

E.S.C.O.L.A. - ENGLISH SCHOOL COMMUNITY OF LUANDA ANGOLA
ENROLMENT FORM 2020-2021
(SUBJECT TO DIRECTOR OF EDUCATIONS' APPROVAL)

Received on: ____/____/____

By: _____

Invoiced:

PLEASE TICK OR PRINT IN THE BLUE BLOCKS ONLY

PLEASE SUBMIT THE FOLLOWING WITH THIS FORM:		
VACCINATION CARD	YES	NO
ID CARD OR PASSPORT	YES	NO
LATEST REPORT	YES	NO
LEAVING CERTIFICATE	YES	NO
MEDICAL CERTIFICATE	YES	NO

(FOR OFFICE USE ONLY)

APPLYING FOR SCHOOL YEAR	____/____
ENTRANCE DATE	____/____/____
LEAVING DATE	____/____/____
READMISSION	YES NO
STUDENT NUMBER/CURRENT GRADE	

APPLICANT'S DETAILS:

NAME	SURNAME	FIRST NAME
MIDDLE NAMES		
PLACE OF BIRTH	COUNTRY OF BIRTH	NATIONALITY (ON PASSPORT)
BIRTHDAY (DDMMYYYY)	RELIGION	OTHER NATIONALITY
HOME ADDRESS (PREVIOUS)		
HOME ADDRESS (LUANDA)		

TICK THOSE LISTED BELOW WHO REGULARLY LIVE IN THE CHILD'S HOME:

FATHER	MOTHER	STEPFATHER	STEMOTHER	GRANDPARENTS	BROTHER(S) – HOW MANY <input type="checkbox"/>	SISTER (S) – HOW MANY <input type="checkbox"/>
OTHERS	NAME & RELATIONSHIP	OTHERS	NAME & RELATIONSHIP			
ORDER OF BIRTH:	THIS CHILD IS THE _____ OF _____ CHILDREN BORN TO THIS FAMILY					

ABOUT PREVIOUS SCHOOL:

NAME						
MAILING ADDRESS						
PRINCIPAL'S NAME					SCHOOL'S TEL	
PRINCIPAL'S E-MAIL						
DATE OF ADMISSION	____/____/____	DATE OF LEAVING	____/____/____	LAST GRADE		
REASON FOR LEAVING						

SEINTERNACIONAL – SERVIÇOS PARA A EDUCAÇÃO INTERNACIONAL – SUCURSAL DE ANGOLA
Rua Cambambe, Nº 21-23, Bairro Patrice Lubumba • NIF: 547314552
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PERSON IN CHARGE OF EDUCATION: THIS PERSON MUST BE AVAILABLE ALWAYS FOR CLARIFICATION ON ANY ISSUES INVOLVING THIS CHILD.						
COMPLETE NAME						
RELATIONSHIP WITH THE CHILD		WORK TEL.		HOME TEL.		
NATIVE LANGUAGE		NATIONALITY		CELL TEL.		
OCCUPATION		EMPLOYER				
E-MAIL						
HOME ADDRESS						
FATHER'S DETAILS (IF NOT IN CHARGE OF EDUCATION):						
COMPLETE NAME						
OCCUPATION		WORK TEL.		HOME TEL.		
NATIVE LANGUAGE		NATIONALITY		CELL TEL.		
EMPLOYER		E-MAIL				
HOME ADDRESS						
MOTHER'S DETAILS (IF NOT IN CHARGE OF EDUCATION):						
COMPLETE NAME						
OCCUPATION		WORK TEL.		HOME TEL.		
NATIVE LANGUAGE		NATIONALITY		CELL TEL.		
EMPLOYER		E-MAIL				
HOME ADDRESS						
<i>I give permission for the parent details to be made available within the school community</i>					YES	NO
PARENTS:	MARRIED	DIVORCED	LIVING TOGETHER	SEPARATED	DECEASED (WHICH?)	
ALTERNATIVE EMERGENCY CONTACT: THIS SHOULD BE ANOTHER CONTACT BESIDES THOSE ALREADY LISTED						
NAME						
RELATIONSHIP		E-MAIL				
CELL TEL.		HOME TEL.		WORK TEL.		
DRIVER'S NAME				CELL TEL.		
BROTHERS AND SISTERS CURRENTLY AT E.S.C.O.L.A.						
NAME					GRADE	
NAME					GRADE	
NAME					GRADE	

