



# Admissions Guideline & Procedure

---

We are delighted by your interest in enrolling your child in our preschool! Please be aware of the following points after completing the application form.

- Please make sure you have read and understood through the Admissions Information page and Guidelines & Procedure section before applying.
- Submission of applications should be made to the branch you are enrolling your child into
- For students applying for the K1 local curriculum, only one application needs to be submitted with your school preference indicated
- Final placements will be arranged by the school depending on availability

## Enrollment Process

---

### STEP 1: APPLICATION

Complete the Application Form and submit it together with the following documents:

- Parental Survey for Prospective Students
- A copy of your child's Birth Certificate
- Paste a passport size photo on the application form
- A copy of your child's Immunisation Record
- \$40 application fee (Cheques should be addressed to each school i.e. Tivoli Nursery, Tivoli Anglo-Chinese Kindergarten, Tivoli International Playschool). The application fee is non-refundable and non-transferrable.

### STEP 2: ADMISSION

- Applications can be submitted in-person or by mail
- For applications received by mail, the date on the postmark will be recognised as the date of submission; please ensure that there are adequate post stamps attached to your application,



please refer to [the Hong Kong Post website](#) for more information on postage charges. We are not responsible for any mail items bearing insufficient postage that may be delayed or undelivered

- After successfully receiving applications by mail, an email acknowledgement will be sent to applicants; the application receipt will be mailed back to applicants along with the interview details at a later date
- A receipt with your reference number will be issued to you upon reception of your application form. Please quote this number should you need to make additional enquiries
- Interview details will be distributed around 1-2 months after the submission of your application, by mail or email
- All candidates' interview results will be released by mail

## STEP 3: INTERVIEW

### Interview Process

- Children are accompanied by one parent for group activities, whilst the other parent chats with our school staff
- The interview time and date will not be rescheduled, and all fees will not be refunded
- If your child is unable to attend the interview because of illness, please contact the school with the doctor's note and arrangements will be made
- To ensure equal opportunity for every applicant, interview times cannot be rescheduled
- If parents of non-Chinese speaking students require translation services or additional arrangements, please notify the school at least two weeks before the interview so that appropriate arrangements can be arranged

### Admission Criteria

- Student's individual performance
- Parent-Child relationship
- Parent's parenting philosophy
- Current students at Tivoli will be given priority consideration
- Applicants with siblings in our schools will be given priority consideration

## STEP 4: REGISTRATION

Once your child has been admitted to our school, you will need to submit the following:



- **Confirmation of Acceptance**

To accept the offer, parents must acknowledge the offer and register your child at our school. If the offer is not confirmed before the deadline, the offer will be automatically withdrawn.

- **Health Report**

You may obtain a Health Record Form from our website or download one from the EDB under Appendix 12 of the Operation Manual for Pre-Primary Institutions (2006) published by the Education and Manpower Bureau.

- **Registration Fee**

The registration fee will be deducted from the first month's school fee upon successful completion of the application process.

- **Registration Certificate for Kindergarten Admission (For K1-K3 only)**

For more information on applying for the Registration Certificate, please visit the EDB website.

## **STEP 5: PREPARING FOR SCHOOL**

Before school starts, please be aware of the following items :

To be submitted:

- **Consent Form**
- **School Uniform Order**
- **Materials, Supplies and Snacks Fee**

Not applicable to the nursery level.

Services available:

- **School Bus Service**

Should your child require school bus service, please complete and submit the form to our schools. A one-month processing time is required.

- **Auto Pay Application**



Please fill in the Direct Debit Authorization Form to apply for auto pay

- **Financial Assistance**

For more information on financial assistance, please visit the Student Financial Assistance Agency at [www.sfaa.gov.hk/eng/schemes/kinder.htm](http://www.sfaa.gov.hk/eng/schemes/kinder.htm).

---

*We reserve the right to change the items of this application without prior notice.*