

# Ready to take the next steps?

## Admission Process



Welcome to QAIS. We are looking for families who are a good match for our school and who believe in our mission and our core values. We are interested in welcoming you for a tour around our campus and an in-depth presentation. If you would like to join our QAIS family you can follow the admissions process on the next page. Our application is designed to help us get to know your child's interests and needs, while introducing you to our school culture and values.

# 01

### Application Submission

Fill in the online application form on: <http://qais.openapply.com> or go to our website. If you are having any trouble filling in the form, please call one of our representatives at (+86 532) 8388-9900.

# 02

### Documents Submission

Please make sure to upload the following documents onto your student application account in step 1:

- 3 recent passport-sized photos
- Photocopy of student's and parents' passport information page
- Photocopy of student's and parents' visa information page
- Medical Form and a photocopy of the up-to date immunization record
- Academic records in English (official records in other languages can be submitted, please provide a certified English translation if requested)
- Any available standardized test scores (if applicable)
- Records of any special needs testing (if applicable)

# 03

### Application Fee Payment

Pay the application fee of 3000 RMB via bank transfer or cash.

# 04

### Assessment & Interview

After the above steps have been completed, your admissions officer will set up an appointment for your child's academic **Assessment and Interview**. Acceptance is determined through consideration of the application materials, assessment, and interview.

# 05

### Tuition Payment

If we are able to enroll your child, the Administrative team will issue an invoice for tuition and fees, after which the parent will have two weeks to pay the tuition. During this time the health examination form should be completed. You can find a copy of the tuition and fees on: <http://qingdaoamerasia.org/tuition-fees>.

# 06

### Orientation & Enrollment

A school representative will organize your enrollment date and will invite you for an hour orientation where they will familiarize you with school policies, bus routes, administrative communication, email addresses, school uniform and other administrative procedures.

# Admission Criteria



QAIS seeks a diverse student body with a strong blend of international and cultural backgrounds. The school does not discriminate with regard to race, religion, or culture. Please note that per international school rules in China, QAIS may deny or give preference to applicants based on the following criteria:

## School Capacity and Class Size

Admissions will be granted according to enrollment limits which ensure that standards of excellence will be maintained. In the event a grade level is at capacity, the Admissions Office will place applicants into a 'Waitpool' status. Waitpool applicants are considered for admission once an opening becomes available. Applicants will not be considered chronologically, but according to the QAIS admission priority ranking (see below).

When an opening becomes available, the Admissions Office will decide on a candidate and that candidate's family will be notified immediately.

## Family Policy

QAIS is a family-oriented school. With that in mind, siblings of current QAIS students may be given priority if they meet the academic requirements for enrollment.

QAIS Admission Priority List:

- Tier 1: Children of full-time QAIS teachers
- Tier 2: Siblings of currently enrolled QAIS students
- Tier 3: Former QAIS students returning from time spent overseas
- Tier 4: Children of Consulate families in Qingdao
- Tier 5: Children of QAIS Alumni (both graduated or former students)
- Tier 6: IB transfer students
- Tier 7: Other Applicants

## Competitive Admissions

Due to the competitive nature of admissions, preference is given to students who present as appropriate to the school's program and goals whether through the admissions process or through past academic performance.

## PRC Regulations

In compliance with Chinese government regulations, QAIS can only accept applications from foreign passport holders or residents from Hong Kong, Macao and Taiwan. Families must have a work permit issued in China or be in the process of obtaining one.

## English Fluency

Students applying to QAIS will be evaluated on their English level. As the school wishes to maintain an environment where English is the primary language of academic instruction, preference is given to those students who are most functional or have the greatest potential to be functional in their grade level in English.

## Inclusivity

Inclusivity is not meant to imply that we admit all applicants to our programs, but that when admitted, they are treated on an equitable basis with all other students. Therefore, we admit only those students who will benefit from our educational programs. We are currently not able to provide an appropriate program to support children with acute difficulties on the learning spectrum such as severe autism, speech difficulties, or gross motor challenges where access to the facilities is not possible.

Note: If after a period of time (usually 60 days), or according to the parameters in a student's conditional contract, it is decided by the school that the child has not benefited from the classroom experience, then the school reserves the right to dismiss the child.

## Guardianship

Local government requirements in regard to proper guardianship of students means that QAIS may accept students who are a) residing with at least one parent, or b) residing with an approved guardian (with power of attorney). Students are not permitted, under local regulations, to be under the supervision of non-resident guardians. Students who are not living with at least one parent or authorized guardian cannot be enrolled at QAIS.



# Admissions

## Enrollment, Tuition & Fees

### ■ Application Fee

The Application Fee is a one-time payment for new students, to cover administrative costs related to enrollment. This fee is non-refundable. A receipt will be provided on payment. When tuition and fees have been paid, the parent may bring the receipt to the accounting office for the ¥3,000 to be reflected on the fapiao.

### ■ Denial or Retraction of Admissions

QAIS may retract admission if a student is expelled for acts which are a violation of school rules and regulations. QAIS may also retract admission if there is a failure to pay tuition and fees on a timely basis, without prior written authorization from QAIS Administration.

### ■ Siblings

Families with one child enrolled at Qingdao Amerasia International School may receive a discount of 5% from the tuition price of enrolling each additional child at the school. (We consider the child in the highest grade as 'first', regardless of when each child enrolled.) The third child is discounted 10%; the fourth (and any subsequent children) will be discounted 15%.

### ■ Language Support

English is the operational and main instructional language of QAIS, Admissions require an English assessment to ensure that the student can access the curriculum, or that systematic support can be provided for the student to work towards developing meaningful access to the curriculum.

