

## RE-REGISTRATION FORM

### SUBMISSION OF THE FOLLOWING DOCUMENTS

Student's current class: \_\_\_\_\_

Student's ID number: \_\_\_\_\_

Check Box	No.	Steps to re-enrolment	From
<input type="checkbox"/>	1	Complete re-registration form	Finance Manager
<input type="checkbox"/>	2	Statement of financial clearance	Finance Manager
<input type="checkbox"/>	3	Discount eligibility	Finance Manager
<input type="checkbox"/>	4	Discipline record check	Admissions Officer
<input type="checkbox"/>	5	Complete health record form	Admissions Officer
<input type="checkbox"/>	6	Parental agreement	Admissions Officer
<input type="checkbox"/>	7	Approval of re-registration form	Admissions Officer



## STUDENT'S HEALTH RECORD

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

4 X 6  
PHOTO

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

## 2020-2021 ACADEMIC YEAR RE-REGISTRATION FORM

**Dear Parent/Guardian,**

We are happy to announce that re-registration for the 2020-2021 academic year is about to begin. Re-registration guarantees that we will hold a place for your child at Paragon International School Cambodia. Please read the Tuition Policy carefully. The re-registration form and health record form are sent home with your child for your attention. Please be informed that these forms have to be returned to school with the signatures of the student and the parent/guardian during office hours (Monday to Saturday between 8am and 4.30pm) for re-registration from February 25 to May 4, 2020.

**To Re-Register;**

- The 2019-2020 academic year tuition fee payment must be completed.
  - The annual re-registration fee must be paid at the cost of \$550.
  - An official copy of the birth certificate or passport of the student must be submitted in English.
  - A percentage of the year's tuition fee must be prepaid at re-registration.
- We would like to remind you that all re-registration must be completed by May 4, 2020.

**Otherwise;**

- Records of students who have not re-registered by May 4, 2020 will be deleted.
- Students who would like to re-register after May 4, 2020 should pay an \$800 enrolment fee, a \$550 registration fee plus a \$150 miscellaneous fee if there is an available place left in the school and required grade.

### STUDENT INFORMATION

Name: \_\_\_\_\_  
*Family Name*                      *First Name*                      *Middle Name (If applicable)*

Gender:       Male       Female

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

Grade: \_\_\_\_\_ School number: \_\_\_\_\_

### PARENT INFORMATION UPDATE

Guardian/father's name:	Guardian/mother's name:
Nationality (ies):	Nationality (ies):
Passport number/ID number:	Passport number/ID number:
Country of issue:	Country of issue:
Employer:	Employer:
Position:	Position:
Mobile phone number:	Mobile phone number:
Address in Phnom Penh:	Address in Phnom Penh:
Email:	Email:

## 2020-2021 ACADEMIC YEAR RE-REGISTRATION FORM

### SIBLINGS INFORMATION

Name	Date of birth (dd/mm/yyyy)	Current school	Grade level	Applying to Paragon ISC? (Yes/No)

The following tuition structure will be in place for the school year 2020-2021. Please be aware that timely payment of tuition is absolutely necessary in order for your child to remain an enrolled student at Paragon ISC.

### PLEASE SELECT ONE OF THE PROGRAMMES BELOW

**Bilingual Programme (Khmer and English)**

- Grades 7 to 12
- We continue our bilingual programme based on the national and international curriculum
- Students choose subjects in accordance with their abilities, interests and future career plans
- Subject selection process for grade 10 and above will take place in April
- There is an opportunity to take international examinations based on the subjects a pupil has studied such as Cambridge Checkpoint, IGCSE and AS/A Level. At least, three subjects recommended in one examination session for Checkpoint, five subjects for IGCSE, three subjects for AS/A Level
- Co-ed classes if the student chooses to sit the Cambridge examinations

**International Programme (Full English)**

- Grades 7 to 12
- Co-ed classes
- International Programme (English only) for international and local students
- The programme covers nearly all English-medium subject areas
- Students may choose to sit for the Cambridge International A Level examinations as well as any other international qualification that is necessary for the particular university admission process

## 2020-2021 ACADEMIC YEAR RE-REGISTRATION FORM

### PAYMENT AGREEMENT TABLE

• Registration fee: \$550

• Cambridge examinations fee

Type of examination:

Secondary Checkpoint

IGCSE

AS/A Level

Number of examinations: \_\_\_\_\_ Fee per examination \_\_\_\_\_ Total amount: \_\_\_\_\_

• Tuition fee: \_\_\_\_\_

• Discount: \_\_\_\_\_

• Discount description: \_\_\_\_\_

• Total: \_\_\_\_\_

Fill in the payment table below with the amount that you will pay at each installment. The total amount must be the same as your tuition fee. Payment must be divided into equal installments.