HEALTH QUESTIONNAIRE

MEDICAL HISTORY:					
PLEASE INDICATE THE CHILDHOOD DISEASES OR CHRONIC MEDICAL CONDITIONS YOUR CHILD HAS HAD OR SUFFERS FROM					
CHICKENPOX		EPILEPSY		HEART DISEASE	
CONVULSIONS		ASTHMA		ALLERGY TO MEDICATION	
DIABETES		CHRONIC CONDITION		MENINGITIS	
SINUSITIS		BRONCHITIS		IMPAIRED HEARING	
SKIN DISEASE		HAY FEVER		EYEGASSES/CONTACT LENSES	
MUMPS		MEASLES		IMPAIRED SIGHT	
SPEECH DIFFICULTIES		BRONCHIOLITIS		BIRTH PROBLEMS	
MAY YOUR CHILD HAVE PARACETAMOL OR BRUFEN?				YES	NO
IS YOUR CHILD FIT FOR ALL TYPES OF SPORTING ACTIVITY? IF, 'NO' PLEASE ATTACH DOCTOR'S LETTER EXPLAINING WHY				YES	NO
REGULAR MEDICATION		TIMES GIVEN			
ANY OTHER ALLERGY OR MEDICAL CONDITION(S) THAT REQUIRES ON-GOING MEDICATION AND/OR TREATMENT					

NOTE: If your child requires occasional medication which may be necessary during school (e.g. asthma), please send in a copy of the prescription or a letter from the doctor stating the reason, dosages and duration of the treatment.

THESE SITUATIONS MUST ALWAYS BE MENTIONED IN 'REGULAR MEDICATION' ABOVE.

Please be sure to supply the required Medical Certificate that should be issued by a physician recognised by the Angolan government.

PLEASE INITIAL

STUDENTS' EXPECTATIONS AND RESPONSIBILITIES – E.S.C.O.L.A.

The students are the only reason for the existence of E.S.C.O.L.A. As such, they have a tremendous responsibility for its success. All students must take their share of the responsibility of helping to ensure that the “Aims and Objectives” of the school are fulfilled. All students have expectations of the school and they have the responsibility to ensure that these expectations are met.

The school’s Disciplinary Code of Conduct is encapsulated within the Students’ Expectations and Responsibilities.

<u>EXPECTATIONS:</u>	<u>RESPONSIBILITIES:</u>
1. I can expect to be happy at school and to be treated with understanding and kindness.	I shall treat others with thoughtfulness and consideration. I shall not tease, laugh at or hurt the feelings of others.
2. I will be safe.	I shall obey all school rules. I shall not threaten the safety or well-being of others. I shall not fight, hurt anyone nor play dangerous games.
3. I can expect to be treated fairly and with respect.	I shall treat others politely and with respect. I shall respect the authority of all school staff.
4. My property should be safe.	I shall respect the belongings of others. I shall not steal nor damage anyone's property. I shall ask permission before using another person's belongings. I shall take good care of my own property and that of the school.
5. I can expect to receive the maximum benefit from all lessons and activities.	I shall cooperate with the staff and other students. I shall always try to be well behaved and will not disturb the learning of others. I shall try to keep up to date with my class work and homework. I shall try to do my best in all activities at all times. I shall develop my talents and skills to the best of my ability. I shall attend school regularly and I shall be punctual.
6. I can expect to learn social skills, self-discipline and good citizenship.	I shall be honest and truthful, and I shall exercise self-control. I shall be loyal to my school and to my friends. I shall behave sensibly when I am corrected for breaking school rules.
7. I can expect to be able to express my opinions and beliefs.	I shall present my views in a polite and sensible manner. I shall do my best never to offend any person. I shall listen to the views of others and give them the right to be heard.
8. I can expect to obtain community support, respect and pride in my school.	I shall behave so that the wider community will be proud of me and respect my school.
9. I can expect to enjoy a pleasant, clean and well-maintained school.	I shall care for the school environment, its' buildings, rooms and grounds. I shall keep my personal effects and the school neat and tidy and I shall be prepared to pick up litter. I shall report acts of vandalism.
10. I can expect to be protected against threats to my health.	I shall protect my body by developing good health habits and maintaining good personal hygiene

A student may be asked to withdraw from the school should the above expectations not have been met in or outside school time/grounds.

