Date…………………..........

**ADMISSION FORM**

Dear Parent/Guardian,

I am glad to inform you that your son/daughter……………………………………………………...............

admission No. .............................

has been admitted in HANA INTERNATIONAL SCHOOL UGNADA in ……………………… for the academic year …………………….

On behalf of the board and staff of HISU, I wish you success.

**Please enclose the following with your completed signed application form. (Applications will only be accepted with the necessary documentations).**

1. 2 (two) passport size photographs of the student.

2. A copy of a birth certificate.

3. A copy of passport (personal details, travel documents and photograph pages)

(For foreign students)

4. Leaving certificate/last school report from previous school.

You must report with appropriate documents on......................................................................

* Make effort to arrive before 5:00pm.
* Communicate to school in case you may not be able to report immediately.

I wish him/her the best stay with us and inform you that we expect high academic performances, discipline and maximum co-operation from your child.

Yours sincerely,

Hana International School Uganda

**COORDINATOR CAMBRIDGE**

**GCE ‘A’LEVEL CIE APPLICATION FORM FOR ADMISSION**

**CHILD’S PARTICULARS MALE FEMALE**

 **2 PASSPORT Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHOTOGRAPHS** Surname First Name Middle Name

 Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Day/Month/Year**

 Nationality\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Religion\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PREVIOUS SCHOOL(S) ATTENDED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School** | **From (Month/Year)** | **To (Month/Year)** | **Grade/Level)** |
|  |  |  |  |
|  |  |  |  |

**‘O’ LEVEL/IGCSE RESULTS**

1. ENGLISH ............................ 9. ECONOMICS...........................

2. MATHEMATICS ........................... 10. SOCIOLOGY...........................

3. BIOLOGY .......................... 11. ENGLISH LITERATURE................

4. CHEMISTRY ......................... 12. FRENCH .............................

5. PHYSICS .......................... 13. BUSINESS STUDIES ...................

6. GEOGRAPHY ......................... 14. AICT .............................

7. ART &DESIGN .........................

8. HISTORY ........................

**CIE AS ‘A’ LEVEL BLOCKS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A | B | C | D | E | F | G |
| BiologyEconomics | HistoryPhysics | ChemistrySociology | LiteratureFrenchEnglish | Business StudiesGeography | Mathematics | Art & DesignApplied ICT |

**1st Choice Subjects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2nd Choice Subjects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signatures,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Parent Student**

Provisional admission is subject to the students passing ‘O’ Levels/IGCSE at a satisfactory grade level with minimum of five (5) credits.

**FATHER: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nationality\_\_\_\_\_\_\_\_\_**

Surname First Name Middle Name

Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MOTHER: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nationality\_\_\_\_\_\_\_\_\_\_\_\_**

Surname First Name Middle Name

Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guardian: (If the child is not staying with parents and essential for non-Ugandan students).**

**Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nationality\_\_\_\_\_\_\_\_\_\_\_\_**

Surname First Name Middle Name

Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address for Correspondence**:

 Office Address of Father Home Address of Father

 Mother Mother

 Guardian Guardian

I,..............................................................................parent of................................

Have read, understood and support the **HISU** **Code of Behaviour** and appreciate that should my son/daughter commit a major breach of school discipline, the school reserves in **right to exclude the student** from the school with **no redress of fees paid**.

**Parent’s Name...................................................................................................**

**Parent’s Signature............................................................Date........................**

**Student’s Name...................................................................................................**

**Student’s E-mail..................................................................................................**

**Parent’s Signature............................................................Date........................**

**Guardian’s Name. (If appropriate).....................................................................**

**Guardian’s Signature..............................................................Date.....................**

**2. STUDENTS BACKGROUND**

Schools attended (in order of first attendance)

 1…………………………………………………………….. year………………………

 2……………………………………………………………. year…………………………

 3…………………………………………………………… year………………………….

 Give reason for leaving the last school attended:-

 e.g Completion of primary leaving, completing S.IV or any other reason give details.

 ………………………………………………………………………………………………

 Year of completion of Primary Seven……………………in (school)……………………..

 Aggregates attained……………………………………..Grade……………………………

 Former school (S.IV)……………………………………………………………………….

 Aggregate in best eight……………………………….Grade………………………………

**3.** **STUDENTS’ HEALTH:**

 Date of birth………………………………………Place of birth…………………………

 History of allergy to any medicine/drugs (e.g penicillin, Chroloquine) History of

 (a) Asthma……………………………………………………………………………………...

 (b) Diarrhea diseases…………………………………………………………………………

 (c) Sickle cell………………………………………………………………………………….