Installment No	Amount	Due Date
Installment 1		August 31, 2020
Installment 2		October 31, 2020
Installment 3		December 31, 2020
Installment 4		February 28, 2021

#### Notice on late payment fees:

a.) Payment overdue less than 30 days: a \$50 fee will be charged.

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.

b. Payment overdue more than 30 days: a \$100 fee will be charged. Students may be excluded from examinations or assessments and may be asked not to attend the school until the amount is paid.

#### I have understood and agreed with the information above:

Signature/Fingerprint  
Parent/Guardian's Name

Signature/Fingerprint  
Student's Name

Approved by  
Finance Manager

## 2020-2021 ACADEMIC YEAR RE-REGISTRATION FORM

### For official use only

Financial clearance and eligibility for discount

### I confirm and approve that

- There is no unpaid balance from the 2019-20 academic year.
- There is a total of \$\_\_\_\_\_ unpaid balance from the 2019-20 academic year.

### Eligibility for discount

- A discount of \$\_\_\_\_\_ Discount description\_\_\_\_\_

Approved by  
Finance Manager

### I confirm and approve that

- The student has no records of behavioural misconduct that results in them not being offered a place in accordance with the Discipline Policy; therefore the student is entitled to re-register
- The school administration has decided to conditionally offer a place with a written agreement signed by the student and parent
- The school administration has decided not to offer a place based on the student's discipline records
- The health record form has been completed and submitted
- The parental agreement form has been signed and submitted
- The electronic Device Policy has been signed and submitted

Approved by  
Admissions officer



## FEE POLICY

Paragon International School Tuition Fee Policy was adopted by the School Board on 5th February 2020.  
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. Although there may be some reminders issued in favor of those who may have forgotten their payments, parents or guardians are solely obliged to pay their debts before the due dates.  
Payment options: Full payment, two instalments, four instalments.
- b. Discounts  
Sibling: 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).  
  
Alumnus: Paragon (formerly Zaman) Alumnus will receive a 10 per cent discount on the tuition fee annually for the first child. The sibling discount applies for the remaining children.  
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 are not subject to change.

### 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 and non-transferable.
- 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 AND 2020-2021

Paragon International School officially announces the new tuition fees structure for academic year 2019/2020 and 2020/2021.

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

## តារាងតម្លៃសិក្សាសម្រាប់ឆ្នាំសិក្សា ២០១៩-២០២០ និង២០២០-២០២១

សាលារៀនអន្តរជាតិដារ៉ាហ្គន សូមប្រកាសជាផ្លូវការនូវរចនាសម្ព័ន្ធថ្មីនៃការបង់ថ្លៃសិក្សាសម្រាប់ឆ្នាំសិក្សា២០១៩-២០២០ និង២០២០-២០២១។

