



ST. JOHANNES COLLEGE

(CATHOLIC SCHOOL)

天主教聖若望英文書院

Primary Section

Admissions Process and Form for Primary Section 2018-2019 Academic Year

We strongly encourage you to read the entirety of this Admissions Process to fully understand the details, dates and procedures required for processing an application for admission. You are advised to carefully read this document prior to completing the application form.

Step 1 - Application

Distribution Period

1. Period: 8th August, 2017 (Tuesday) to 30th September, 2017 (Saturday).

Collection of Application Forms (No Quota)

1. Download from the school website.

Returning Application Forms

1. Period: 8th August, 2017 (Tuesday) to 30th September, 2017 (Saturday).
2. Time: 9:00 a.m. – 4:30 p.m. (Monday to Friday)
9:00 a.m. – 12:00 p.m. (Saturdays)
3. Please complete the application form in BLOCK LETTERS.
4. Return method: Submit the application form in person/by post together with all requisite documents; this is inclusive of the following:

- A valid copy of applicant's identity documents (i.e. birth certificate and/or passport etc.)
- A passport photo taken within the last 12 months.

If your child(ren)/ward(s) is a/are non-permanent resident(s)/does NOT possess the right of abode in Hong Kong, it is imperative that you submit a copy of the applicant's valid travel document displaying the latest visa/entry permit to study in the HKSAR issued by the Hong Kong Immigration Department.

- Two (2) stamped envelopes with the return address clearly written on both.
- **Application fee: HK\$50.00** and **Assessment fee: HK\$50.00** to be submitted together with the application form. The application fee is non-refundable and non-transferable whether the application is successful or not.

(Please settle the exact amount for the application fee in cash or by cheque made payable to St. Johannes College).

5. Return the application form to the school's address: No. 143 Waterloo Road, Kowloon Tong

Step 2 - Interview

Admission Criteria

1. Interview performance.
2. Applicant(s) currently studying in our school will be given priority consideration.
3. Applicant(s) with siblings currently studying in the school will be given priority consideration, however, they will also be subject to the minimum passing score for their performance in the interview.

Interview Arrangements

1. The school will arrange interviews for all applicants; the details which include but are not limited to, Application ID Number, Interview time, date and etc will be sent via e-mail.
2. Interviews will be conducted on 21st October, 2017 and 4th November, 2017.
 - The date and time are fixed and will be arranged by the school and each child will only have one (1) interview.
3. Individual interviews will be arranged.
4. Parents/guardians are prohibited from accompanying their child(ren)/ward(s) into the interview room.
5. The interview will be conducted in English.
6. If you do not receive any information on the email address you have provided after 2 weeks, please contact the school at your earliest convenience; our office number is as follows: +852 2336 2933.



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7. Interview Address: No. 143 Waterloo Road, Kowloon Tong.

Announcement of Admission Results

1. For successful applicants, the results will be available on our school website from 13th to 17th November, 2017.

Step 3 - Payment

Reservation Arrangements

1. Date: 20th November – 1st December, 2017
Time: 9:00 a.m. – 4:30 p.m. (Weekdays) 9:30 a.m. – 12:00 p.m. (Saturday)
Address: No. 109 Waterloo Road, 143 Waterloo Road, Kowloon Tong & 3 Flint Road, Kowloon Tong
For convenience, we will accept payments at all of our campuses.
2. Successful applicants need to print, complete and present the reservation letter. Payment for these fees must be settled in person/by post on or before 1st December, 2017. Note, if you do not receive any information 1 week after you have submitted payment by post, please contact the school at your earliest convenience; our office number is as follows: +852 2336 2933.

Reservation fee for the 2018/19 Class: HK\$2,000.00

(Please settle the exact amount for the reservation fee in cash or by cheque made payable to St. Johannes College).

3. The aforementioned payment will be credited towards the first month of tuition fees.
4. In the event that parents/guardians decide to withdraw their application(s) after registering their child(ren)/ward(s) at St. Johannes College (SJC), a written notification informing the school is compulsory. Kindly note that the reservation fee is non-refundable and non-transferable. Conclusively, SJC will not keep the place(s) initially allocated for your child(ren)/ward(s).
5. Late payment or a bounce cheque will result in your child(ren)/ward(s) being automatically withdrawn from the school system.
6. All original documents of identity (i.e. Birth certificate and/or passport etc) will be verified on the day. If your child(ren)/ward(s) is a/are non-permanent resident(s)/does NOT possess the right of abode in Hong Kong, the applicant's valid travel document displaying the latest visa/entry permit to study in the HKSAR issued by the Hong Kong Immigration Department must be presented upon request on 1st December, 2017.

Usage Fee Arrangements

1. Date: 2nd - 5th May, 2018
Time: 9:00 a.m. – 4:30 p.m. (Weekdays) 9:30 a.m. – 12:00 p.m. (Saturday)
Address: No. 109 Waterloo Road, 143 Waterloo Road, Kowloon Tong & 3 Flint Road, Kowloon Tong
For convenience, we will accept payments at all of our campuses.
2. Successful applicants (those who have submitted the reservation fee) are required to print, complete and present the usage fee letter and settle this payment in person/by post on or before 5th May, 2018 (Saturday). Note, if you do not receive any information 1 week after you have submitted payment by post, please contact the school at your earliest convenience; our office number is as follows: +852 2336 2933.

