SCHOOL REGISTRATION FORM

MAPUTO INTERNATIONAL SCHOOL

+258 843023130
admissions@misonline.education
Rua de Nachingwea n.389

OFFICE USE

Student Photo Here

Documents to be provided

- ☐ Recent/academic transcripts (2 years)
- ☐ Student Identification
- ☐ Parents/Guardians ID
- ☐ Student's Passport Size photos(2)
- ☐ Parent/Guardian Passport Size Photos (2)

Observations:

_____
_____
_____

Pedagogical Director:_____ Date: __/__/__

Finance:_____ Date: __/__/__

Enrollment for: Month _____ Year _____ Grade _____ Registration Number:_____

STUDENT INFORMATION

Full Name:	
Nationality:	Date of Birth: / /
ID/ Passport Number:	Issue Date: / /
Place of Birth:	Native Language:
Gender: ☐ Male ☐ Female	
Home Address:	

SIBLINGS IN MIS

Name:	Grade:
Name:	Grade:
Name:	Grade:
Name:	Grade:

ACADEMIC BACKGROUND

Current Grade/ Recent Completed Grade

Previous School:

Previous School Email:

MEDICAL INFORMATION

Does the student have any allergies? ☐ yes ☐ No

If yes, please list: _____

Does the student have any chronic medical conditions we should be aware of? ☐ yes ☐ No

If yes, please specify(Asthma, Diabetes, Epilepsy, etc.: _____

Special Educational Needs/ Learning Support _____

Consent for emergency medical treatment ☐ yes ☐ No

PARENT/GUARDIAN INFORMATION

Father's Name:	Phone:
email:	
Languages Spoken:	Occupation
Employer:	Phone:
Home Address:	
Mother's Name:	Phone:
email:	
Languages Spoken:	Occupation
Employer:	Phone:
Home Address:	

EMERGENCY CONTACT INFORMATION

Name:	Relationship:
Contact:	
Health Insurance Provider/Policy:	

FEES AND FINANCIAL RESPONSIBILITY:

Please specify who will be responsible for fees:

☐ Parents ☐ Employer

If an Employer is selected: Please give contact details:

Employer Name:	Phone:
email:	

CONSENT OF PARENT/GUARDIAN

Please read the following information

□ I consent / □ I do not consent - Student participating in school trips and outings

□ I consent / □ I do not consent - Student's photos/videos used for school media

□ I consent / □ I do not consent - Emergency medical treatment if parent cannot be reached

□ I understand that school fees must be paid in advance by the 10th day of the month in which each term begins, and that late payments may result in penalties.

□ I understand that enrolment is subject to school rules, regulations, and policies.

SCHOOL FEES (IN METICAIS)

Grades	Term Fee	Registration Fee	Returning Fee	Annual Book Fee
KS1 Pre-School A & B	60 500,00	30 000,00	2 500,00 *	
KS1 Reception & Grade 1-2	97 500,00	40 000,00	2 500,00	2 000,00
KS2 GRADE 3-6	103 500,00	60 000,00	2 500,00	2 000,00
KS3 GRADE 7-9	128 600,00	60 000,00	3 000,00	2 000,00
KS4 GRADE 10-11	131 600,00	60 000,00	3 000,00	2 000,00
KS5 GRADE 12-13	136 000,00	60 000,00	3 000,00	2 000,00

TERMS FEES: there are three (3) terms per academic year.
(*) Applicable only to Pre–School B

BANK DETAILS STANDARD BANK

Account Name	Escola Internacional de Maputo
Bank Name	Standard Bank
Account Number	104 157 401 1018 - MZN
Branch	Mao-Tse-Tung
Swift Code	SBICMZMZM
NIB	000 301 040 157 401 101 860
IBAN	MZ 590 003 010 401 574 011 018 60

BANK DETAILS MILLENIUM BIM

Account Name	Escola Internacional de Maputo
Bank Name	Millenium BIM
Account Number	50 95 50 71 - MZN
Branch	Rovuma
Swift Code	BIMOMZMX
NIB	000 100 000 005 095 507 157
IBAN	

REGISTRATION

The Registration Fee is a one-time payment charged to every new student at MIS

RETURNING FEE

A Returning Fee is charged to a returning student at MIS at the beginning of each academic year.
(*) Pre - School B refers to students who in the previous academic year were studying at Pre - School A.

