

NOTE : Any information provided shall be treated w/ confidentiality and shall solely be used for the purpose of assessing the applicant for admission to CKSCollege.

LEARNER'S REFERENCE NUMBER

學生號

入學考試 Assessment Schedule

學年度

Student No. : \_\_\_\_\_

日期 Date : \_\_\_\_\_

School Year : \_\_\_\_\_

時間 Time : \_\_\_\_\_

## SECTION A. STUDENT INFORMATION

| 姓名<br>Name                                                                   | 英文<br>English                                                       | Surname                                                                            |                                                                                                  | First Name                 | Middle Name                                                      |
|------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------|
|                                                                              | 中文<br>Chinese                                                       |                                                                                    |                                                                                                  | 性別<br>Gender               | <input type="checkbox"/> Male<br><input type="checkbox"/> Female |
| 出生年月<br>Date of Birth                                                        | 月 MM                                                                | 日 DD                                                                               | 年 YYYY                                                                                           | 年齡<br>Age (by July)        |                                                                  |
| 國籍<br>Nationality                                                            |                                                                     | 母語<br>Mother Tongue                                                                |                                                                                                  | 照片<br>MOST RECENT<br>PHOTO |                                                                  |
| 學生是殘障人士嗎?<br>Is the student a PWD?                                           | <input type="checkbox"/> Yes / 是<br><input type="checkbox"/> No / 否 | 如果是, 哪一種殘障?<br>If yes, which disability? _____                                     |                                                                                                  |                            |                                                                  |
| 之前就讀學校<br>School Last Attended                                               |                                                                     | 之前就讀年級<br>Grade/ Year Level Last Attended                                          |                                                                                                  |                            |                                                                  |
| 擬入年級 Incoming Year/ Grade                                                    |                                                                     |                                                                                    |                                                                                                  |                            |                                                                  |
| <input type="checkbox"/> Toddler (托兒)<br><input type="checkbox"/> Nursery(小) |                                                                     | <input type="checkbox"/> Pre-kinder(中)<br><input type="checkbox"/> Kindergarten(大) | <input type="checkbox"/> AM<br><input type="checkbox"/> PM<br><input type="checkbox"/> WHOLE DAY |                            |                                                                  |
| 家長或監護人姓名 Parent/ Guardian                                                    |                                                                     |                                                                                    |                                                                                                  |                            |                                                                  |
|                                                                              | 父 Father                                                            |                                                                                    | 母 Mother                                                                                         |                            | 監護人 Guardian                                                     |
| 姓名 Name                                                                      |                                                                     |                                                                                    |                                                                                                  |                            |                                                                  |
| 國籍 Nationality                                                               |                                                                     |                                                                                    |                                                                                                  |                            |                                                                  |
| 宗教 Religion                                                                  |                                                                     |                                                                                    |                                                                                                  |                            |                                                                  |
| 職業 Occupation                                                                |                                                                     |                                                                                    |                                                                                                  |                            |                                                                  |
| 通訊處<br>Address                                                               | 住宅<br>Residence                                                     |                                                                                    |                                                                                                  |                            |                                                                  |
|                                                                              | 辦公室<br>Office                                                       |                                                                                    |                                                                                                  |                            |                                                                  |
| 電話<br>Telephone                                                              | 住宅<br>Residence                                                     |                                                                                    |                                                                                                  |                            |                                                                  |
|                                                                              | 辦公室<br>Office                                                       |                                                                                    |                                                                                                  |                            |                                                                  |
| 手機 Mobile Phone                                                              |                                                                     |                                                                                    |                                                                                                  |                            |                                                                  |
| 電子信箱 E-mail                                                                  |                                                                     |                                                                                    |                                                                                                  |                            |                                                                  |

## 兄弟姐妹就讀本院 *Siblings Studying at CKS College*

| 學生號<br><i>Student Number</i> | 英文名字<br><i>English Name</i> | 中文名字<br><i>Chinese Name</i> | 年級<br><i>Grade Level</i> |
|------------------------------|-----------------------------|-----------------------------|--------------------------|
|                              |                             |                             |                          |
|                              |                             |                             |                          |
|                              |                             |                             |                          |
|                              |                             |                             |                          |
|                              |                             |                             |                          |

I certify that all the information given herein and in the accompanying documents are true and correct. Falsification and/or withholding of information in this form shall automatically render this application void

本人證明此處提供的所有資訊及隨附文件中的內容均屬實且正確。在此表格中篡改和/或隱瞞資訊將自動使此申請無效。

家長 PARENT / 監護人 GUARDIAN

印刷體姓名上簽名 SIGNATURE OVER PRINTED NAME

### SECTION B. ADMISSION PROCEDURES (To be filled up by Authorized Personnel)

| Step | Procedure                                                                           | Remarks | Signature |
|------|-------------------------------------------------------------------------------------|---------|-----------|
| 1    | Submit the accomplished Application Form and requirements to the Admissions Office. |         |           |
| 2    | Pay the non-refundable assessment / entrance test fee                               |         |           |
| 3    | Undergo assessment (to be scheduled) at the Assigned Department.                    |         |           |
| 4    | For successful applicant:<br>Pay the non-refundable reservation fee*                |         |           |

\* Reservation fee is deductible from the tuition fee upon enrollment.

