



# STUDENT APPLICATION FORM

Photo

**Please complete this form and return it to:**

Admissions – NIVA American International School, Office Floor 1<sup>st</sup>, 18 Soi Phokaew 3 Yaek 9, Klong Chan, Bangkok, Bangkok 10240 Tel: +66(0)2948 4605; email: [admissions@nivais.com](mailto:admissions@nivais.com)

Date of enrolment	
Placement Test Date	
Admission Date	
Payment Date	
Admitted to grade	
Registration no.	

Year							
Grade							
Year							
Grade							

**Notes**

- All sections of this form must be completed in full.
- Please read the additional notes on the last page of this application form.

## Section 1 – Student details

### Personal Information

<b>First name</b>		<b>Middle name(s)</b>	
<b>Family name</b>			
<b>Nickname</b>		<b>Gender (tick):</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Religion:</b>		<b>Nationality:</b>	
<b>Date of birth</b>	D D / M M / Y Y Y Y <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<b>Place of birth:</b>			
<b>Address:</b>			
<b>Sub-District</b>		<b>District</b>	
<b>Province</b>		<b>Postal code</b>	
<b>Student Mobile Number:</b>		<b>Mobile number</b>	
<b>National ID no./ Passport</b> (please print very clearly)			
<b>Student email address</b> (please print very clearly)			

### Sibling Information

Please write the name of brothers/sisters who are studying at NIVA American international school or other schools.

Name	Grade	School

## Section 2 – Education

Name of the School	City, Country	Language of instruction	School Year	Grade Level Completed

Usual mode of transport to school: (tick)

- Walking       School Bus       BTS/MRT       Public Bus       Taxi  
 Bicycle       Parent drop off       Other\_\_\_\_\_

### Emergency Information

(If you have any information regarding social, emotional, other problems experienced by your child please indicate this below. The school will treat this information as confidential. This information is necessary in order for the school to support your child)


## Section 3 – Parent/Guardian Information

### Adult A Details

Gender (tick):       Male       Female

Title (tick):  Ms  Mrs  Mr

Name:

Last name:

Career/Occupation:

Office address:

Mobile No:

Email address:

**❖What is the level of the highest qualification the Adult A has completed? (tick one)**

- Bachelor degree or above  
 Advanced diploma / Diploma  
 Certificate I to IV (including trade certificate)  
 No non-school qualification

**❖Adult A's preferred method of contact:**

- Mail  
 Email  
 Phone  
 Other\_\_\_\_\_

**Language Spoken**    English    Chinese    Thai

### Adult B Details

Gender (tick):       Male       Female

Title (tick):  Ms  Mrs  Mr

Name:

Last name:

Career/Occupation:

Office address:

Mobile No:

Email address:

**❖What is the level of the highest qualification the Adult B has completed? (tick one)**

- Bachelor degree or above  
 Advanced diploma / Diploma  
 Certificate I to IV (including trade certificate)  
 No non-school qualification

**❖Adult B's preferred method of contact:**

- Mail  
 Email  
 Phone  
 Other\_\_\_\_\_

**Language Spoken**    English    Chinese    Thai

<b>Relationship of Adult A to Student:</b> (tick one)	<input type="checkbox"/> Mother	<input type="checkbox"/> Relative	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Father	<input type="checkbox"/> Host Family	<input type="checkbox"/> Other
	<input type="checkbox"/> Guardian		
<b>Relationship of Adult B to Student:</b> (tick one)	<input type="checkbox"/> Mother	<input type="checkbox"/> Relative	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Father	<input type="checkbox"/> Host Family	<input type="checkbox"/> Other
	<input type="checkbox"/> Guardian		

**Emergency Contacts:**

Please list names of next of kin or friends that we can contact if we are not able to contact you on an emergency situation.

	<u>Name</u>	<u>Relationship</u> (Neighbour, Relative, Friend or Other)	<u>Telephone Contact</u>	<u>Language Spoken</u>
1				
2				

**IMPORTANT NOTICE**

Please be informed that the school reserves the right to not accept or dismiss a student if the information provided is falsified. Once accepted, a student can be dismissed from school if found smoking, consuming alcohol, taking drugs, physical violence, racism, excessive absenteeism, or continuous bad influence etc.(Please refer to school rules)

In registering my child at the NIVA American International school I acknowledge that I have read the school handbook and agree to the rules and procedures of the school as established by the administration as well as those that are amended and informed future amendments and I recognize that communication and parent involvement between school and home are vitally important, for the learning of your child.

Thank you for taking the time to complete this Student Application form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our school.

I certify that the information contained within this form is correct.	
Signature of Student: _____	Date: ____ / ____ / ____
Signature of Parent/Guardian: _____	Date: ____ / ____ / ____

**Note:** Please make sure that you understand the philosophy, mission, ESLRs, curriculum, religious orientation, and other relevant aspects of the school before enrolling your child at NIVA American International School

## Section 4 – Student Enrolment Agreement

**This section must be signed by applicant and parent/guardian.**

*Before signing this declaration, you are strongly advised to read the Student enrolment agreement, policy and Regulations of the NIVA American International School which are available on our student handbook.*

### STUDENT ENROLLMENT AGREEMENT

NIVA AMERICAN INTERNATIONAL SCHOOL

I, the undersigned parent/legal guardian, agree to the following conditions and hereby enroll my child (Name) \_\_\_\_\_ as a student at NIVA American International School (NIVA IS) in

Grade \_\_\_\_\_ for the School Year \_\_\_\_\_ and henceforth.

