

IMS ONLINE RE-ENROLMENT INSTRUCTIONS: 2023-24

Re-enrolment is an annual process in which parents confirm your child(ren)'s return to IMS for the next academic year. Parents are required to complete the online re-enrolment form **on or before 31 March 2023** if you wish to have your child(ren) re-enrolled for the next academic year or if you wish to withdraw at the end of this current school year.

Each year, parents secure their child(ren)'s place by paying a Registration Fee (equivalent to two instalments of tuition fees) which is a deposit that will be offset against the following year's tuition fees, and parents will only start paying tuition fees on 1 October 2023. This means that for all returning students for 2023-24, the Registration Fee (equivalent to two instalments of tuition fees) will be due and payable on 1 May 2023 and the last (10th) instalment of 2022-23 tuition will be due and payable on 1 June 2023. For non-returning students after the summer, the last (10th) instalment of 2022-23 tuition will be due and payable on 1 May 2023.

This online re-enrolment process should take approximately 5-10 minutes to complete per child if done in one sitting. Below please find "**IMS ONLINE RE-ENROLMENT STEPS**" for your easy reference.

PLEASE NOTE: If parents need to make any payment for the Annual Capital Levy or to change the capital instrument to confirm your child's re-enrolment, please refer to the "**PAYMENT OPTIONS FOR ONLINE RE-ENROLMENT PROCESS**" below.


For any questions, please contact your campus administration team.

Aldrich Bay Campus, Tel.: 2156 9033, Email: admin.ab@ims.edu.hk
Mid-Levels Campus, Tel.: 2857 7007, Email: admin.ml@ims.edu.hk
South Horizons Campus, Tel.: 2861 0339, Email: admin.sh@ims.edu.hk
Stanley Campus, Tel.: 2566 7196, Email: admin.st@ims.edu.hk

IMS ONLINE RE-ENROLMENT STEPS

Step 1 - An email for each individual child setting out the re-enrolment details for 2023-24 will be sent to both parents via the billing email address(es) recorded in our system. Only one parent of the household needs to complete the re-enrolment form for each child.

Step 2 - Click the hyperlink for the Online Re-enrolment Form provided in the email, which is unique for your child. **(Note: The re-enrolment process must be done separately for each child enrolled in the school, using the child-specific link if you have more than one child in the school.)**


IMS

B. RE-ENROLMENT TERMS AND CONDITIONS

IMS ONLINE RE-ENROLMENT FORM

Please review the IMS Online Re-enrolment instructions, have the required documents on hand, and allow approximately 5-10 minutes to complete the online form (per child). This online Re-enrolment Form is **MUCH EASIER TO NAVIGATE ON A DESKTOP**. If you need any help, please contact your campus administrator and we can walk you through the process.

Please note that this Form is valid until **31 March 2023**. For any re-enrolment confirmation received after the deadline, your child's placement for the following academic year cannot be guaranteed.

A. PARENT AND CHILD'S INFORMATION

Your Name *

First Name

Last Name

Parent-School Partnership

In partnership with parents, the mission of the International Montessori School - an IMEF School (IMS) is to foster an inclusive child-oriented, creative and Montessori bilingual learning environment, which nurtures a child's innate desire to learn and discover, and enables the child to discover their own personal excellence, to move at his or her own pace and fully develop their own individual gifts and talents through challenging expectations, self-reflection, and purposeful engagement in the world. In order to fulfil this mission and ensure the health, safety and well-being of all children in our community, IMS requires parents' agreement to the following:

- Parents shall demonstrate respect for all adults and children, the school, and the school's programmes and policies as described in the **IMS Parent Handbook**. Parents agree to follow all policies, procedure and guidelines of IMS, including amendments, additions, abridgements and deletions as may be deemed necessary to be introduced by the School at any time during the year.
- For re-enrollment at the Stanley campus, please note that the Hong Kong Government requires all children enrolling at the Stanley Campus to travel to and from school by School Bus, public transportation, or on foot. Drop-off and pick-up by private car or taxi is not permitted. Confirmation of your child's re-enrolment at the Stanley Campus indicates your agreement to abide by these conditions.

Step 3 - Complete the online re-enrolment for 2023-24 by choosing either the "return" or "not return" option in Section C and providing your electronic signature in Section D. An acknowledgment email will be sent to you within 3 working days after your submission.

C. PARENT'S CONFIRMATION FOR 2023-24 RE-ENROLMENT

My Child *

☐ will return to take the place at IMS Lower Elementary Class starting on Thursday, 17 August 2023 at the Stanley Campus. I agree to abide by the re-enrolment terms and conditions stated above.
☐ will not be returning in 2023-24. Please provide the place to another child.

D. ELECTRONIC SIGNATURE FOR COMPLETION OF THE FORM

Completing this form with the electronic signature is a legally binding indication of agreement to all Re-enrolment Terms and Conditions.

By signing below with my signature, I/We acknowledge that I/we have read all the Re-enrolment Terms and Conditions and agree to abide by all the terms and conditions so stipulated.

Please sign here *

Sign Here

Clear

Submit

PAYMENT OPTIONS FOR ONLINE RE-ENROLMENT PROCESS

(For parents who are required to make additional Capital Payment ONLY)

If parents need to make any payment for the Annual Capital Levy or to change the capital instrument to confirm your child's re-enrolment, your child's re-enrolment form will include this information, and will ask you to provide the payment details to complete the re-enrolment process. Please find below the payment options available at IMS.

1. Bank Transfer –

Bank Name: Hang Seng Bank Ltd. (Bank No.: 024)

Bank Address: Main Branch 83 Des Voeux Road Central Hong Kong

Account Name: IMS Ltd. Account No.: 388-552242-001 SWIFT Code: HASEHKHH

2. PPS Hong Kong Bill Payment -

Payment can be made from any designated bank account (a) through PPS website: www.ppshk.com, or (b) call 18031 (English) or 18033 (Cantonese) using a dial-tone telephone.

Merchant code: 6582

Merchant name: The International Montessori School

Bill Type: 01

Bill Number: Input your child's PUPIL CODE (Note: it only accepts numeric input for the Bill Number. Please input "0" to replace the Alphabetic "EA/SA" letters at the beginning of your child's PUPIL CODE e.g. EA123456 will be input as "0123456")

*When the online/PPS payment is complete, please upload the payment slip into the Online Re-enrolment Form under Section C as shown below:

C. PARENT'S CONFIRMATION FOR 2023-24 RE-ENROLMENT

My Child *

☒ will return to take the place at the Stanley Campus in 2023-24. I agree to abide by the re-enrolment terms and conditions stated above, and

☐ will not be returning in 2023-24. Please provide the place to another child.

I have *


☒ uploaded the payment slip for the Annual Capital Levy of HK\$35,000 for my child's re-enrolment at IMS for the academic year of 2023-24.

☐ mailed a cheque to IMS Accounts Office for the Annual Capital Levy of HK\$35,000 for my child's re-enrolment at IMS for the academic year of 2023-24.

Amount *

Accept Numeric input only

Please upload the payment slip (photo or PDF of receipt) for the Annual Capital Levy of HK\$35,000 here to reserve your child's place for the 2023-24 academic year. *



Browse Files

Drag and drop files here

3. Cheque Payment -

Payment can also be made by a cheque payable to "IMS Ltd". Please write your child's name and pupil code at the back of the cheque, and send it to our Accounts office at **Units 1G-1H, 1/F, Casey Building, 38 Lok Ku Road, Sheung Wan, Hong Kong.** Tel.: 2156 9172