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Application form checklist 申請表格檢查清單

To complete this application form you will need to attach or upload the following documents.

完成此申請表格需要附上或上傳以下文件。

☐ A photocopy of your child's birth certificate

申請人出生證明書的副本

☐ A photocopy of your child's immunization card (including cover page and record page, clearly showing the child's name)

申請人免疫接種記錄（針卡）副本（包括封面及記錄頁，須清楚顯示孩子的名字）

☐ A photocopy of your child's passport (including those pages with valid entry permit) (For applicants without HK birth certificate only)

申請人護照副本，包括有效入境許可證頁面（僅適用於沒有香港出生證明書的申請人）

☐ A photocopy of your child's report(s) from the current and previous school(s)

申請人現及曾就讀學校的成績報告副本

1. Admission Requirements 入學要求

1.1 Students start Anchors Academy Pre-Nursery (PN) Class when they turn 2 years old or Nursery (K1) Class from the age of 2 years 8 months onwards. Please refer to the table below.

申請人年滿 2 歲可入讀幼兒預備班（PN），年滿 2 歲 8 個月可入讀幼兒班（K1）。

For the Academic Year 2024-2025**2024-2025 學年**

Date of Birth 出生日期	Age 年齡	Class Level 年級
1 st Jan 2022 – 31 st Dec 2022	2	Pre Nursery (PN) 幼兒預備班
1 st Jan 2021 – 31 st Dec 2021	3	Nursery (K1) 幼兒班
1 st Jan 2020 – 31 st Dec 2020	4	Lower Kindergarten (K2) 低班
1 st Jan 2019 – 31 st Dec 2019	5	Upper Kindergarten (K3) 高班

For the Academic Year 2025-2026**2025-2026 學年**

Date of Birth 出生日期	Age 年齡	Class Level 年級
1 st Jan 2023 – 31 st Dec 2023	2	Pre Nursery (PN) 幼兒預備班
1 st Jan 2022 – 31 st Dec 2022	3	Nursery (K1) 幼兒班
1 st Jan 2021 – 31 st Dec 2021	4	Lower Kindergarten (K2) 低班
1 st Jan 2020 – 31 st Dec 2020	5	Upper Kindergarten (K3) 高班

1.2 Non Hong Kong Citizen students must have approval from the Hong Kong Immigration Department to enter, remain and study in Hong Kong.

非香港籍居民學生必須獲得香港入境事務處的批准，方可進入、居留和在香港就讀。

2. Admission Criteria and Priority 入學準則和優先次序

2.1 All children and parents will be invited to a “Get to know you” session which is an opportunity for the school to meet prospective families and their children. The purpose of this session is to ensure that both the school and families share the same vision for their child’s school journey. Age appropriate activities will be designed for the children (both in a group and individual setting) and a time allocated for Q&A with the parents.

申請人會參加「認識您」的會面，目的是讓學校與家長及學生互相了解及認識，確保學校與家庭共同願景及提供家長問答環節。

2.2 These sessions will be conducted in English, however, assistance in Mandarin or Cantonese will be provided for the parents and children if needed.

此環節會以英語進行，如有需要，可提供國語或廣東話協助。

3. School Fee 學費

3.1 The annual school fee for the current school year **2023-2024** is shown in the table below.

2023-2024 學年的年度學費如下：

Half Day Session 半日班

Class Level 年級	Annual School Fee 2023-2024 (10 Installments) 2023-2024 學費 (10 期)
Pre-Nursery (PN)	HK\$96,000
Nursery (K1)	HK\$96,000
Lower Kindergarten (K2)	HK\$96,000
Upper Kindergarten (K3)	HK\$96,000

Full Day Session 全日班

Class Level 年級	Annual School Fee 2023-2024 (10 Installments) 2023-2024 學費 (10 期)
Lower Kindergarten (K2)	HK\$138,000
Upper Kindergarten (K3)	HK\$138,000

***Please note that there may be a school fee revision for the new academic year 2024-2025, for both half day and full day sessions. (Subject to EDB approval)**

3.2 **Capital Levy (2024-2025)** – Students in Half Day, PN – K3, will pay annual capital levy of HK\$ 16,000 and students in Full Day, K2 – K3 will pay an annual capital levy of HK\$24,000.(subject to EDB approval)

基本建設費(2024-2025) - 半日班 PN – K3 學生需支付每年\$16,000，全日班 K2 – K3 學生需支付每年\$24,000。（有待教育局批准）

- 3.3 Please note that the school fee and capital levy is to be paid by 10 instalments (From September to June).
請注意，學費和基本建設費需分 10 期付款（從 9 月至 6 月）。
- 3.4 The school fees will be collected via Direct Debit from the family's designated local bank account.
學費將透過家長設定的銀行帳戶自動轉賬。

4. Admission Process 入學流程

- 4.1 Upon receipt of the completed application package, an acknowledgement e-mail will be sent to the parents of the applicant.
在收齊所有申請文件後，本校會向申請人的父母發送一封確認電子郵件。
- 4.2 All children and parents will need to go through the “Get to know you” session and will be informed of the details within 2 weeks of application.
家長將在申請後 2 週內收到「認識您」會面通知。
- 4.3 Following a successful “Get to know you” session, a place will be offered subject to availability.
在「認識您」會面後，名額將視供應情況而定。
- 4.4 To accept the offer, a non-refundable and non-transferable Registration Fee of HK\$970 is required to confirm the acceptance within two weeks of receipt of the acceptance letter. The amount of registration fee will be deducted from the first month's school fee.
如接受錄取，需要在收到錄取通知書後的兩週內支付不可退還且不可轉讓的註冊費 \$970 以確認接受。註冊費於第一個月學費扣減。
- 4.5 If a child meets the requirements for the school and there are no places available, the student will be placed on our waiting list. Parents will be notified if a place becomes available.
如果學生符合學校的要求，但沒有名額，該學生將留在候補名單上。如果有空缺，申請人的家長將得到通知。
- 4.6 Please bring a non-refundable and non-transferrable application fee of HK\$800 for Half Day class and HK\$1000 for Full Day class, to the “Get to know you” session. A crossed cheque should be made payable to “Anchors Academy Limited”. (Post-dated cheques will not be accepted)
在「認識您」會面當天，請攜帶一張港幣 800 元（半日班）/ 港幣 1000 元（全日班）的劃線支票作申請費用。支票抬頭應付 “Anchors Academy Limited”（不接受遠期支票）
- 4.7 For non- online applications, please send the application form and all the related documents in person or by post to the following address. Please write “Application for Admission (KG)” and state the year of application on the envelope.
對於非在線申請，請將申請表和所有相關文件親自或郵寄至以下地址。請在信封上寫上“入學申請”並註明申請年份。

5. Withdrawal 退學

- 5.1 If you wish to withdraw your child during the school term, at least one full calendar month's advance written notice must be submitted to the school on or before the first day of the month. One month's fees (equivalent to one month school fee) will be charged in lieu of insufficient withdrawal notice.
如果您在學期內退學，必須至少提前一個月的書面通知，並在該月的第一天或之前提交給學校。退學通知不足將收取相等於一個月學費的費用。

6. Personal Data 個人資料

6.1 All personal information provided will only be used for admission related purposes and will be treated in strict confidence. Documents submitted will not be returned to applicants. The personal information of unsuccessful applicants will be destroyed after one year.

所有提供的個人信息將僅用於與入學相關的目的，並將嚴格保密。提交的文件將不會退還給申請人。落選者個人資料將於一年後銷毀。

Anchors Academy Application for Admission (KG) e.g. 2024/25

1 Ko Po Path North, Kam Tin, Yuen Long, N.T.