



Excel London House International Kindergarten  
倫敦家國際幼稚園

School: L3, Sha Tin Park Stage 1, 8-12 Sha Kok Street, Sha Tin, New Territories  
新界沙田沙角街 8-12 號花園城一期 L3 平台

Tel: 3464 0638 Fax: 3464 0639  
電話 : 3464 0638 傳真 : 3464 0639  
website: [www.excelkg.edu.hk](http://www.excelkg.edu.hk)

Submission of application for enrollment can be made either in person or by post to School.

請遞交或郵寄報名表到學校。

## APPLICATION FOR ENROLLMENT 報名表

### Student Particulars 學童資料

Please fill in BLOCK letters 請用正楷填寫

English Name 英文姓名	(Surname 姓氏)	(Given name 名字)	Chinese Name 中文姓名
Sex 性別: M / F	Date of Birth 出生日期: (D 日) (M 月) (Y 年)		
Place of Birth 出生地點:		Citizenship 國籍:	
Correspondence Address 住址	Rm 房 / Flat 室	Floor 樓層	Block 座
	Bldg 大廈 / Estate 屋苑		
	Street 街道		District 地區: HK / KLN / NT
Telephone 電話	(Father)	(Mother)	(Home)

Family Data 家長資料	Father 父親	Mother 母親
Name 姓名		
Citizenship 國籍		
Occupation 職業 / Position 職位		
Company Name 公司名稱		
Office Telephone No. 公司電話		
Email Address 電郵地址	(Primary email 優先電郵)	
	(Secondary email 備選電郵)	

### Languages/ Dialects spoken by Child 學童常用之語言

Mother Tongue 母語	Second most proficient 第二語言	Third most proficient 第三語言

■ **Programs attended at other learning centers in the past** 你的孩子在過去曾否修讀其他教育中心課程

Other Learning Centres 其他教育中心 <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有	Start Date 開始日期:	End Date 結束日期:	Total months 總月數:
---	------------------	----------------	-------------------

■ **Choose the following class** 請選擇以下課程

Language of instruction 教學語言	<input type="checkbox"/> English & Mandarin Class 英普班	<input type="checkbox"/> Cantonese & English Class 中英班
Class 班級	<input type="checkbox"/> Nursery (K1) 幼兒班 <input type="checkbox"/> Lower Kinder(K2) 低班 <input type="checkbox"/> Upper Kinder(K3) 高班	
Class Time 上學時間	<input type="checkbox"/> Am Class: 9:00am – 12:00 am 上午班: 9:00 - 12:00	<input type="checkbox"/> Pm Class: 1:30pm – 4:30pm 下午班: 1:30 – 4:30
Further Study School 升讀學校類型	<input type="checkbox"/> Local School 本地學校	<input type="checkbox"/> International School 國際學校

■ **PROCEDURES FOR ENROLLMENT** 報名程序

The application form must be properly filled out and accompanied by the following: 請將表格及以下項目一同交回校務處：

1. An enrollment fee of \$40 報名費\$40 (Cash only 現金支付)
2. A copy of the Birth Certificate 出生證明書副本
3. A copy of the Immunization Record 預防接種卡副本
4. Two recent passport-sized photographs 證件相片兩張
5. Three self-addressed envelopes, stamped at HK\$1.70 each 回郵信封 3 個，各須貼上 HK\$1.70 郵票一個

■ **NOTES** 注意:

1. Personal data provided as part of an application for admission will, during the admissions process, be used solely for the purpose of admission and in this connection the data will be handled by kindergarten staff only.  
本申請表內有關個人資料將僅供本學校職員作處理申請報讀課程事宜之用。
2. When the processing and consideration of all the applications for a particular program have been completed, the application of unsuccessful candidates will be destroyed. The application of successful candidates will become part of the student file, in connection with this data will thereafter be handled by ELH International Kindergarten staff  
如入學申請不被接納，本校將銷毀一切有關個人資料；成功申請者個人資料將會存入學生檔案中，由本學校職員保管。
3. In accordance with the Personal Data (Privacy) Ordinance, applicants have the rights of access to and correction of their personal data contained in the application form, and the right to request a copy of such data. Applicants wishing to access or make corrections to their data should submit written requests to ELH International Kindergarten.  
根據〈個人資料(私隱)條例〉，申請人有權查閱及更改填報於申請表格的資料，並可索取此等資料的副本。申請人如須查閱或更改其個人資料，請致函告知本學校。
4. Enrollment fee paid are not refundable, except in the event of full complement or the application is rejected due to late submission.  
除學位已滿額或因遲遞交報名表而被取消外，一切已繳交之報名費，概不退還。
5. ELH International Kindergarten shall contact parents via email or SMS, to their email address or their mobile phone respectively, on all matters relating to the student and to the school.  
家長會定時收到由本校發放之電郵或短訊。
6. School decision on all applications is final, no details regarding individual application will be provided.  
本學校會作最終選取的確定，並不會提供個別取錄準則。

\* I agree / disagree (delete whichever is not applicable) the terms and conditions as stated above.

\*本人同意 / 不同意 (請刪去不適用部份)上述有關係款及細則。

Guardian's Signature 監護人簽署  
Date 日期: \_\_\_\_\_