



# CEBU INTERNATIONAL SCHOOL

P.O. Box 735, Pit-os, Cebu City, Philippines 6000  
 Connecting All Departments: 63-32 401-1900-03; Superintendent's Office: 63-32 401-1907  
 Elementary School: 63-32 401-1905; Middle/High School: 6332 401-1906;  
 Admissions Office: 63-32 401-1908; Fax No. 63-32 401-1904  
 Webpage: [www.cis.edu.ph](http://www.cis.edu.ph)

## APPLICATION FOR ENROLMENT FORM

Parents applying for admission online are requested to complete all forms and email them to [registrar@cis.edu.ph](mailto:registrar@cis.edu.ph) or fax to 63-32 401-1904.

### List of Requirements:

- \_\_\_ Application Form
- \_\_\_ Copy of Birth Certificate
- \_\_\_ Student & Parents' Copies of Passports
- \_\_\_ updated VISA or SSP
- \_\_\_ Latest Report Card
- \_\_\_ Recommendation from School Principal or Counselor
- \_\_\_ Photos: 3 pcs 2"x2"
- \_\_\_ Affidavit of Guardianship, *if necessary*
- \_\_\_ Medical Form
- \_\_\_ Immunization Record
- \_\_\_ Driver's/nanny's ID application & photos (2 pcs. 2"x2")
- \_\_\_ BI Form, *only for students securing SSP*

**Note: translated copies must be authenticated**

Photo: 1 pc 2"x2"

### CIS Information

How did you learn about CIS? Please tick appropriate box.

- |  |  |
|--|--|
| <input type="checkbox"/> Website                     | <input type="checkbox"/> Print ads (flyers, magazines, newspapers, billboards) |
| <input type="checkbox"/> Siblings enrolled in school | <input type="checkbox"/> Referred to by friends                                |
| <input type="checkbox"/> Referred to by the company  | <input type="checkbox"/> Others: please specify _____                          |

What is/are your reason/s for considering CIS as your school of choice?

- |   |   |
|---|---|
| <input type="checkbox"/> International Curriculum   | <input type="checkbox"/> School's reputable accreditations & affiliations     |
| <input type="checkbox"/> Unique features, eg IB Diploma, ESL program  | <input type="checkbox"/> Balanced curricular and extra-curricular programs    |
| <input type="checkbox"/> Learning climate: CIS is focused on best practise teaching and learning within universal core values | <input type="checkbox"/> Internationally experienced administration & faculty |

### Student Information

( ) New Student Enrolling      ( ) Returning Student, please indicate School Year Last Attended CIS \_\_\_\_\_

Application for Grade \_\_\_\_\_ Starting ( ) Q1    ( ) Q2    ( ) Q3    ( ) Q4      School Year \_\_\_\_\_

Name of Student: \_\_\_\_\_  
(as appears on passport)      *First Name*      *M.I.*      *Family Name*      *Suffix*

Nickname: \_\_\_\_\_      Gender \_\_\_\_\_      Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_      Citizenship/s \_\_\_\_\_

Passport/s Number/s \_\_\_\_\_

Home Address in Cebu (No./Street/Subd./Postal Code)

\_\_\_\_\_

\_\_\_\_\_

**Emergency Contact Information** Person to contact in case of emergency (other than parent/guardian):

\_\_\_\_\_

First Name M.I. Family Name Suffix

Contact Details: Phone Number/s \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address In Cebu \_\_\_\_\_

**School Records:** Please indicate your child's:

First Language: \_\_\_\_\_ Second Language: \_\_\_\_\_

Last Level Attended/Completed: \_\_\_\_\_ Last Month/ School Year Attended \_\_\_\_\_

**Previous Schools Attended**

Equivalent LEVEL at CIS	AGE	NAME OF SCHOOL & ADDRESS	STARTED (Month, Year)	COMPLETED (Month, Year)
Pre School 3				
Pre School 4				
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				

**School Records Reference** Person to contact by CIS Admission Staff to verify school records?

\_\_\_\_\_

Full Name Position Contact Number E-mail Address



**Parents Information** It is the responsibility of the parents to keep CIS advised of any changes to this information below.