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PAYMENT / SERVICES 2020 / 2021

INVOICE (ONCE ONLY PAYMENT) – ENTRANCE FEE (IF NEW STUDENT – SELECT 1 OPTION)

ENTRANCE FEE – CORPORATE/EMBASSY	3.600.000 AKZ (THREE MILLION SIX HUNDRED THOUSAND KWANZAS)	
ENTRANCE FEE – GENERAL	1.500.000 AKZ (ONE MILLION FIVE HUNDRED THOUSAND KWANZAS)	

ANNUAL INVOICE - REGISTRATION

REGISTRATION	250.800 AKZ (TWO HUNDRED & FIFTY THOUSAND & EIGHT HUNDRED KWANZAS)	√
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ANNUAL INVOICE – ADMISSIONS & INFRASTRUCTURE FEE

ADMISSIONS & INFRASTRUCTURE	449.200 AKZ (FOUR HUNDRED & FORTY NINE THOUSAND & TWO HUNDRED KWANZAS)	√
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INVOICE – TUITION FEES (SELECT 1 OPTION)

ANNUAL TUITION FEE – CORPORATE/EMBASSY	9.900.000 AKZ (NINE MILLION & NINE HUNDRED THOUSAND KWANZAS)			
ANNUAL TUITION FEE – GENERAL -5%	5.415.000 AKZ (FIVE MILLION FOUR HUNDRED & FIFTEEN THOUSAND KWANZAS)			
TERMLY TUITION FEE – GENERAL (5.700.000 AKZ)	1ST TERM	1ST MAY 20	2.280.000 AKZ (TWO MILLION TWO HUNDRED & EIGHTY THOUSAND KWANZAS)	
	2ND TERM	1ST OCTOBER 20	2.280.000 AKZ (TWO MILLION TWO HUNDRED & EIGHTY THOUSAND KWANZAS)	
	3RD TERM	1ST FEBRUARY 21	1.140.000 AKZ (ONE MILLION ONE HUNDRED & FORTY THOUSAND KWANZAS)	

INVOICE - CATERING (SELECT 1 OPTION)

GRADE 0 TO GRADE 8 – SERVED FROM MONDAY TO THURSDAY				
ANNUAL CATERING FEE - -5%	655.500 AKZ (SIX HUNDRED & FIFTY-FIVE THOUSAND & FIVE HUNDRED KWANZAS)			
CATERING SERVICE (690.000 AKZ)	1ST TERM	1ST MAY 20	230.000 AKZ (TWO HUNDRED & THIRTY THOUSAND KWANZAS)	
	2ND TERM	1ST OCT 20	230.000 AKZ (TWO HUNDRED & THIRTY THOUSAND KWANZAS)	
	3RD TERM	1ST FEB 21	230.000 AKZ (TWO HUNDRED & THIRTY THOUSAND KWANZAS)	
PRE-SCHOOL COMBINED CLASSES – SERVED FROM MONDAY TO FRIDAY				
ANNUAL CATERING FEE – 5%	695.400 AKZ (SIX HUNDRED & NINETY-FIVE THOUSAND & FOUR HUNDRED KWANZAS)			
CATERING SERVICE (732.000 AKZ)	1ST TERM	1ST MAY 20	244.000 AKZ (TWO HUNDRED & FORTY-FOUR THOUSAND KWANZAS)	
	2ND TERM	1ST OCT 20	244.000 AKZ (TWO HUNDRED & FORTY-FOUR THOUSAND KWANZAS)	
	3RD TERM	1ST FEB 21	244.000 AKZ (TWO HUNDRED & FORTY-FOUR THOUSAND KWANZAS)	
DINING ROOM FEE	ANNUAL	165.000 AKZ (ONE HUNDRED & SIXTY-FIVE THOUSAND KWANZAS)		

INVOICE - YEARBOOK FEE

YEARBOOK	ANNUAL	25.000 AKZ (TWENTY-FIVE THOUSAND KWANZAS)	
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Note: Fees could be subject to further adjustments before or during the 2020-2021 school year depending on inflation trends in the country.

Person / Company by Whom Account Will Be Paid

NAME			
CELL		E-MAIL	
COMPANY		POSITION	
IBAN			

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PAYMENT POLICY

1. PAYMENT OF REGISTRATION, TUITION AND ENTRANCE FEES ARE DUE IMMEDIATELY AFTER A STUDENT IS OFFERED A PLACE IN THE SCHOOL FOR PLACING IN TERM I. FOR TERM II & III, PAYMENT IS DEPENDENT ON PLACING AVAILABLE FOR THESE TERMS AND PRO-RATED ACCORDING TO BELOW POLICY.
2. IF PAYMENT IS NOT RECEIVED IMMEDIATELY, THE OFFER MAY BE WITHDRAWN AND THE PLACE GIVEN TO ANOTHER STUDENT.
3. NEW STUDENTS MAY NOT BEGIN TO ATTEND CLASSES UNTIL ALL FEES ARE PAID.

