



BELLE VUE ECO-SMART TECH INTERNATIONAL SCHOOL APPLICATION FORM

PROCEDURES FOR APPLICATION

1. Admission into Belle Vue Eco-Smart Tech International School is on a first-come-first served basis and is subject to approval and availability of places.
2. Please complete all sections in the Application Form in **BLOCK LETTERS**. The application will be processed only upon receipt of complete and accurate disclosure of information in the following sections:


| | |
|-----------|--------------------------------|
| Section A | Student's Information |
| Section B | Details of Previous School |
| Section C | Details of Parents/Guardians |
| Section D | Swimming Release and Indemnity |
| Section E | Terms of Payment |
| Section F | Terms of Withdrawal |

| | |
|-----------|--------------------------------|
| Section G | Medical Declaration |
| Section H | Declaration By Parent/guardian |
| Section I | Office Use Only |

| DOCUMENTS REQUIRED FOR ENROLMENT | |
|-----------------------------------------------------|--------------------------|
| One (1) copy each of Parent's ID/ Passport | <input type="checkbox"/> |
| One (1) copy of Student's ID/Birth Certificate | <input type="checkbox"/> |
| Two (2) Passport Size Photographs | <input type="checkbox"/> |
| One (1) copy of Previous School Leaving Certificate | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| Student's Medical Certificates/Immunisation record | <input type="checkbox"/> |

Confirmation

The Management of the school has the right to refuse acceptance of the child if deemed necessary. In the event of any medical emergency, the school is hereby authorized to seek medical attention from the nearest available and qualified practitioner or hospital for the students. The school and its staff will not be responsible for any medical treatment administered to the students or for any medical charges incurred. If this information was not made known to the management of the school prior to the acceptance, the management of Belle Vue Eco-Smart Tech International School reserves the right to revoke the acceptance of the child as a student of Belle Vue Eco-Smart Tech International School environment and discipline cases based on recommendation by Head of Schools and Discipline Teacher.



BELLE VUE ECO-SMART TECH INTERNATIONAL SCHOOL

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APPLICATION FORM

Date of Registration (DD/MM/YY) _____ / _____ / _____

Year of Admission _____

Nationality ☐ Liberian ☐ Non-Liberian _____ (Please state Nationality)

Registration for ☐ Year _____ (Year 1-5) ☐ Year _____ (Year 7-8)

Please attach
passport-sized
photograph
Here

Section A: Student's Information

| | | | | | |
|--------------------------------------------|---------------------------------------------------------------|---|-------------------------|--|-------------|
| Name | | | | | |
| Date of Birth (DD/MM/YY) | / | / | Place of Birth | | Age |
| Passport /ID No. /Birth Certificate | | | Religion | | Race |
| Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female | | Student's E-mail | | |
| Residential Address | | | | | |

Section A: Details of Previous School (please attach academic transcripts of most recent examination) and Student's information

| Type of School | Name of School | Country | Highest Level Completed | Year Completed |
|----------------|----------------|---------|-------------------------|----------------|
| Kindergarten | | | | |
| Primary | | | | |
| Secondary | | | | |

1. Has the student been involved in serious disciplinary action? ☐ Yes ☐ No If YES, please give details:

2. Has the student been placed out of the age group for his/her age? ☐ Yes ☐ No If YES, please give details:

3. Has the student ever been taught in French as Second Language? ☐ Yes ☐ No If YES, please give details:

4. Please list any skills/interests/talents the student has: (Sports, Music, Drama, Art and etc)

5. Any information you would like the School or Class Teacher to take note about the student:

Section C: Details of Parents/Guardians

| | Father / Guardian | Mother / Guardian |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|
| Name | | |
| Nationality | ID No./ Passport | ID No./ Passport |
| Residential Address | | |
| Occupation | Mobile No. | Mobile No. |
| Company Name & Address | | |
| E-mail | | |
| Office No. | Fax No. | Fax No. |
| <p>Please furnish the name of another person to contact in the event of an emergency if parents or guardians are not available.</p> <p>Name _____ Office No. _____ Home No. _____ Mobile No. _____</p> | | |

Section D: Swimming Release and Indemnity

Swimming is a compulsory co-curricular activity for all students. Qualified instructors are appointed for swimming lessons in Belle Vue Eco-Smart Tech International School.

The swimming instructors and the School will take all reasonable precautionary measures to ensure the safety of the student during swimming lessons. The school and the instructors shall not be liable for loss or damage in the pool premises caused by the student..

Section E: Terms of Payment

All parents/guardians are advised to read the terms and conditions governing the admission to Belle Vue Eco-Smart Tech International School. and the child's continued enrollment as a student of the School, as stated below:

1. All school fees **must be Paid** by Bank into the **Belle Vue Eco-Smart Tech International School** bank account as reference below:

Account Number: **203310154210** and **203310154110**

Bank Name: **GT Bank Liberia**

Account Name: **Belle Vue International Inc.**

No cash payment should be made at school or any other individuals. The School will not be held liable for any cash transaction that you have made with any individual. Prove of payment (Bank in Receipt) must be given to the School Office after the payment is made.

2. Parents can choose to pay the fees for a Full Year (3 terms) or by term basis.

3. All fees **must be Paid** within 2 weeks prior to the commencement of the School term.

4. The School reserves the right to deny entry and enforce suspension to the student if the fees remain overdue after the payment due date.