 (d) Malaria…………………………………………………………………………………….

 **Other medical problems:-**

 1. ……………………………………………….2…………………………………………….

 Immunization Vs Polio Small pox…………………………..DPT…………………..

 Measles………………………………..Meningitis………………………………………

 Have you ever been hospitalized: Yes/No……………….if yes, when…………………

 where……………………………….why………………………………………………….

**THIS FORM MUST BE FILED AND SIGNED BY THE STUDENT AND HER/HIS PARENT. IT IS VERY VITAL FOR YOU TO FILL THIS FORM WITH THE MOST CORRECT AND SINCERE INFORMATION TO HELP THE SCHOOL ADMINISTRATION.**

**Student’s name………………………………………………………Signature………………………….…….**

**Parent’s name:………………………………………………………Signature…………………………...…….**

**HANA INTERNATIONAL SCHOOL UGANDA**

**SCHOOL RULES AND REGULATIONS**

1. All members of staff and students leaders must be respected and obeyed including group employees. Any form of insolence and disobedience m ay lead to automatic expulsion.

2. Students should not change their names as they appear on the P.L.E or O-level certificate without prior notification of the administration through the parents/guardian.

3. The school uniform should be respected and put on in right places. Every student on the school compound and trip organized by the school must wear proper and full school uniform as prescribed, smartness and neatness must be observed at all times. Leaving and reporting to school, a student must be in school uniform.

4. At all times students must keep their hair neat and well combed. Plaiting of hair, f ace or nails and funny haircuts, bangles, necklace, earrings and nose pins are prohibited.

5. Cooking in the dormitory is not allowed.

6. Irregularity in school attendance, failure to attend class without genuine reasons and dodging preps, assignments, homework, tests are very serious offences and highly punishable. All students must be punctual for all lessons and school functions as organized by the school.

7. Every student must participate in extracurricular activities as time tabled/programmed by the school authority.

8. Except during other language lessons like French, Swahili, Luganda etc, and English must be used as medium of communication at the school.

9. Club, societies, trips and other activities must be organized with the approval of the school authority. Academic groups are very much encouraged by the school. No student will go out for any educational, religious, or social activity without the company of a member of staff.

10. Students must safeguard and take care of school property. Loss or any damage caused by the students’ negligence on school property is highly punishable. Careless breaking of furniture, passing through the fence of mutilating school books is heavily punishable in terms of replacing it, being expelled from school or both.

11. Hooliganism by jeering the public or many member(s) of staff or nicknaming are punishable. The visitors and new students treated with utmost humility to allow harmonious relationship into the school. Shouting of nay nature that may disrupt the school programme or freedom of other students is strictly prohibited and highly punishable.

12. Students under suspension should not be sighted in the school. After successfully serving the suspension, the student should come back with the true parent or guardian.

13. Attending of prayer is a must to all students.

14. Stealing and forgeries or nasty moves of dishonesty of any nature are strongly prohibited and may lead to an automatic expulsion from school after compensation or being referred to police depending on the gravity of the offence.

15. Impersonation and falsification of information will lead to automatic dismissal when discovered. Physical violence is a very serious offence e.g. manhandling, fighting bullying throwing dangerous object etc. This may lead to criminal prosecution.

16. Physical violence is a very serious offence e.g manhandling, fighting, bullying, and throwing dangerous objects e.t.c. This may lead to criminal prosecution.

17. Possession and consumption of alcohol and or intoxicating drugs including smoking are strongly forbidden and may lead to an automatic expulsion. Chewing of gum or anything in public places or class is also forbidden.

18. Possession of water heaters, candles, matchboxes, cigarettes, lighters, paraffin, petrol and the like is a very serious offence and may lead to expulsion from school.

19. Escaping is a very serious offence and may lead to expulsion.

20. Girls’ hostel/dormitory is strictly out of bounds to boys and the reverse is true.

21. Pre-marital relationships are forbidden and leads to expulsion from school.

22. Communal activities and housework are compulsory.

23. Pass outs are only given by the administration, students must hand back the gate pass to the issuing authority. All students must carry proper identity cards inside school for easy identification.

24. Copying during examinations of any nature leads to automatic demotion or expulsion.

25. Students are expected to report on the first day of the term will all the requirements. The school does not take liability to any student sent home for school fees or any other prescribed necessity.

26. No student is allowed to drive or ride at the school compound.

27. All students using their medicine **MUST** declare it the nurse on arrival. Self medication is not acceptable at all.

28. Staff quarters are out of bounds to students except under emergency cases.

29. Unnecessary writing on the notice board or any other place is not acceptable. Any information for the school community must be approved by the school authority, before being displayed.