ENTRANCE FEE:

ENTRANCE FEE IS PAID ONCE, UPON ENTRY INTO THE SCHOOL, AND IT IS NOT REFUNDABLE.

MATRÍCULA:

ESTE VALOR É ANUAL, SENDO PAGO APÓS O ATO DA REINSCRIÇÃO, EM MARÇO, NÃO SENDO REEMBOLSÁVEL.

ADMISSIONS & INFRASTRUCTURES FEE:

THIS IS PAID ANNUALLY AFTER REENROLMENT FORMS HAVE BEEN SUBMITTED IN MARCH AND IT IS NOT REFUNDABLE.

TUITION FEES:

1. TUITION FEES ARE PAID ON AN ANNUAL BASIS AND WILL HAVE AN INCREMENT PER NEW SCHOOL YEAR.
2. TUITION FOR THE FULL SCHOOL YEAR (SEPT – JULY) IS NORMALLY PAYABLE IN ADVANCE BY 1ST MAY OF EACH YEAR. IF THE FEES ARE NOT PAID BY THAT DATE THE OFFER OF A PLACE MAY BE WITHDRAWN AND THE PLACE GIVEN TO ANOTHER STUDENT.
3. AN APPLICATION MAY BE MADE BY PRIVATE PAYING PARENTS TO MAKE A TERMLY PAYMENT OF FEES AND THESE ARE DUE BY 1ST MAY, 1ST OCTOBER AND 1ST FEBRUARY.
4. IN THE CASE OF TUITION FEES BEING PAID PER TERM, 40% OF THE ANNUAL AMOUNT WILL BE CHARGED IN THE 1ST AND 2ND TERM, AND 20% OF THE ANNUAL AMOUNT IN THE 3RD TERM.

WITHDRAWAL AND REFUNDS

TUITION FEES:

1. TERM I TUITION FEES ARE PAYABLE BY 1ST MAY AND ARE NOT REFUNDABLE.
2. TERM II TUITION FEES WILL ONLY BE REFUNDED IF WRITTEN NOTICE OF THE WITHDRAWAL (LETTER OR E-MAIL) IS RECEIVED BY THE SCHOOL BY THE 1ST OF SEPTEMBER OF THE CURRENT ACADEMIC YEAR.
3. TERM III TUITION FEES WILL ONLY BE REFUNDED IF WRITTEN NOTICE OF THE WITHDRAWAL (LETTER OR E-MAIL) IS RECEIVED BY THE SCHOOL BY THE 1ST OF JANUARY OF THE CURRENT ACADEMIC YEAR.

NOTE: ALL DUE REIMBURSEMENTS SHALL ONLY BE PROCESSED AT THE END OF THE ACADEMIC YEAR IN QUESTION.

ACCOUNTS IN ARREARS

(1 MAY / 1 OCTOBER / 1 FEBRUARY – 1ST, 2ND AND 3RD TERMS RESPECTIVELY)

PAYMENT WILL ONLY BE CONSIDERED TO HAVE BEEN MADE UPON SUBMISSION OF PROOF THEREOF.

PENALTIES SHALL BE APPLIED TO ALL INVOICES PAID AFTER DUE DATE. THE SAME PENALTIES WILL APPLY TO LATE REENROLMENTS:

- TUITION NOT PAID WITHIN DUE DATE - 10%;
- AFTER 30 DAYS, IF PAYMENT HAS NOT BEEN MADE OR PROOF THEREOF SUBMITTED TO THE OFFICE, THE STUDENT MAY NO LONGER ATTEND CLASSES AND WILL BE REMOVED FROM THE CLASS LIST. THE SAME PENALTIES WILL APPLY TO LATE REENROLMENTS.

DAILY COLLECTION OF STUDENTS

STUDENTS SHOULD LEAVE THE SCHOOL PREMISES STRAIGHT AFTER THE END OF CLASSES, ACCOMPANIED BY AN ADULT CARRYING A STUDENT SECURITY CARD.

A GRACE PERIOD OF 15 MINUTES IS GIVEN, AFTER WHICH A CHARGE OF 10.000 AOA STARTING AT THE BEGINNING OF EVERY 30MIN THEREAFTER WILL BE APPLIED.

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INDEMNITY / WAIVER FORM

I DO HEREBY GIVE PERMISSION FOR MY CHILD TO PARTICIPATE IN, OR THEIR IMAGES TO BE USED IN THE FOLLOWING CIRCUMSTANCES (THIS INDEMNITY/WAIVER IS RENEWED ANUALLY):

Please place tick in blue block if the answer is yes.