កម្មវិធីសិក្សា	កម្រិតថ្នាក់	ម៉ោងសិក្សា	ប្រភេទនៃការបង់ថ្លៃ	ចាប់ពីខែឧសភា	
				ថ្លៃសិក្សា	ថ្លៃបន្ថែម
អន្តរជាតិ	កុមារទីបឋមដើម	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	3,025
អន្តរជាតិ	កុមារទីបឋមដើម	កន្លះថ្ងៃ	ថ្លៃសិក្សា	\$	2,125
			ថ្លៃដាក់ពាក្យ	\$	500
			ថ្លៃចុះឈ្មោះ	\$	500
			ថ្លៃពាក្យសុំ	\$	50
អន្តរជាតិ	ទារកដ្ឋាន	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	3,025
អន្តរជាតិ	ទារកដ្ឋាន	កន្លះថ្ងៃ	ថ្លៃសិក្សា	\$	2,125
			ថ្លៃដាក់ពាក្យ	\$	500
			ថ្លៃចុះឈ្មោះ	\$	500
			ថ្លៃពាក្យសុំ	\$	50
អន្តរជាតិ	ថ្នាក់រៀនមធ្យមសិក្សា	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	4,245
អន្តរជាតិ	មធ្យមសិក្សា	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	4,245
			ថ្លៃដាក់ពាក្យ	\$	500
			ថ្លៃចុះឈ្មោះ	\$	500
			ថ្លៃពាក្យសុំ	\$	50
កម្មវិធីសិក្សាអន្តរជាតិ	បឋមសិក្សា ថ្នាក់ទី(1-2-3)	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	5,110
កម្មវិធីសិក្សាអន្តរជាតិ	បឋមសិក្សា ថ្នាក់ទី(4-5-6)	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	5,330
			ថ្លៃដាក់ពាក្យ	\$	700
			ថ្លៃចុះឈ្មោះ	\$	550
			ថ្លៃពាក្យសុំ	\$	50
អន្តរជាតិ	បឋមសិក្សា ថ្នាក់ទី(1-2-3)	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	7,500
អន្តរជាតិ	បឋមសិក្សា ថ្នាក់ទី(4-5-6)	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	8,065
			ថ្លៃដាក់ពាក្យ	\$	700
			ថ្លៃចុះឈ្មោះ	\$	550
			ថ្លៃពាក្យសុំ	\$	50
កម្មវិធីសិក្សាអន្តរជាតិ	អនុវិទ្យាល័យ ថ្នាក់ទី (7-8-9)	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	6,245
កម្មវិធីសិក្សាអន្តរជាតិ	វិទ្យាល័យ ថ្នាក់ទី (10-11-12)	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	6,475
			ថ្លៃដាក់ពាក្យ	\$	800
			ថ្លៃចុះឈ្មោះ	\$	550
			ថ្លៃពាក្យសុំ	\$	50
អន្តរជាតិ	អនុវិទ្យាល័យ ថ្នាក់ទី (7-8-9)	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	8,625
អន្តរជាតិ	វិទ្យាល័យ ថ្នាក់ទី (10-11-12)	ពេញមួយថ្ងៃ	ថ្លៃសិក្សា	\$	9,085
			ថ្លៃដាក់ពាក្យ	\$	800
			ថ្លៃចុះឈ្មោះ	\$	550
			ថ្លៃពាក្យសុំ	\$	50

- \* ថ្លៃដាក់ពាក្យ (បង់តែម្តងគត់ ក្នុងពេលដាក់ពាក្យចូលរៀននៅសាលាមួយរបស់សាលារៀនអន្តរជាតិដារ៉ាហ្គន)
- \* ថ្លៃចុះឈ្មោះ (បង់ជារៀងរាល់ឆ្នាំ)
- \* ថ្លៃពាក្យសុំ (បង់តែម្តង ហើយមិនអាចផ្ទេរ ឬប្រគល់ប្រាក់ជូនវិញឡើយ។)
- \* អំឡុងឆ្នាំសិក្សា អាចប្តូរតាមសិស្សត្រូវបង់លើការចំណាយផ្សេងៗទៀតដែលមិនបានចែងក្នុងតារាងនេះ ដូចជាថ្លៃកិច្ចសិក្សា ថ្លៃដំណើរទស្សនៈ កិច្ចសិក្សា ថ្លៃសកម្មភាពក្រៅកម្មវិធីសិក្សា ថ្លៃជីកជម្រក ថ្លៃហាយថ្លៃត្រង់ ថ្លៃឯកសណ្ឋាន ថ្លៃសៀវភៅ ថ្លៃតេស្តប្រឡងក្រៅសាលា។ ល។
- \* ថ្នាក់និងបើក ប្រសិនបើមានចំនួនសិស្សជាអប្បបរមាតាមការកំណត់។
- \* ទទួលបានការបញ្ចុះតម្លៃ១០០\$ សម្រាប់ការបង់ប្រាក់គ្រប់ចំនួន នៅមុនកាលផុតកំណត់ការបង់ប្រាក់ដំណាក់កាលទី១។

# 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 2020-2021 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. ACADEMICS

### I understand and agree that;

- A. Paragon International School Cambodia is accredited by 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 3. 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.

## PARENT AGREEMENT

- 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 or dispose of all prohibited items as listed in the student-parent handbook. The confiscation period will be 3 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.

