jewelry, games of chance, improper books or materials and other prohibited items mentioned in the Student/parent handbook.
- F. For security and safety reasons, the school has the right to check a student's belongings (books, bags, gym, bags, coats...) and frisk the students whenever and wherever it is necessary.
- G. The school reserves the right to dispose of all prohibited items as listed in the student-parent handbook. The confiscation period will be six months from the day of confiscation. I am responsible to present the electronic device receipt to receive my device on the date specified. Devices which are not claimed within a month after the return date will be sold under the supervision of the vice principal for finance and turned over to school scholarship funds.
- H. BPS (Behavior Point System) is also aligned to deduct disciplinary points for the disciplinary issues above stated.

\*The School reserves the right to alter any regulation and also can renew school policy without prior notice.

## PARENT AGREEMENT

### SECTION 5. OTHER CONDITIONS

#### I understand and agree that;

- A. All lessons and any material related to and supplied by Paragon SC are subject to copyright. Any unauthorised copying may constitute a breach of the copyright act.
- B. I may be required, and if permission was granted, to attend organised school excursions and activities part of the course or as extracurricular activities. Paragon ISC is hereby authorised to obtain medical treatment and/or first aid for myself if such action is deemed necessary by Paragon ISC or a staff member acting on behalf of Paragon ISC. I agree to not hold Paragon ISC and its staff responsible for any loss of expense, damage to property or personal injury that comes as a result of authorising and arranging such emergency treatment.
- C. The school does not provide any insurance to students. The expenses of any treatment, medical care and first aid in the case of an emergency (as included but not limited to the incidents below) will not be covered by the school.
  - a) Injuries, accidents or emergencies during PE or any other lessons or breaks on the school campus at during school hours
  - b) Accidents which happen outside the school grounds, at the entrance or on the school grounds
  - c) Injuries, accidents or emergencies occurring during extracurricular activities or fieldtrips
- D. I am responsible for my own books, equipment and personal belongings
- E. I am responsible for any damage done by my/our child at the school. I accept I will have to pay for any damage by my child within ten school days after the event. The cost of the damage will be defined by the school.
- F. I understand and agree that I must advise Paragon ISC in writing of any change of address, telephone number, email address or mobile phone number in order to be reached in case of any emergency.
- G. School may not be able to provide any supervision for the students who stay at school between 4:30 pm and 5:00 pm. No student is allowed to stay in the school premises after 5:00 pm.

### SECTION 6. TERMINATION OF THE CONTRACT

- A. New students admitted to Paragon International School Cambodia's campuses will be on a trial period which could last for the first quarter of the academic year. If Paragon ISC finds it cannot meet the needs of a student at any point during this probation period then the parents of that individual may be asked to find another school for their child. Reasons which may cause the above to happen include, but are not limited to, the following: concerns regarding behaviour; language issues which the school cannot cope with; social-emotional problems which the school feels need more specialist attention; and severe forms of SEN the school does not have the capacity to support.
- B. All new students will be on probation for a 10-week period. The probation period starts in the next quarter if a student enrolls within the last five weeks of any quarter. For KG the probation period starts immediately when child is enrolled.
- C. School may also decide to offer trial classes up to 5 days in the KG and lower-primary level. Probation period does not include trial classes.
- D. The school reserves the right to deny a student's enrolment at the end of the academic year or the right to dismiss the student through the school year or the right to have the student repeat the class who fail satisfactorily meet the academic standards or threatens the safety, well-being and happiness of others on campus as in the cases below:
  - a) An average of less than 50 at the end of the academic year for both English and Khmer subjects,
  - b) Failure to attend school more than 20 school days (covering the school's attendance policy as well),
  - c) When a student is hospitalised or seriously sick or injured so that he/she cannot make it to school over 90 days (even with a medical report) since the student has missed a large quantity of the courses during his/her absence,
  - d) Recorded disciplinary cases including but not limited to bringing to school prohibited items, causing damage to the school's property, affecting the well being of staff and other students.

# PARENT AGREEMENT

## SECTION 7. CHILD PROTECTION

- A. The school's definition of child protection and its procedures are explained well in length in Child and Youth Protection Policy on the school website. I take the responsibility to read and understand the policies on my own.
- B. I will follow all the CYPP policy and procedures mentioned for children's general safety and well-being in and out the school.
- C. In case a child protection concern or allegation takes places, such as physical, emotional, sexual abuse or neglect, the school will take the corresponding steps as stated in the CYPP. Managing the concern/allegation falls on the school administration, the consequences might be given as it seems fit. The local authorities or police might be asked to involve as seen necessary.
- D. If the child protection concern or allegation is within the family or is a domestic violence, the school has the responsibility to intervene as stated in CYPP. The parents or legal guardians will be held responsible to cooperate with the school or local authorities as needed.