1. The student agrees to abide by all the rules and regulations of the school.
2. The student maintains a minimum academic Grade Point Average (GPA) of 2.00 every quarter. If this standard is not met, the school reserves the right to require the student to take private tuitions, remedial classes.
3. The parent/guardian agrees to come to school when notified of low performance by the student that is when he/she receives a GPA of, which is 1.33 or less. The following steps will be used to remind or warn parents.
  - Academic Alert and Conference with parent
  - Academic Warning and Conference with parent
  - Academic Probation and Conference with parent
  - Retention
4. The parent/guardian understands that they are to work closely with the school and they should not hold the school accountable if they refuse to heed the recommendations of the school concerning their child's academic progress.
5. Parent/guardian is not allowed to enter any classroom at any time unless they are invited by the school.
6. Parent/guardian is not allowed to enforce discipline or deal with any student concerning student-to-student related problems. They must contact the school administration and solve problems only through mediation of school administrators.
7. NIVA American International School reserves the right to nullify this enrollment agreement in the event that a student engages in conduct that goes seriously against NIVA American International School's Students' Behavioral Code or is a danger to other students or the NIVA IS community.
8. NIVA American International School accepts students and teachers of any race, color, religion, nationality, social or economic background to all the rights, privileges, programs and activities available to the students at the school. Discrimination of any form by any student, parent/guardian as well as school personnel will not be tolerated.
9. Parent/guardian must recognize the importance of the parent-teacher-school co-operation, and effort should be made to attend NIVA Parent School Council meetings and Student-Parent Teacher Consultations as often as possible.
10. It is important that parents/guardians exercise their rights productively and discuss problems, policies, curriculum, educational program etc. with the school administration so that a positive outcome can be from those deliberations for achieved for the benefit of all students, parents, and the school.
11. Parents/guardians must be truthful in their dealings and declarations in all things including matters of public health and safety.
12. Parent/Guardian acknowledges that school ID cards must be used at all times to gain access to the school. Students/parents and teachers/staff will not be admitted without ID cards.

#### II. SUBSTANCE ABUSE AGREEMENT

NIVA IS has the goal of building responsible citizens for the future. In this regard, NIVA IS has adopted a no-tolerance policy concerning the use of illicit substances (drugs). This policy gives the school the right to administer to a student a urinalysis or other drug tests that may be deemed necessary by the School Administration. The consequences for illegal substance abuse are reporting to the relevant government office and expulsion; please refer to the School Behavioral Code.

#### II. PARENT / STUDENT ACCEPTANCE

In signing this Agreement, we agree to abide by the terms of this agreement as well as those in the student handbook.

I understand and agree to the Terms and Conditions contained with this document.

<b>Name (BLOCK CAPITALS)</b>			
<b>Signature of Student:</b>		<b>Date</b>	
<b>Name (BLOCK CAPITALS)</b>			
<b>Signature of Parent/Guardian:</b>		<b>Date</b>	

## Section 5 – Finance Agreement

**This section must be signed by parent/Guardian.**

*Before signing this page, you are strongly advised to read the Finance agreement carefully.*

### FINANCIAL AGREEMENT

NIVA AMERICAN INTERNATIONAL SCHOOL

1. Financial guarantors, parents or guardians, of students accepted to study at NIVA IS must confirm the commitment to pay tuition fees to the school according to the prescribed payment schedule.
2. The acceptable form of payment is by following:
  - 2.1 Bill payment through
    - Bangkok Bank branches
    - Kasikorn Bank branches
  - 2.2 Credit card at school, service charge 1.5%

**Note:**

*The cashier will send the first reminder for the pending payment six weeks prior to a new term beginning with a prepared bill payment slip in accordance to your choice of schedule of payment and bank. The payments must be made four weeks before school starts.*

*The parents must take the bill payment form to the bank of their choice for making payment. Upon having made the payment, the bank will post the payment details with the student's name and ID number to the NIVA Business Office. The cashier then will issue a receipt and directly to parents by appointment by mail.*

3. All tuition fees must be paid four weeks before the start of every quarter, semester or year in order not to disrupt students' continuity of learning. Late tuition payment will be charged at **50 Baht/day**. Late payments can be accommodated for a maximum of ten (10) school days counting from the first day of the term. After the ten days and if no response is received from parents, the student will be asked to stay home until the financial guarantor is able to make payments or come to school and make a satisfying arrangement in writing for the payment.
4. The General Deposit will be returned to the student in full amount if the books and other school supplies are returned in good condition and the School Leaving Form is completed and signed by all custodians of the school. In the event of loss or damage of any of loaned items, the full amount of the item or the cost of repair will be deducted from the general deposit or additional amount will be charged to the students if the costs of the books or other school supplies exceed the amount of deposit.
5. Tuition refunds will be granted in accordance with the following conditions only.
  - There will be no refund on Registration and General fees
  - 50% of tuition refund for the current quarter if the student withdraws or is dismissed within two weeks of classes
  - Full refund for advanced payments made for remaining terms

**Financial Guarantor's Agreement**

I understand the Fees and Payment policies of NIVA American International School and agree to abide by all of them.