Section F: Terms of Withdrawal

1. If a student chooses to discontinue his/her studies at Belle Vue Eco-Smart Tech International School, a notice of withdrawal should be given 4 months prior to the student's last day of school.

2. Valid reasons should be included in the notice of withdrawal and parents/guardians are required to attend a session of the exit interview with the school..

3. Outstanding school fees must be settled in full before the student's last day at school.

4. All withdrawals are subject to administrative charges per student.

5. For any withdrawal before the commencement of the School term/course, fees paid will be refunded. However, if the student withdraws after the term/course commences, fees paid will not be refunded.

Section G Medical Declaration

| 1. Please advise whether your child has been diagnosed or is suspected of any of the following: | | | | 2. Past Medical History (please attach with Doctor's letter) | | | |
|-------------------------------------------------------------------------------------------------|-----------------------------|-----|--------------------------------------------------------------|--------------------------------------------------------------|----------------------------------|-----|----|
| Medical Condition | Autism | Yes | No | Medical Condition | Asthma | Yes | No |
| | Dyslexia-High Functionality | Yes | No | | Epilepsy | Yes | No |
| | Dyslexia-Low Functionality | Yes | No | | Diabetes | Yes | No |
| | ADD-High Functionality | Yes | No | | Tuberculosis | Yes | No |
| | ADD-Low Functionality | Yes | No | | Others; Heart / Kidney / Stomach | Yes | No |
| | Extreme Hyperactive | Yes | No | | G6PD | Yes | No |
| | Others, please specify: | | | | Allergies | Yes | No |
| | | | Eczema | Yes | No | | |
| | | | Recent Illness | Yes | No | | |
| | | | Recent Surgeries / Hospitalization | Yes | No | | |
| | | | If YES please supply information on any of these conditions: | | | | |

3. Is there any physical or audio/visual impairments (temporary or permanent) that your child is suffering from?

4. Please list any medication that your child takes regularly:

i) Name: _____ Dosage: _____ ii) Name: _____ Dosage: _____

5. Does the student have any physical disabilities, learning difficulties or psychological needs?

i) Physical disabilities ☐ Yes ☐ No ii) Learning disabilities ☐ Yes ☐ No iii) Psychological needs ☐ Yes ☐ No

6. Has the student received any learning support?

i) Reading ☐ Yes ☐ No ii) Writing ☐ Yes ☐ No iii) Speaking (Speech Delay) ☐ Yes ☐ No

Other information that would be helpful for the school nurse to know regarding your child:

Note:

While we endeavour to execute all efforts in our ability as an educator to assist the student in his/her learning process and encourage their learning opportunities at our school, kindly be advised that in the event where the parents/guardians have not declared or informed the School of any medical, physical or special needs condition attributed to the student, the School reserves the right for the below course of actions:

1. To withdraw the student from the School, where as a consequence of the student's conduct, deemed to have caused disruption to the lessons and/or disturbance to other students.
2. To withdraw the student from the School if we find that the student is unable to cope positively in class or with our teaching-learning environment, or that as a consequence of the student's behaviour, the teacher is not able to conduct lessons effectively or provide attention to other students in the class.
3. To withdraw the student from the School in instances where the student requires specialised medical or personal attention from any party, which is not within the scope and expertise of the staff at the School.

In any course of actions mentioned above, the School Management will prorate the fees paid accordingly based on monthly basis, and that any excess in fees paid will be refunded to the parents/guardians.

Section H: Declaration By Parent / Guardian

I, _____ ID No/Passport No. _____ Father/Mother/Guardian of _____ registering for Level _____ Year _____

I confirm that the information provided in this Application Form is correct. I understand that the information provided in this Application Form, or in support of this application will principally be used for the processing of the application, although it may also be used for any other purpose associated with my child's attendance at Belle Vue Eco-Smart Tech International School. I fully understand and acknowledge the right of the School to refuse and/or reject this application and withdraw the registration of my child in the event the information contained in this form is incomplete, false and/or erroneous. I understand that any possible action taken by the School is not of any act of discrimination practiced by the School, but completely subject to the ability of the School to handle the specific needs of my child. I hereby accept the terms and conditions for the enrollment of my child at Belle Vue Eco-Smart Tech International School and undertake all responsibilities to ensure that my child abides by the rules and regulations of the School. I hereby give permission to Belle Vue Eco-Smart Tech International School for the use of photographs, images and videos in publicity and promotional material, and to release relevant information to any Government bodies or agencies as required.

Declaration and Acceptance by Parent/Guardian

Signature Name Date

Section I: Office Use Only

How did you hear about Belle Vue Eco-Smart Tech International School?

☐ Newspapers ☐ Radio ☐ Television ☐ Other _____

Principal's Office

☐ Accept ☐ Conditional offer ☐ Decline

Remarks: _____

Signature of Principal / Principal's Office

Date

PRIVACY STATEMENT

The purpose of requesting the personal data in this form is to assist us in processing your child/ward's school application and for statistical and information purposes. If you choose not to complete all the required sections or do not provide all the required information, it may not be possible to process your application. Access to the personal data you provide will be strictly on a need to know basis. By providing the personal data on this form, you give your consent to allow personal data and information to be processed securely and confidentially.