FATHER	PARENTS	MOTHER
<i>First Name Middle Initial Family Name</i>	Full Name	<i>First Name Middle Initial Family Name</i>
	Nationality/Passport(s) Number	
Degree earned in College/University _____ _____ _____	<b>Highest Educational Attainment and College or University graduated from</b>  <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> <input type="checkbox"/> Masteral Degree <input type="checkbox"/> <input type="checkbox"/> College/Univ Degree <input type="checkbox"/> <input type="checkbox"/> Non Applicable <input type="checkbox"/>	Degree earned in College/University _____ _____ _____
	Home Phone/Mobile Phone	
	E-mail Address	
	Complete Address (if not living with the child)	
	City/Country /Zip/Postal Code	
	Business / Employer's Name	
	Nature of Business	
	Position Held in the Company	
	Business / Employer's Address/Phone/Email/Fax Numbers	

**Type of VISA** Any student enrolling as a foreigner is required to fill in this section.

Type of Visa Upon Entry to the Philippines:  Tourist Visa  Other Visa, pls. specify : \_\_\_\_\_

The Philippine government requires a **SPECIAL STUDY PERMIT**, instead of a Student Visa, for minor foreign students. Exempted from this requirement are children of parents with any of these visa categories:

Please check the appropriate category and attach/send a copy of the parent's visa.

- Permanent foreign resident
- Alien with valid working visa
- Personnel from duly accredited international organizations residing in the Philippines (UNDP, ADB)
- Foreign diplomat personnel
- Special Retiree's Resident Visa (SRRV)
- Special Investor's Resident Visa (SIRV)

**Siblings Enrolled at CIS**

Name(s)	Birthday (Month/Day/Year)	Grade Level
1.		
2.		
3.		

## Photo Release Permission

Throughout the year pictures of the various school events that happen in and out of campus are taken. This is part of CIS documentation and for promotion purposes. Pictures of students and families of CIS are sometimes used for advertisements, brochures, billboards or any other medium that may promote Cebu International School.

In this light, CIS is asking permission to use your child/ren's or family member's photo/s to be used. Kindly tick the appropriate line below:

- \_\_\_\_\_ I allow CIS to use photos of our family  
\_\_\_\_\_ I am sorry, please do not use photos of our family

## ENROLMENT CERTIFICATION AND AGREEMENT – *to be signed annually*

I/We acknowledge that Cebu International School (CIS) is a private, non-sectarian international and co-educational school, primarily and essentially a college or university preparatory school. Students are admitted and retained on the basis of their ability to meet academic, moral and behavioral standards of the school. The school reserves the right to refuse admission to any student who does not meet all the admission requirements and criteria. Therefore: I/We, the parent(s) of the child applying for admission to CIS, do hereby certify and agree on the following specific provisions related to his/her continuing in this school, if admitted:

1. I/We will assist our child to observe all school rules, regulations, and procedures including those contained in the Parent-Student Handbook so that our child could be educated in line with the goals and objectives of this school.
2. **I/We certify that information regarding our son/daughter's information are all disclosed and thus, understood that my/our child can be refused admission should he/she be subsequently (after enrolment) diagnosed to have special learning need/s that the School is not able to meet.**
3. I/We also certify that our child is not a member of any fraternity or similar organization with activities that are inimical to the sound formation of an ideal person. I/We agree that should our child violate this provision, he/she shall be asked to withdraw from the school **and in the absence of this enrolment agreement with the School, my/our child can be refused admission at CIS.**
4. I/We further certify that our child is not/has not been taking or promoting the use of drugs that are prohibited and punishable by the laws in this country. I/We also agree that should our child violate this provision, he/she shall be asked to withdraw from the school, without prejudice to the full force of the existing and pertinent laws in this country.
5. I/We, agree to accept and abide by the philosophy, mission, policies, rules, and regulations of CIS as contained and specified in the School's publications, issuances, and enrolment documents, including among others, the Parent-Student Handbook, the Community Code of Conduct, the School's website, CIS Policies and the Newsflash.
6. I/We understand that non-compliance of the above, depending on the gravity of the violation, may be deemed sufficient cause for the exclusion of our child; termination of enrolment; and/or non-acceptance of enrolment for the following year, in accordance with the Student-Parent Handbook/Community Code of Conduct and Policies.
7. Furthermore, I/We, oblige ourselves to obey the school policies on tuition and other fees stipulated on the Billing Statement issued by the CIS Finance Officer.

I/We have read and understood the above as well as all the policies and rules and regulations mentioned therein.