QAIS has recognized a minimum entry level for students in different grades, and, hence, has devised different procedures for language placement assessment in English and Chinese. The language acquisition department is responsible for assessing potential candidates.

### ■ Deposit

A deposit of ¥2,000 is due at time of enrollment, and the school will issue a shouju (receipt) for this amount. This deposit is refundable when a student withdraws or graduates from QAIS, provided there are no outstanding fees for lost and/or damaged books, materials, equipment, or facilities. Payment for damage is due within 15 days of the invoice date and is refundable if the lost item is found and returned in good condition. If no payment is received, the amount will come out of the student's deposit. Upon withdrawal or graduation, the school will issue a fapiao for any amount withheld from the deposit.

### ■ Evaluation Period

Students enrolling at QAIS for the first time will be evaluated for 60 days so that the school can determine the level of support the student requires. If a student shows cognitive or emotional need, the school will discuss counseling and academic assistance options with the family. If any condition prevents the child from participating in school life, QAIS will support the family in withdrawing from the school to secure adequate care for the child.

### ■ Payment Currency

All tuition and fees are based on the renminbi amount. QAIS can also accept payment in US dollars to the account listed on the tuition guide; however, the payee assumes all fees related to international transfer and exchange, such that the amount QAIS is able to withdraw in renminbi is equal to the balance due. If QAIS is able to withdraw more than the stated amount, the surplus will be returned to the payee in cash renminbi.



# Tuition and Fees

Program of Study	Cost
Montessori Toddler	¥145,000 / year
Montessori Early Childhood	¥155,000 / year
Grades 1 - 5	¥192,000 / year
Grades 6 - 10	¥206,000 / year
IB Diploma Programme (Grades 11 - 12)	¥215,000 / year

  

Fees	Cost
Application Fee (non-refundable)	¥3,000
School Nutrition (daily snack and lunch)	¥6,000 / year
School Transportation (bus transport to and from school)	¥8,000 / year
Uniform (complete starter set)	¥1,800
Deposit (refundable on graduation or withdrawal)	¥2,000

## Bank Information

Payment may be made by cash or bank transfer. Bank information is as follows:

Account Holder:	Qingdao Amerasia International School 青岛美亚国际学校
Bank Name 开户行:	Bank of China Qingdao Xianggang Xi Lu Sub-branch. 中国银行青岛香港西路支行
Bank Account Number 账号:	2403 1242 6983
Swift Code:	BKCHCNBJ500

QAIS may also accept payment to this account in US dollars. Please see Admissions Policies for information on paying in other currencies.

## Early Payment

Families paying the full next year's tuition before March 30 may receive a discount of ¥2,000 on their children's tuition.

## Payment Deadline

Tuition payment must be received by the school before a student may attend class. Parents are responsible for seeing that payment is properly made, and for notifying the school of payment. For mid-year applications, the tuition fee should be paid within seven (7) days after issuance of the invoice, and in any case before the student begins to attend school.

## Uniform

The ¥1,800 uniform fee paid at enrollment includes complete multi seasons Sport uniforms, Formal uniforms, and polo shirts. In subsequent years, the uniform fee is not billed along with a student's tuition; replacement articles may be purchased individually, as needed.

# Tuition Policies



## ■ Refunds

If a student voluntarily withdraws from QAIS, tuition may be refunded according to the calculation below. Nutrition and transportation fees will be returned on a pro-rata basis, counted from the first day of the month following the student's last day of school.

Refunds may be paid by check, or by bank transfer. Any refund by bank transfer must be paid to the same account from which initial payment was made. No refund can be given in cases where a fapiao cannot be provided. Refunds will follow the procedure below.

The amount eligible for refund will be calculated on a weekly pro-rata basis, based on a 36-week school period and exclusive of the week in which the student plans to stop attending school.

- 1. Parent submits a digital request for withdrawal (Withdrawal request form on **Parent hub**) and tuition refund, along with the original fapiao, and bank information for the account from which the payment was initially made. Information must include the name and address of the account owner, the name of the bank and address of the bank branch, and the bank's SWIFT code. If payment was made through an exchange agency or any other third party, the refund must be paid through the third party. The recipient is responsible for any agency fees associated with the refund process. Student submits a sign-out form (available from Reception) to ensure that all materials have been returned and bills have been paid.
- 2. Parent visits QAIS (if possible) to verify bank details and sign a settlement confirming the amount which QAIS will refund.
- 3. QAIS pays the refund.

## ■ Temporary Leave

For temporary leave, the parent must notify the school in advance, in writing and with reasons for the leave and a scheduled date of return to resume enrollment. Failure to notify the school of an upcoming leave may result in the loss of the student's place in an impacted class. There will not be any refund of tuition or fees for a student on temporary leave.

## ■ Late Enrollment

For mid-year applications, the tuition fee will be calculated on a weekly pro-rata basis, based on a 36-week period and inclusive of the week in which the student plans to start attending school.

## ■ Proof of Receipt

QAIS will provide an official invoice (fapiao 发票) when payment has been received. If payment is coming from a company, please provide the company registration information in Chinese.

## ■ Withdrawals

Students leaving the school are required to fill in the QAIS withdrawal form and clear all obligations before final records will be forwarded to the next school.

## ■ Late Fee

All tuition payments and outstanding balances are subject to a late charge if not paid within the specified deadline. The late charge is 2% per month for the current school year. If an arrangement for payment of fees is not made within 30 calendar days of its due date, the student may be suspended from school, and the seat will be open to new applicants.