I acknowledge that I have read, understood (or will read and understand). Paragon ISC retains the right to amend the rules and policies when administration sees it necessary. The school may give a hard copy of the student-parent handbook during registration or at a later date. In addition, the latest updates will be announced on the school website too.

I confirm that the term and conditions of this agreement have been explained to me in my own language, and/or that copies of the documents were available to all, in my own language upon my request.

**I approve that all information provided in this contract is correct and I agree terms and conditions to best of my knowledge stated above.**

Signature/Fingerprint  
Guardian's Name

Signature/Fingerprint  
Student's Name

Approved by  
Admissions Officer

\*The School reserves the right to alter any regulation and can also renew school policy without prior notice.

## ACCEPTANCE LETTER

Month 20, \_\_\_\_

Dear Parents/Guardians of student's full name (upper/lower case),

The Admissions Committee has reviewed the application of student's first name in four areas: the placement test results, student transcripts, recommendation from previous school, and the interview. Based on the criteria of the admissions process, which mainly aims to meet a student's educational needs, the Admissions Committee is very pleased to admit student's first name to Paragon International School Cambodia for the 20\_\_\_\_-20\_\_\_\_ academic year.

The next step in the admissions process is completion of the registration and payment of the registration fee to reserve a place for the age appropriate class. We kindly invite you to the School to sign the related documents and complete the registration process.

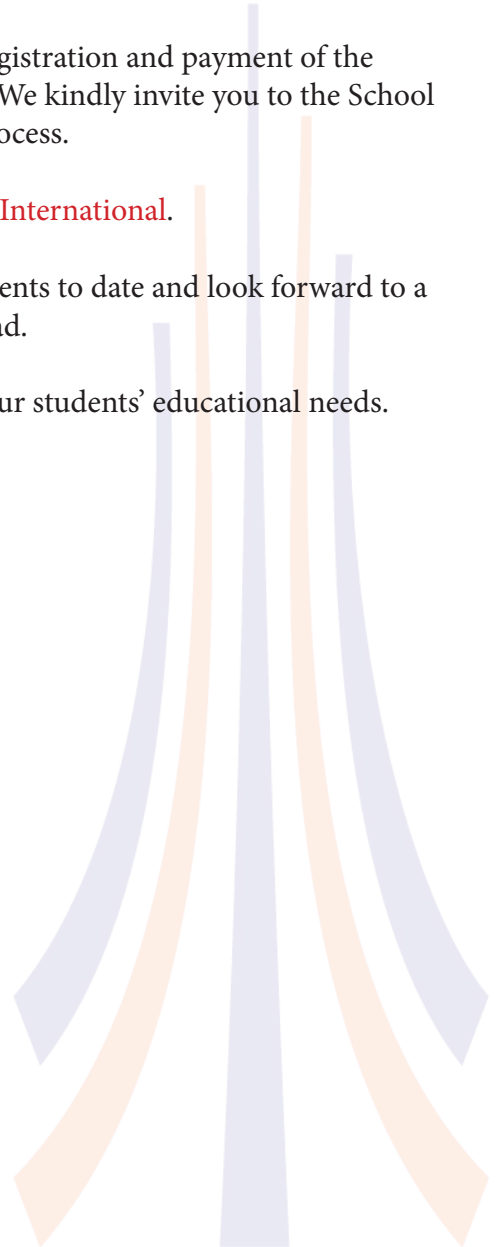
Student's first name will be studying in grade \_\_\_\_ **Bilingual/International**.

We congratulate student's name on his/her academic achievements to date and look forward to a great relationship with him/her and yourselves in the year ahead.

We are, as always, committed to doing our best to meet all of our students' educational needs.

Yours faithfully

Admissions officer  
Paragon International School Cambodia



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## REJECTION LETTER

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March 20, \_\_\_\_

Dear Parents/Guardians of \_\_\_\_\_,

Thank you for your application for a place for your [son/daughter] at Paragon International School Cambodia.

The admission committee has reviewed the application of your child in four areas: the placement test results, student transcripts, recommendation from the previous school, and, the interview. Based on the criteria of the admission process, which mainly aims to meet student's educational needs, unfortunately we are unable to offer {name of child} a place at the School at this time.

[include detailed and specific reasons here as to why the child is rejected.]

We appreciate your interest in our school and we wish \_\_\_students name\_\_\_ success in his/her future studies.

With kind regards  
Admissions officer

Paragon International School Cambodia