I/We also fully understand that failure to comply with this agreement at any time during our child/dren's enrolment, **may lead to the refusal of their re-enrolment or termination of current enrolment as the case may be.** I/we also fully understand that behavioral or academic issues that arise during the school year may be grounds for either re-enrolment refused or conditional enrolment given, **as provided for in the Student-Parent Handbook/Community Code of Conduct and Policies.**

\_\_\_\_\_  
Student's Printed Name & Signature  
Date Signed \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian's Printed Name & Signature  
Date Signed \_\_\_\_\_

# STUDENT PARENT HANDBOOK

## Student and Parent/Guardian's Consent

SPH No. \_\_\_\_\_

### STUDENT'S CONSENT

I have carefully read and understood the CIS Student Parent Handbook (SPH) and its appendices, and acknowledge that there is no reason for my non-compliance with any of its provisions. I agree to follow all the rules and all policies of the School and abide by the decisions of its authorized officials. I take full responsibility for my compliance of the school rules and hereby release and hold harmless the School and its authorized officials of any and all liability for any damage, injury or claim resulting from my breach of such rules. I understand that my admission to CIS is a privilege and that my breach of the school rules will possibly take away that privilege. Finally, I hereby authorize the use or disclosure of this consent should it become necessary.

\_\_\_\_\_  
Student's Printed Name & Signature  
Date \_\_\_\_\_

### PARENTS'/GUARDIANS' CONSENT

I/We have carefully read and understood the CIS Student Parent Handbook (SPH) and its appendices, and acknowledge that we have no objection to any of its provisions. I/We agree to follow the rules and all policies of the School as they apply to us, and abide by the decisions of its authorized officials. I/We take full responsibility for my/our child's/children's compliance of the school rules and I/we hereby release and hold harmless the School and its authorized officials of any and all responsibility and liability for any damage, injury or claim resulting from my/our child/children's breach of such. I/we understand that my/our child's/children's admission to CIS is a privilege and that my/our child's/children's breach of the rules, or my/our own breach of the such rules, as may apply to us, will possibly take away that privilege.

I understand and I am aware that in the event of my/my child's violation of School's rules and regulations, the Superintendent reserves the right to bar/exclude me/my child from CIS, as may be prescribed under the Student Parent Handbook and in the CIS should the child's enrolment or the family member's involvement in CIS not serve the best interest of CIS, members of the CIS community, and the educational processes of CIS."

Further, I/we understand that the authorizations and rights granted herein are voluntary and that I/we may revoke any or all of them at any time by submitting said revocation in writing to the School and by doing so, however, I/we understand that my/our child/children may no longer be eligible for admission or continuation of his/her study.

Finally, I/we hereby authorize the use or disclosure of this consent should it become necessary

I/we hereby warrant that my/our signature/s shall be sufficient to bind any other parent or guardian or our child/children.

\_\_\_\_\_  
Parent or Guardian's Printed Name & Signature  
Date \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian's Printed Name & Signature  
Date \_\_\_\_\_

### Enrolment Approved:

\_\_\_\_\_  
School Nurse

Date Signed \_\_\_\_\_

\_\_\_\_\_  
Guidance Counselor

Date Signed \_\_\_\_\_

\_\_\_\_\_  
School Registrar

Date Signed \_\_\_\_\_

\_\_\_\_\_  
Principal

Date Signed \_\_\_\_\_

\_\_\_\_\_  
Superintendent

Date Signed \_\_\_\_\_

**Payment Details:**

Items	Amount	OR No./Date	Remarks
Application Fee			
Reservation Fee			
School Fees ( <i>in Peso</i> )			
Exchange Fund Fee (in USD)			
ESL Fee (if applicable)			
Corporation Membership Fee			
SSP Fee ( <i>if applicable</i> )			
Driver(s)/Yaya(s) ID Card(s)			
Bus ( <i>if applicable</i> )			
Car Stickers			
<b>TOTAL</b>			

Assessed by: \_\_\_\_\_  
NAME & SIGNATURE                      DATE

Payment Received by: \_\_\_\_\_  
NAME & SIGNATURE                      DATE

=====The Registrar signs and tears this portion as soon as enrolment process is completed=====

<p style="font-size: 1.2em; margin: 0;"><b>A D M I S S I O N   S L I P</b></p> <p style="margin: 10px 0;">This is to certify that _____</p> <p style="margin: 10px 0;">is admitted to Grade _____ class, for School Year 2011-2012.</p> <p style="margin: 20px 0;">No student may be admitted to class without an Admission Slip.</p> <p style="margin: 20px 0;"><i>School Registrar</i></p>
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