



Admissions Process and Form for Primary Section 2019 – 2020 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: 1st August, 2018 (Wednesday) to 28th September, 2018 (Friday).

Collection of Application Forms (No Quota)

1. Download from the school website.

Returning Application Forms

1. Period: 1st August, 2018 (Wednesday) to 28th September, 2018 (Friday).
2. Time: 9:00 a.m. – 4:30 p.m. (Monday to Friday)
9:00 a.m. – 12:30 p.m. (Saturdays)
3. Please complete the application form in blue / black pen and utilise 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 HK\$ 6.00 (2) stamped A5 envelopes with the return address clearly written on both.
- Application fee: HK\$100.00 to be submitted together with the application form. The application fee includes the interview fee and 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, however, they will also be subject to the minimum passing score for their performance in the interview.
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 20th October, 2018 and 27th October, 2018.
 - The date and time 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.



ST. JOHANNES COLLEGE

(CATHOLIC SCHOOL)

天主教聖若望英文書院

Primary Section

6. If you do not receive any information on the e-mail address you have provided after 2 weeks, please contact the school at your earliest convenience; our office number is as follows: +852 2336-2933.
7. Interview Address: No. 143, Waterloo Road, Kowloon Tong.

Announcement of Admission Results

1. For applicants: Application results will be sent out to the primary e-mail address you have listed starting from 12th – 16th November 2018. If you do not receive any notification two weeks after the results have been disseminated, please feel free to contact our school offices from 9:00 a.m. - 4:30 p.m. Monday - Friday and 9:00 a.m. - 12:45 p.m. on Saturdays.

Step 3 - Payment

Registration Arrangements

1. Date: 19th November, 2018 – 1st December, 2018
Time: 9:00 a.m. – 4:30 p.m. (Monday to Friday)
9:00 a.m. – 12:30 p.m. (Saturdays)
Address: No. 143 Waterloo Road, Kowloon Tong
No. 109 Waterloo Road, Kowloon Tong
3 Flint Road, Kowloon Tong

For convenience, we will accept payments at all of our campuses.

2. Successful applicants are required to print the reservation letter. Payment for these fees must be settled in person/by post on or before 1st December, 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 reservation fee in cash or by cheque made payable to St. Johannes College).

Reservation fee for the 2019/20 Class: HK\$2,000.00

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 mandatory. 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 or before 1st December, 2018.

Usage Fee Arrangements

1. Date: 2nd May, 2019 – 4th May, 2019
Time: 9:00 a.m. – 4:30 p.m. (Monday to Friday)
9:00 a.m. – 12:30 p.m. (Saturdays)
Address: No. 143 Waterloo Road, Kowloon Tong
No. 109 Waterloo Road, Kowloon Tong
3 Flint Road, Kowloon Tong

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2. Successful applicants (those who have submitted the reservation fee) are required to print the usage fee letter and settle this payment in person/by post on or before 4th May, 2019. 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.

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

1. Date: 13th July, 2019 (Saturday)
Time: 9:30 a.m. – 12:30 p.m.
Address: No. 143 Waterloo Road, Kowloon Tong
2. Successful applicants (those who have submitted the reservation and usage fees) are required 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 13th July, 2019.

(Please settle the exact amount of all fees 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, 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).
4. Late payment or a bounce cheque will result in your child(ren)/ward(s) being automatically withdrawn from the school system.

Step 4 - Orientation

Preparation and Parents' Orientation Day

1. Date: 16th August, 2019 (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. For new students, teachers will orient parents about important aspects they need to note in the academic year. This will be held from 10:00 a.m. – 11:00 a.m. on the day.

For Further Enquiries

Telephone: 2336-2933

Email: pri@st-johannes.edu.hk



ST. JOHANNES COLLEGE

(CATHOLIC SCHOOL)

天主教聖若望英文書院

Primary Section

For Office Use Only
Application No.:

Deadline: September 28, 2018

Student Admission Application Form

2019-2020 Academic Year

學年入學申請表

Passport
Sized
Photo
相片

Student - Applicant's Information 申請人資料

Please fill in this application form with a black / blue pen and in **BLOCK LETTERS**. 請用正楷中文或大楷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 Language(s) Spoken: _____
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 .

Currently SJC K3: _____ Student ID #: _____
現就讀 SJC K3 學生編號 #

Please check if your child is currently studying in SJC K3. 現就讀 SJC K3 的學生，請在橫線加上 .

Please provide an active and primary E-mail address for correspondences with SJC. 請提供一個常用電郵作日後聯絡。

Primary E-mail: _____
常用電郵

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 #: _____ E-mail: _____
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 #: _____ E-mail: _____
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	_____	_____	_____	_____

Parent's/Guardian's Name
家長 / 監護人姓名

Signature
簽署

Date
日期

Personal data in this form will be utilized for processing applications for this school admission. After completing the application procedure, all information provided will be discarded 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。