30. All parcels from abroad should be collected by the school administrators only on behalf of the student(s). No student will be allowed to collect it from any parcel center.

31. On arrival to school, either at the beginning of term or midterm, the student must clear with the administration first before proceeding to class.

**NOTE:**

1. The school disciplinary committee reserves the right to revise the rules depending on the prevailing circumstances. This will always be communicated to students.
2. This school administration and the staff will give an interpretation of each code to student at all times in case of conflicting interpretation.
3. All students and parents/guardians must read and understand the rules before paying the school fees. Whoever pays will be deemed to have accepted to abide by the set down codes.
4. Any breach of the codes of conduct will result into punishment determined by the school authority depending on gravity of the offence, history of the offender or the degree of inconvenience of the offence.
5. There will always be continuous reminder on notice boards and the school assembly. You must attend tom them.

I have read understood and agreed to abide and be guided by the school rules as set out.

**AND MY GOLDEN RULE WILL BE TO DO THE RIGHT THING**

**AT THE RIGHT TIME,**

**IN THE RIGHT PLACE,**

**IN THE RIGHT MANNER,**

**AND WITH THE RIGHT PEOPLE.**

Parent/Guardian’s signature…………………………………………………Date…………..............……

Student’s signature…………………………………………………………Date………............……....….

**STUDENT FEE AND REQUIREMENTS**

**1. FEES:**

(a) Tuition and accommodation fees

 (i) Year 8 students **USD 1485 per term**

 (ii) Year 9 students **USD 1485 per term**

 (iii) Year 10 students **USD 1750 per term** 3 terms a year

 (iv) Year 11 students **USD 1750 per term**

 (v) Year 12 & 13 students Art (Humanities) **USD 1870 per term**

 (vi) Year 12 & 13 science **USD 1970 per term**

 (b) Admission fee (one-off payment) **USD 100**

**NOTE:** All fees payments have to be made though **DIAMOND TRUST BANK (DTB)**

 Account Name: **HANA INTERNATIONAL SCHOOL -UGANDA**

Account No. **0076741002 USD A/C**

 **0076741001 UGX A/C**.

**2.** **REQUIREMENTS:**

 All IGCSE and A – level science students are required to come with a white lab coat.

Entertainment fee 20,000/= per term

School sweater 35,000/=

School T – shirt 25,000/=

Set of uniform 100,000/=

Identity cards 20,000/=

Medical insurance 30,000/=

Physical ream of paper **OR** 20,000/=

 **3. ACADEMIC REQUIREMENTS:**

**O’ Level**

1. Half dozen of pens and three pencils

2. Geometry set

3. Scientific calculator

4. Black books (**bought at school at 5000/= each**)

5. Text books

**A’ Level**

1. Black books (**bought at school at 5000/= each**)

2. Graph books for math students

3. Art book for Fine Art students

4. A scientific calculator for science students and dissection kit & guides.

5. Lab coat for A ‘level science students (**35,000**/=)

**Note**: We shall only allow school book in classes.

**HOSTEL /PERSONAL REQUIREMENTS:**

This is the list of personal items a student has to bring to the school when reporting on the first day. The school would like to advise parents to clearly mar all items, so that every item is clearly identifiable as belonging to your child (ren). Leisure clothing should be casual and descent.

1. A bed and mattress are provided by the school

2. A bucket

3. 8 Toilet paper rolls and 4 packets of sanitary towels for girls

4. 3 bars of soap (peg for underwear)/ Four pieces of bathing soap, tooth paste, tooth brush

5. Touch and cells/umbrella/ rain coat

6. Mosquito net.

7. Knife & Eplon for girls

8. Sports wear & shoes depending on favourate sport

9. Casual wear we strictly use **blue/black jeans**. Shorts, leggings and any other revealing wears are not allowed.

10. Formal wear for special occasions e.g dinner and church service

11. Bed sheets (2 pairs)

12. Suitcase

13. Night dress/panty hanger for girls

14. A pair of slippers

15. Sandals for after classes and weekends (casual)

16. Pillow and pillow case

17. Towel

18. Wrappers for girls (Ganga or Lesu)

19. Black shoes for classroom use (2 pairs) and white stockings

20. Counter books (Yr. 8 and 9) 20 books, (Yr. 10 and Yr. 11) 10 books and Yr 12 & 13)

10 books

21. A strong school bag for carrying books

22. Flat iron

23. A water bottle

24. Bible/Qur’an

25. A comb/lifter

26. Shoe polish

27. 6 hankies

28. 2 belts

29. Shavers

**N.B**: Bed and mattress are provided at school.