### SECTION 4. 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.

### SECTION 5. 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 (**Remark: Student ID, Student Name**). 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.

## PARENT AGREEMENT

- 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.
- 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 6. 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 to assist my child's settling if needed. (It's applied only for kindergarten campus)
- C. 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.
- D. 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
- E. I am responsible for my own books, equipment and personal belongings
- F. 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.
- G. 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.
- H. 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.
- I. The school has a right to upload student images in the form of pictures, videos, and/or poster during school hours, after school activities or events, through various social media platforms including but not limited to the school website, the school newsletters, bulletin boards, Facebook page, Instagram, YouTube or other publications. If as a parent or guardian you do not grant permission for the use of your child's image, it is your responsibility to inform admission officer about that during the registration. The school will not seek parental consent for the uploading of students' images if it is not mentioned during the registration.

## PARENT AGREEMENT

### SECTION 7. TERMINATION OF THE CONTRACT

- A. New students admitted to Paragon Internasional 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:
- An average of less than 50 at the end of the academic year for both English and Khmer subjects,
  - Failure to attend school more than 20 school days (covering the school's attendance policy as well),
  - 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,
  - 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.

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



## APPENDIX B

### Paragon ISC Code of Conduct for Students

The Student Code of Conduct is an official declaration of the Paragon ISC which

- Specifies the responsibilities and rights of students
- Defines conduct that reinforces a positive environment
- Standardises procedures for disciplinary action

***As a student, I promise to strictly follow all of the rules and guidelines as it is stated below:***

**I will:**

- Read, understand, apply the CYPP (Child and Youth Protection Policy), Anti-bullying, Discipline, Electronic Device, and Students Grievance policies of the school.
- Always be respectful and show understanding of one another, as well as to all members of the School's community.
- Behave in a responsible manner, always exercising self-discipline and control.
- Demonstrate courtesy at all times.
- Maintain the confidentiality of students and staff information.
- Respect the rights of others, including property and facilities of the school.
- Respect and accept cultural, racial, personal differences, without any discrimination, including views and beliefs of everyone.
- Express my thoughts, feelings or necessities in a healthy and respectful way.
- Resolve disagreements in acceptable ways (refer to the Students Grievance policy).
- Cooperate with and assist school personnel, including volunteers, in maintaining safety, order and discipline.
- Report any kind of bullying and child and youth abuse to the school-advised reporting lines/individuals.
- Wear school uniform.
- Attend all classes regularly and on time.
- Have material needed for classes, including assignments and supplies.
- Be prepared for each class and follow the Classroom Rules.

**I will not:**

- Violate the school CYPP (Child and Youth Protection Policy), Anti-bullying, Discipline, Electronic Device, and Students Grievance policies.
- Be intentionally involved in any bullying and/or cyberbullying cases.
- Be intentionally involved in any gang activities and fights, become a reason or the one who arranges fights.
- Possess or use any substance including but not limited to alcoholic drinks, tobacco, tobacco-related products, E-cigarettes, vapour pens or lighters on the School's property or at school-related events.
- Carry any kind of weapons including but not limited to fire guns, knuckles, knives, pepper spray, any type and amount of explosives, etc.
- Intentionally use any kind of materials/stationary to harm.
- Posses or carry a big amount of money for personal use.
- Have any inappropriate physical contact with anyone at school.
- Display disruptive behaviour, including non-compliance and disobeying instructions.
- Use any offensive language, orally, in writing or as a gesture.
- Abuse prescription drugs and/or give a prescription drug to another student.
- Possess any electronic and/or telecommunication devices without permission during the school hours (refer to Electronic Device Policy).
- Cheat, falsify, misrepresent, plagiarise and/or use any type of deception to get credits.
- Leave the campus without permission.
- Access restricted areas of the campus
- Intentionally cause any damage to the School's property
- Miss any class or tutorial sessions without a valid excuse

## APPENDIX B

### Paragon ISC Code of Conduct for Students

- Sell or trade any items on the school premises for personal benefits.
- Offer any gifts that might be regarded as a bribe, or lead me to expect preferential treatment.

My signature confirms that I have read this Code of Conduct and agree to follow these standards. I understand that failure or any action inconsistent with this Code of Conduct may result in disciplinary action up to and including expulsion from the school.