PARTICIPATE IN SCHOOL OUTINGS	<input type="checkbox"/>	PHOTOGRAPHS/VIDEOS - EXTERNAL	<input type="checkbox"/>
STUDENT PICTURES WILL HOWEVER APPEAR IN THE YEARBOOK / NEWSLETTERS			

“THE SCHOOL WILL CONSTANTLY ENDEAVOUR TO TAKE SUCH STEPS AS MAY BE REASONABLY REQUIRED IN THE CIRCUMSTANCES TO DO WHAT IT CAN TO KEEP THE STUDENT OUT OF HARM, AND FREE FROM LOSS, CONSIDERING WHAT CAN BE REASONABLY FORESEEN AND PROVIDED FOR IN EACH CASE. SUBJECT TO THE ABOVE, BOTH PARENTS/GUARDIAN JOINTLY AND SEVERALLY WAIVE THEIR OWN CLAIMS AND INDEMNIFY THE SCHOOL, ITS EMPLOYEES AND AGENTS AGAINST ANY CLAIM OF THE CHILD IN RESPECT OF THE EVENT IN QUESTION.”

DECLARATION

In the case of the school not being able to contact a parent or the person indicated as the emergency contact, I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia and other medical and/or hospital procedures as may be performed or prescribed by the attending doctor and/or paramedics for my child and waive my right to be informed or give consent for treatment. In this instance, all costs incurred with the intervention shall be for my account.

The information contained herein is true and accurate to the best of my knowledge. I hereby certify that I shall not hold E.S.C.O.L.A.—English School Community of Luanda Angola, its staff, or its members liable for Medical, Dental or other costs incurred for any reason while my child is a student at E.S.C.O.L.A. I have read the parent handbook, the payment procedure, the student’s expectations and the academic calendar documents and agree to the policies of the school, and will adhere to the policies and payment schedules contained therein.

I HAVE READ, UNDERSTOOD AND AGREE TO THE ENROLMENT PROCEDURES AND REQUIREMENTS FOR THE **2020-2021** SCHOOL YEAR.

PARENT / GUARDIAN SIGNATURE:	<input type="text"/>	DATE:	<input type="text"/>
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GENERAL INFORMATION ON ENROLMENT/REENROLMENT - 2020-2021

ENROLMENT PROCEDURE

All information needs to be provided by parents every year and thus a single enrolment form will exist. It is the responsibility of the Parent or Guardian to hand completed, initialled and signed forms, together with the required documentation, directly to the school office from Monday to Thursday 07:30h - 16:30h and Friday 07:30h - 14:00h. No completed forms may be forwarded to the class teacher for handing in to the office. Should you require a printed copy please request it from the school office. It is important to note that, the enrolment procedure is only completed once payment has been made. Parents are reminded that they are responsible for providing proof of payment.

TUITION

E.S.C.O.L.A. although having reserved the right to adjust fees during the 2019-2020 school year, has managed to maintain the predefined pricing. Fees for the 2020-2021 school year are as above and have incurred various increases.

A new fee has been introduced 'Admissions & Infrastructures Fee' that substitutes the 'Educational Resources Fee' this is however higher than the previous fee and serves to cover expenses of the nature as the name implies.

Note: Fees could be subject to further adjustments before or during the 2020-2021 school year depending on inflation trends in the country

YEARBOOK

The Yearbook shall be sent to all parents at the end of the School year in PDF format. Printed Yearbooks for those interested can be purchased for a fee of 25.000 AOA.

DISCOUNT SYSTEM FOR MULTIPLE STUDENT FAMILIES

2nd Child – 10% discount
 3rd Child or More – 15% discount

TEXTBOOKS

Textbooks remain the property of the school and will be issued to students at the beginning of the academic year. It is expected that each student will take care of his / her textbook issued throughout the year, returning it at the end of the year in good conditions for re-use, without writing, underlining or scribbling.

For books not returned or returned in poor condition a replacement fee will be charged.

This applies only to textbooks. Any workbooks and or exercise books are not subject to return.

STATIONARY

Students from Grade 4 upwards will be required in the 20-21 school year to have their own stationary kits. The list of items to be included shall be sent to parents.

UNIFORMS

Uniform prices have not been adjusted since the 18-19 school year. This year considering the monetary devaluation and cost with imports the same had to be revised. A uniform request form must be completed and submitted with this enrolment/reenrolment.

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