ANNUAL BOOK FEE

The school lends books and other materials to the students for usage. They are the property of the school and should be treated with care. Notwithstanding, there is wear and tear of materials and losses which need to be covered – thus an Annual Book Fee is charged to each student at the beginning of each academic year. Pre-school students are exempted from paying the Annual Book Fee.

DROPOUTS/ABSENTEES

The Parent/Guardian is responsible for the full payment of the fees and other school charges of the last term in which the students is registered and the last month of any extra-curricular activities. Under no circumstances will there be any discounts for absences from school or for absences from any extra services contracted

EXAMS

Cambridge Assessment exams in:

1. **Grade 6** - Primary checkpoint,
2. **Grade 9**- Lower Secondary Checkpoint,
3. **Grade 11**- IGCSE,
4. **Grade 12** - AS Level Exams &
5. **Grade 13** - A Level exams

Will be charged in accordance with scale in effect.

UNIFORM

Uniforms are compulsory for all students enrolled at MIS. These can be purchased at school. Information on prices are available in the school office . For more information please contact the schooll office.

SCHOOL FEE PAYMENT POLICY

1. **Discounts**
   a. **Annual Payment:** Parents who pay the full year's tuition in advance receive a 5% discount.
   b. **Sibling Discounts:**
      i. 3 children: 30% discount for the youngest child.
      ii. 4 children: 30% discount for the youngest and 20% for the second youngest.
      iii. 5 children: 30% for the youngest, 20% for the second youngest, and 10% for the third youngest.
2. **New Enrollments**
   a. For new students, payment must be made in full at the time of registration, including:
      i. Term fee
      ii. Registration fee
      iii. Book fee
3. **Payment Deadlines per Term**
   a. 1st Term: by 10th of January
   b. 2nd Term: by 10th of May
   c. 3rd Term: by 10th of September

ACCEPTED METHODS OF PAYMENT

1. **Accepted Methods of Payment**
   a. **Cheque**
      i. Payments by cheque must be made directly at the School Treasury.
      ii. A receipt will be issued immediately upon payment.
   b. **Direct Deposit**
      i. Deposits must be made into the School's official bank account.
      ii. The original deposit slip must be presented to the School Treasury as proof of payment.
      iii. Upon verification, a receipt will be issued.
   c. **Bank Transfer**
      i. Proof of transaction (Debit Slip) must be presented to the School Treasury.
      ii. The Treasury will obtain the corresponding Credit Slip from the bank.
      iii. A receipt will be issued only after confirmation of credit in the School's account.
2. **Payment References**
   a. For all Direct Deposits and Bank Transfers, the payment reference must clearly state:
      i. The student's full name; and/or
      ii. The corresponding invoice number in school trips

ACCEPTED METHODS OF PAYMENT

1. **Restrictions**
   a. Cash payments are strictly not permitted.
   b. The School reserves the right to withhold report cards, certificates, transcripts, and any other official documents or information until all outstanding fees are fully settled.
2. **Penalties for Late or Non-Payment**
   a. Payment delayed up to two (2) weeks
      i. A penalty of 25% of the outstanding amount will apply.
   b. Payment delayed up to thirty (30) days
      i. A penalty of 50% of the outstanding amount will apply
   c. Payment delayed beyond thirty (30) days
      i. The student will not receive grades for completed assessments.
      ii. The student will be barred from sitting for new tests.
      iii. The student may be suspended from classes.
   d. Payment delayed beyond ninety (90) days
      i. The student will be prohibited from participating in school trips and examinations.
      ii. Enrollment may be canceled.
3. **Enrollment and Withdrawal**
   a. Students wishing to withdraw from the School must submit a written request at least two (2) months in advance.
   b. Failure to submit a formal withdrawal request will result in the student being charged new registration fees should they wish to re-enroll at the School.
4. **Non-Refundable Fees**
   a. The following payments are strictly non-refundable:
      i. Registration fee
      ii. School fee
      iii. Returning fee
      iv. Payments made for school trips
      v. Book fee

DECLARATION

I, _____ (Parent/Guardian full name), declare that the information provided in this form is true and correct.

I agree to abide by the school's policies and procedures.

Signature: Date: / /