### SECTION C. DOCUMENT SUBMITTED (To be verified by Admission Office)

|      |                                                                                                                                                                                                                                                                                                                                                                                               |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 繳交文件 | <input type="checkbox"/> 出生字 Birth Certificate <input type="checkbox"/> 登記證 I-card <input type="checkbox"/> 其他 Others, please specify:<br><input type="checkbox"/> 護照 Passport <input type="checkbox"/> 成績單 Form 138<br><div style="border-bottom: 1px solid black; width: 150px; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; width: 150px; margin-top: 5px;"></div> |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Remarks/ Assessment Result :

Origin :

DATE OF APPLICATION

### GUIDELINES

|                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                 |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|---------|----|---------|----|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------|---------|----------------------------|------------------|----------------------------|--------------|----------------------------|
| <p>1. 報名手續:</p> <p>a. 菲籍 - 繳交出生字 PSA/NSO Birth Certificate 影印本一份。(請攜帶正本以確認)</p> <p>b. 外僑 - 繳交出生字, 護照 及外僑登記證 I-card 影印本各一份。(請攜帶正本以確認)</p>                                                                                       | <p>1. Admission requirements:</p> <p>a. For Filipino citizen : Photocopy of PSA / NSO Registered Birth Certificate (Bring original copy for verification)</p> <p>b. For Non-Filipino citizen : Photocopies of Birth certificate, Passport and I-card (Bring original copy for verification)</p> |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| <p>2. 年齡:</p> <table border="1" data-bbox="138 573 776 783"> <tr> <td>小小班</td><td>今年七月滿二歲</td></tr> <tr> <td>小班</td><td>今年七月滿三歲</td></tr> <tr> <td>中班</td><td>今年七月滿四歲</td></tr> <tr> <td>大班</td><td>今年七月滿五歲</td></tr> </table> | 小小班                                                                                                                                                                                                                                                                                             | 今年七月滿二歲 | 小班 | 今年七月滿三歲 | 中班 | 今年七月滿四歲 | 大班 | 今年七月滿五歲 | <p>2. The Age qualification is as follows:</p> <table border="1" data-bbox="844 567 1507 762"> <tr> <td>Pre-nursery level</td><td>(July) 2 to 2.11 years old</td></tr> <tr> <td>Nursery</td><td>(July) 3 to 3.11 years old</td></tr> <tr> <td>Pre-kinder level</td><td>(July) 4 to 4.11 years old</td></tr> <tr> <td>Kindergarten</td><td>(July) 5 to 5.11 years old</td></tr> </table> | Pre-nursery level | (July) 2 to 2.11 years old | Nursery | (July) 3 to 3.11 years old | Pre-kinder level | (July) 4 to 4.11 years old | Kindergarten | (July) 5 to 5.11 years old |
| 小小班                                                                                                                                                                                                                            | 今年七月滿二歲                                                                                                                                                                                                                                                                                         |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| 小班                                                                                                                                                                                                                             | 今年七月滿三歲                                                                                                                                                                                                                                                                                         |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| 中班                                                                                                                                                                                                                             | 今年七月滿四歲                                                                                                                                                                                                                                                                                         |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| 大班                                                                                                                                                                                                                             | 今年七月滿五歲                                                                                                                                                                                                                                                                                         |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| Pre-nursery level                                                                                                                                                                                                              | (July) 2 to 2.11 years old                                                                                                                                                                                                                                                                      |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| Nursery                                                                                                                                                                                                                        | (July) 3 to 3.11 years old                                                                                                                                                                                                                                                                      |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| Pre-kinder level                                                                                                                                                                                                               | (July) 4 to 4.11 years old                                                                                                                                                                                                                                                                      |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| Kindergarten                                                                                                                                                                                                                   | (July) 5 to 5.11 years old                                                                                                                                                                                                                                                                      |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| <p>3. 填上報名表格並貼上最近 passport-sized/2x2 半身相片一張.</p>                                                                                                                                                                               | <p>3. Accomplish and submit Admission Form, along with one (1) piece of passport-sized/ 2x2 recent picture of the applicant.</p>                                                                                                                                                                |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| <p>4. 接受招生處負責人面試.</p>                                                                                                                                                                                                          | <p>4. Proceed to the Admissions Office for an interview.</p>                                                                                                                                                                                                                                    |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| <p>5. 向招生處詢問考試時間.</p>                                                                                                                                                                                                          | <p>5. Obtain assessment schedule from the Admissions Office.</p>                                                                                                                                                                                                                                |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| <p>6. 到出納處繳交考試費.</p>                                                                                                                                                                                                           | <p>6. Pay the non-refundable assessment/ entrance test fee.</p>                                                                                                                                                                                                                                 |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| <p>7. 到幼稚園部參與入學考試.</p>                                                                                                                                                                                                         | <p>7. Undergo assessment at the assigned venue on the scheduled date.</p>                                                                                                                                                                                                                       |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |
| <p>8. 通過考試者:</p> <p>a. 到招生處領取入學許可證或計費單.</p> <p>b. 到出納處繳交預訂金(恕無退還但將從學費中扣除).</p>                                                                                                                                                 | <p>8. For successful applicants:</p> <p>a. Secure permit to enroll or Assessment slip from the Office of Admissions.</p> <p>b. Pay the non-refundable reservation fee, which is deductible from the tuition fee upon enrollment.</p>                                                            |         |    |         |    |         |    |         |                                                                                                                                                                                                                                                                                                                                                                                         |                   |                            |         |                            |                  |                            |              |                            |