**Student Name :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Parents/Guardians Name :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

*\* Provisions in the Student Code of Conduct apply to all students. Differences in age and maturity are recognized in determining the type of disciplinary action to be taken. Students have a greater responsibility for their actions as they increase in age.*

*\* A copy of the Student Code of Conduct is given to each student during the admission process and must be returned signed (applicable for Upper Primary and Secondary students). Orientation to the Student Code of Conduct is held at the beginning of each school year.*

## APPENDIX C

### Paragon ISC Code of Conduct for Parents/Visitors/Guests

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

Purpose of the visit: \_\_\_\_\_

Name of the institution / company (if applicable) \_\_\_\_\_

I, \_\_\_\_\_ (insert name) agree that in the course of my association with the Paragon ISC,

**I will:**

- Treat all children and youth with respect regardless of race, colour, gender, language, disability, religion, political or other opinions, national, ethnic or social origin, birth or other status.
- Assist in providing a welcoming, inclusive and safe environment for all children and youth, young people, parents, family, guardians, employees and volunteers.
- Refrain from using corporal punishment on child and youth.
- Immediately report concerns or allegations of child and youth abuse to the Welfare Coordinator of the Campus.
- Comply with the Paragon ISC Child and Youth Protection Policy.

**I will not:**

- Access restricted areas of the school building such as classrooms, dining area, or any other areas indicating access to certain groups of people only, without being accompanied by the designated school staff.
- Enter the school building armed including but not limited to fire guns, knives, any type and amount of explosives, etc.
- Enter the school premises under the influence of any substance including but not limited to alcohol, drugs, etc.
- Smoke at the school premises including the parking area.
- Use inappropriate language – whether of an offensive, discriminatory, demeaning, abusive or sexual nature – when speaking with or while in the presence of a child or young person.
- Engage in behaviour to shame, humiliate, belittle or degrade a child or young person, or otherwise emotionally abuse a child or young person.
- Act or treat children or youth in any way that may be seen concerning.
- Hold, kiss, cuddle or touch a child in an unnecessary or culturally insensitive way which is illegal, unsafe or abusive. **(not applicable for parents)**
- Discriminate against or in favour of particular children and youth to the exclusion of others.
- Spend time outside authorised visits with any child or young person connected with Paragon ISC. **(not applicable for parents)**
- Do things for children and youth of a personal nature that they can do for themselves such as toileting them or changing their clothes.
- Take photos or videos on the School premises without prior permission from the designated person(s) in authority.
- Post images obtained with the school permission in any of the social media platforms without prior permission of the School administration.
- Access indecent content at the school premises.
- Take and create sexually abusive images of children and youth of Paragon ISC.

***The breach of this Code of Conduct will not be tolerated at any cost. The school reserves its right to pursue a civil or criminal legal action against any person violating Child and Youth Protection Policy and its Code of Conduct.***

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ELECTRONIC DEVICE POLICY

I understand and agree that:

- There are policies covering the proper use of laptops and mobile phones in Secondary Campus.
- Reading and understanding laptop and mobile phone policies are my responsibility.
- Laptop use is only permitted by the permission of the teacher in class.
- Mobiles phones are not allowed to be used during the school hours, and must be turned off and kept in the mobile phone lockers provided by school during the school days and hours.
- In case, laptop or mobile phone policies are violated, the student's permission to bring or use a laptop or mobile phone will be revoked. Also, confiscation or further discipline measures might be taken.
- I will not bring or use any electronic devices rather than allowed laptops and mobile phones, such as Wireless earphones including AirPods, camera, smartwatch, iPad, internet hotspot device, and any of their components (including, but not limited to batteries or cords) to school premise during school days and hours.
- The school may confiscate prohibited electronic devices and their components found within the school premises during school days and hours. The device might be confiscated for exactly three months from the date of confiscation.
- The school will record a disciplinary case on my report card for each case and in case of repetition; the school might be taking further discipline actions such as detention, suspension or expulsion.
- To receive my confiscated device, I will have to present the "electronic device receipt" given by school to the school.
- In case I move to another city, country or school, I will receive my device on the final day that I leave the school
- The devices which are not claimed within a month after the return date will be sold under the supervision of the Finance Officer or Welfare Coordinator for finance and turned over to student scholarship funds.

Date: ...../...../.....

Signature

Guardian

Signature

Student