

QUEEN'S COLLEGE



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*Recent
photograph
of
applicant*

APPLICATION FOR ADMISSIONS

(PLEASE PRINT) In order for processing to take place, please ensure that all parts of this application are fully and accurately completed.

Applicant Information

Name of Applicant _____

First name

Middle name

Family name

Preferred name

Home Address: _____

House number

Street

City

Country

P.O. Box/Zip Code

[] Male [] Female Age _____ Date of Birth: _____ Country of Birth: _____
Month/Day/Year

A copy of the Birth Certificate or first three pages of passport must be attached

Religion _____ Denomination _____

National Insurance No. _____ E-Mail Address _____

Home Telephone _____ Fax _____

Proposed Entrance _____ Current grade _____ Applying for grade _____
Month Year

The completed application should be sent/taken along with \$30 Application to the school's Accounts Office. **Applications sent in after January for the ensuing year should be accompanied by an additional \$20 late Application Fee.** This is a charge payable by all applicants and is neither refundable nor deductible from fees should the child be accepted. This fee covers the cost of processing and does not guarantee a space.

Applications to the Early Learning Centre should have reached their 3rd or 4th birthday before the 30th of June of the year in which they wish to enter Phase 1 or Phase 2 respectively. All applicants who will have reached their 5th birthday by the June of their year of entry are eligible for consideration as entrants into Grade 1 and must take a placement test, which will be arranged after the application is processed. Applicants from Grade Two and up must attach a **copy of their previous school report**, though this is not in lieu of our own placement test. Should the child be accepted, two non-refundable fees are payable— a Development Fee and a Seat Fee which is applied towards the first term's fee.

Family Information

Father

Name _____
First name Family name Nationality

Home Address: _____
House number Street City

P.O. Box _____ Telephone _____ Cellular _____

E-Mail Address _____ Religious Denomination _____

Place of Employment _____ Position _____

Business Address _____ Telephone _____ Fax _____

Mother

Name _____
First name Family name Nationality

Home Address: _____
House number Street City

P.O. Box _____ Telephone _____ Cellular _____

E-Mail Address _____ Religious Denomination _____

Place of Employment _____ Position _____

Business Address _____ Telephone _____ Fax _____

Guardian (If applicable)

Name _____
First name Family name Nationality

Home Address: _____
House number Street City

P.O. Box _____ Telephone _____ Cellular _____

E-Mail Address _____ Religious Denomination _____

Place of Employment _____ Position _____

Business Address _____ Telephone _____ Fax _____

Emergency: Name, address and telephone number of a person to be contacted in case of an emergency (in case the parents/guardian cannot be reached) _____

Relationship to student _____

General Conditions of Enrollment

1. Queen’s College is a Methodist school operating under the auspices of the Methodist Education Authority of the Bahamas Conference of the Methodist Church.

Parents/Guardians and children of other faiths must be prepared to accept this position and must not expect the school to make any compromise. While Queen’s College is open to students of all faiths, this is subject to the acceptance of the position expressed above. In particular, the following conditions must be agreed and accepted:

- Attendance at assemblies and other religious services/ functions is mandatory
- Religious Education is compulsory for all students throughout their school career.
- There must be full compliance with our discipline and uniform codes.
- Students are not to attempt (overtly or covertly) to convert others to their faith.

2. Notwithstanding the right of each party to terminate this contract immediately for cause, the school has the right, at its discretion, upon reasonable suspicion of a criminal or otherwise disorderly act by the student named in this application which endangers the order or discipline on campus, to search the belongings and clothes of the said student and to put in safe keeping any objects found which are suspected of being used in connection with such a criminal or disorderly act. In any case of denial of this right, the school shall be entitled to terminate this contract immediately for cause. Furthermore, in any such instance

of the suspected commission by a student of a criminal or otherwise disorderly act, the school has the right to take any disciplinary action considered appropriate in its discretion, including expulsion of the student from the school.

3. We understand that tuition and fees are determined annually and are paid prior to the start of each term, and normal payment dates are approximately 15th July (1st term), 1st December (2nd term) and 1st March (3rd term). We hereby declare that we are financially able to pay the fees required for this child. We realize that there will be no refund of tuition for instructional days lost due to reasons beyond the school’s control.

4. It is agreed that notwithstanding the year level for which application is made, final acceptance and year placement is at the discretion of the administration. A child must be at least three years of age on or before 30th June of the year of entry for entrance into Phase I of the Early Learning Centre and at least four years of age on or before 30th June of the year of entry for entrance into Phase II of the Early Learning Centre. This normally follows in a progression through the school so that, for example, a child entering Grade 7 is usually expected to be at least 11 years old by 30th June of the year of entry.

5. We have given accurately and completely all the information requested by the school. We, and the student named in this application, agree to abide by all school policies approved by the Board of Governors. We accept that violation of such policies will also allow the school to terminate this contract for cause.

We have read the general Conditions of Enrollment outlined above and agree and accept the same. If we withdraw this child from Queen’s College prior to graduation, we agree to provide one full term’s notice, in writing, or if we fail to give such notice, we will pay a term’s fees in lieu of notice, and we understand that we will not receive any student records until such notice is given or payment is made. (The notice period does not include the months of July and August.)

This application, when signed, constitutes a contract, subject to the laws of The Commonwealth of The Bahamas. Intentionally providing incorrect or incomplete information can lead to the school’s termination of this contract.

Mother/Guardian’s signature _____ Date _____

Father/Guardian’s signature _____ Date _____

FOR USE BY ACCOUNTS OFFICE			
Name of student	Application Number		
Completed school application received	Date, initials		
Previous school records attached	Date, initials		
DOB verification attached: birth certificate attached. Other?	Date, initials		
Application Fee of \$ received	Date, initials		
FOR USE BY SECTION			
Interview / contact made by	Date, initials		
Testing appointment date			
RECOMMENDATION			
Accept	Accept provisionally	Wait list	Do not accept
Date	Administrator’s Signature		