<b>Name (BLOCK CAPITALS)</b>			
<b>Signature of Parent/Guardian:</b>		<b>Date</b>	

## Section 6 – Photos and Videos

**This section must be signed by Parent/Guardian.**

*Before signing this page, you are strongly advised to read the Likeness Contract carefully.*

### LIKENESS CONTRACT

NIVA AMERICAN INTERNATIONAL SCHOOL

Dear Parent/Guardian,

NIVA takes great pride in celebrating our students' achievements and for that reason we always like to share them with the greater community. One way of communicating the quality and uniqueness of our student body is by taking and publishing photos and videos of the students, teachers and staff and the activities in which they are involved together and individually. We are therefore requesting for your consent to release any picture or video with your son or daughter's image as well as his/her name, grade level, awards and achievements to be used in our newsletters, yearbook, notice boards, as well as in our websites and social media communication channels. NIVA will do its best to uphold the integrity of your child's likeness to the best of our ability.

**Yes**, I do hereby consent for NIVA to use any image of or video of my child, edited or otherwise, to be used to share information regarding the school and our activities in school publications and social media communication channels.

**No**, I do not consent for NIVA to use any image of or video of my child, edited or otherwise, to be used to share information regarding the school and its activities in school publications and social media communications channels.

**Neither**, but I wish to talk to the Head of Academic Administration, Mr. Gabriel Pierce to gain more understanding before consenting or not consenting.

<b>Name (BLOCK CAPITALS)</b>			
<b>Signature of Parent/Guardian:</b>		<b>Date</b>	
<b>Parent of:</b>		<b>Grade</b>	

## Section 7 – General Information

<b>Mailing and Billing Information for school correspondence:</b> (tick one)	<b>Mail letters to:</b> <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <b>Mail bills to:</b> <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian		
<b>Does your company pay for tuition fees:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Partial: ____%		
<b>Family Income/Year (Baht):</b>	<input type="checkbox"/> 500,000 - 1,000,000 <input type="checkbox"/> 3,000,000 - 5,000,000 <input type="checkbox"/> 1,000,000 - 3,000,000 <input type="checkbox"/> 5,000,000 and above		
<b>How did you know about NIVA?</b> (You can select more than 1 answer)	<input type="checkbox"/> School website <input type="checkbox"/> Billboards <input type="checkbox"/> NIVA IS Community <input type="checkbox"/> Facebook <input type="checkbox"/> Magazine <input type="checkbox"/> Parents recommend <input type="checkbox"/> Instagram <input type="checkbox"/> Word by mouth <input type="checkbox"/> Others _____		
<b>Why did you choose NIVA?</b> (You can select more than 1 answer)	<input type="checkbox"/> American Curriculum <input type="checkbox"/> Good facilities <input type="checkbox"/> Tuition <input type="checkbox"/> Extra-Curricular <input type="checkbox"/> Location <input type="checkbox"/> Safety & Security <input type="checkbox"/> International Teachers <input type="checkbox"/> English Speaking <input type="checkbox"/> Others _____		

## OFFICIAL USE ONLY – Student Application Checklist

Student Name:		Registration no.	
Last Grade Completed:		Entering Grade:	

Document	Comments
1. Copies of previous school records and transcript.	<input type="checkbox"/>
2. Copy of house Registration (Thai Only)	<input type="checkbox"/>
3. Copy of passport parents (Overseas)	<input type="checkbox"/>
4. Non-Immigration Type "Ed" visa of student (Oversea)	<input type="checkbox"/>
5. Copy of birth certificate or passport for age verification	<input type="checkbox"/>
6. Copy of ID card (Parent & Student )	<input type="checkbox"/>
7. Two 1.5 inch photographs of student	<input type="checkbox"/>
8. One 1.5 inch photographs of parents	<input type="checkbox"/>
9. Medical Check up	<input type="checkbox"/>

Online Resources	Comments
1. Ren web	<input type="checkbox"/>
2. Google Classroom	<input type="checkbox"/>
3. Classdojo	<input type="checkbox"/>
4. Wi-Fi	<input type="checkbox"/>
5. EBooks	<input type="checkbox"/>
6. Student Card	<input type="checkbox"/>
7. Timetable	<input type="checkbox"/>
8. Uniforms	<input type="checkbox"/>
9. Handbook	<input type="checkbox"/>

Parent Resources	Comments
1. Parent web	<input type="checkbox"/>
2. School Media Channel (Line/Facebook/Instagram)	<input type="checkbox"/>
3. Car Sticker	<input type="checkbox"/>
4. Parent Card	<input type="checkbox"/>