(Please settle the exact amount for the usage fee in cash or by cheque made payable to St. Johannes College).

3. In the event that parents/guardians decide to withdraw their application(s) after registering their child(ren)/ward(s) at St. Johannes College (SJC), a written notification informing the school is compulsory. Kindly note that the reservation and usage fees are non-refundable and non-transferable. Conclusively, SJC will not keep the place(s) initially allocated for your child(ren)/ward(s).
4. Late payment or a bounce cheque will result in your child(ren)/ward(s) being automatically withdrawn from the school system.



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Preparation / Registration Day Arrangements (First Installment and Submission of All Forms)

1. Date: 14th July, 2018 (Saturday)
Time: 9:30 a.m. – 12:00 p.m.
Address: No. 143 Waterloo Road, Kowloon Tong
2. Successful applicants (those who have submitted the reservation and usage fees) need to print all relevant documents/forms including the tuition fee notice. The reply slip(s), first installment of the tuition fee and necessary documents must be returned in person on 14th July, 2018.
(Please settle the exact amount of all fees in cash or by cheque made payable to St. Johannes College).
3. A copy of the immunisation/vaccine records need to be presented.
4. In the event that parents/guardians decide to withdraw their application(s) after registering their child(ren)/ward(s) at St. Johannes College (SJC), a written notification informing the school is compulsory. Kindly note that the reservation, usage and tuition fees are non-refundable and non-transferable. Conclusively, SJC will not keep the place initially allocated for your child(ren)/ward(s).
5. Late payment or a bounce cheque will result in your child(ren)/ward(s) being automatically withdrawn from the school system.
6. Parents/guardians may also apply for our school bus services on the day.

Step 4 - Orientation

Preparation and Parents' Orientation Day

1. Date: 17th August, 2018 (Friday)
Time: 10:00 a.m. – 1:00 p.m. and 2:30 p.m. – 4:00 p. m.
Address: No. 143, Waterloo Road, Kowloon Tong
2. Parents may order the textbooks and collect student uniforms.
3. For new students, teachers will orient parents about important aspects they need to note in the academic year. This will be held from 10:00am – 11:00am on the day.
4. Parents/guardians may also purchase uniforms and books on the day.

For Further Enquiries

Telephone: 2336-2933

Email: pri@st-johannes.edu.hk



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For Office Use Only

Application No.:

Deadline: September 30th, 2017

Student Admission Application Form

2018-2019 Academic Year

學年入學申請表

Passport
Size
Photo
相片

Student Applicant's Information 申請人資料

Please fill in this application form with **BLOCK LETTERS**. 請用正楷中文或大階英文填寫以下的表格

Name: _____ (_____)

姓名 Surname Other Name 中文姓名

Birth Date: ____/____/____ Age: _____ Gender: M 男 / F 女

出生日期 Day 日 Month 月 Year 年 年齡 性別

Birth Certificate/ HKID/ Passport #: _____ Birth Place: _____

出生證明書號碼 出生地點

Nationality: _____ Main Spoken Language(s): _____

國籍 家中常用語言

Home Address: _____

住址

Home Telephone #: _____

住宅電話

Applying for Grade: _____ P. 1 小一 _____ P. 2 小二 _____ P. 3 小三

申請班級 _____ P. 4 小四 _____ P. 5 小五 _____ P. 6 小六

School Hours 上課時間: 8:30a.m. – 3:30p.m.

Please check the grade you wish to apply your child for. 請在適合的口內加上 .

*Please provide an active and primary Email for correspondence with SJC.

Primary Email: _____

Parents' / Guardians' Information 家長 / 監護人資料

Father's / Guardian's Name: _____ (_____)

父親 / 監護人姓名 Surname Other Name 中文姓名

Mobile Phone #: _____ Email: _____

手提電話 電郵地址

Mother's / Guardian's Name: _____ (_____)

母親 / 監護人姓名 Surname Other Name 中文姓名

Mobile Phone #: _____ Email: _____

手提電話 電郵地址

Relatives attending / have attended St. Johannes College 現 / 曾就讀本校的兄弟姐妹

Name 姓名 Academic Year 學年 Class 班級 Relationship 關係

1 _____

2 _____

3 _____

Parent's/Guardian's Name

家長 / 監護人姓名

Signature

簽署

Date

日期

Personal data in this form is provided for processing application for this school admission. After completion of the application procedure, all information provided will be disposed of. In accordance with the Personal Data (Privacy) Ordinance, applicants have the right to access, correct and update their own personal data. Please approach the school for any enquiries.

此表格所提供的個人資料會用作處理本校入學申請之用。申請程序完成後，所有提供資料將被銷毀。根據個人資料(私隱)條例規定，申請人有權要求查閱、更正及更新其個人資料。如有查詢，請與本校聯絡。