|                                                                                                                                                                    |                                                                                                                                                                                                                                                                                        |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------|---------|-------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------|------------|-----------------------------------------|-----------|--------------------------------------------------|
| 1. 學生須提交所需入學文件，否則當臨時生論，待手續齊方成為正式生。                                                                                                                                 | 1. The enrollee should comply with all the admission requirements to be considered officially enrolled. Failure to do so will be considered as a temporary enrollment with non-credit status and will only be credited if all requirements have been submitted.                        |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 2. 繳交全學年學費以及其他費用是家長的義務，在開學第二個星期後，如學生休學、退學或被開除，學費將完全不予退還。                                                                                                           | 2. Obligation to pay tuition fee for the whole academic year is unconditional and that after the second week of the school opening no portion of the tuition fee will be refunded or cancelled in the event of the enrollee's absence, withdrawal, or dismissal from school.           |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 3. 如不在規定的時間內繳交學費或其他費用，該生名字將不列在該學年的名單上。                                                                                                                             | 3. Non-payment of tuition and other fees means removal from the list of students officially enrolled.                                                                                                                                                                                  |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 4. 學生如欲退學，須以書面通知，方能辦理退學手續。                                                                                                                                         | 4. If a student wishes to withdraw from the school, a written notice is required for the release of student's information and other admission-related documents.                                                                                                                       |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 5. 學費退款條例： <table border="1"> <tr> <td>90%退款</td><td>開學後的第一週</td></tr> <tr> <td>80%退款</td><td>開學後的第二週</td></tr> <tr> <td>0% 退款</td><td>開學後的第三週起</td></tr> </table> | 90%退款                                                                                                                                                                                                                                                                                  | 開學後的第一週 | 80%退款 | 開學後的第二週 | 0% 退款 | 開學後的第三週起 | 5. Tuition refund is based on the following : <table border="1"> <tr> <td>90% Refund</td><td>1<sup>st</sup> Week of the School Year</td></tr> <tr> <td>80% Refund</td><td>2<sup>nd</sup> Week of the School Year</td></tr> <tr> <td>0% Refund</td><td>3<sup>rd</sup> Week of the School Year, onwards</td></tr> </table> | 90% Refund | 1 <sup>st</sup> Week of the School Year | 80% Refund | 2 <sup>nd</sup> Week of the School Year | 0% Refund | 3 <sup>rd</sup> Week of the School Year, onwards |
| 90%退款                                                                                                                                                              | 開學後的第一週                                                                                                                                                                                                                                                                                |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 80%退款                                                                                                                                                              | 開學後的第二週                                                                                                                                                                                                                                                                                |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 0% 退款                                                                                                                                                              | 開學後的第三週起                                                                                                                                                                                                                                                                               |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 90% Refund                                                                                                                                                         | 1 <sup>st</sup> Week of the School Year                                                                                                                                                                                                                                                |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 80% Refund                                                                                                                                                         | 2 <sup>nd</sup> Week of the School Year                                                                                                                                                                                                                                                |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 0% Refund                                                                                                                                                          | 3 <sup>rd</sup> Week of the School Year, onwards                                                                                                                                                                                                                                       |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 6. 學生如在開學後退學，未曾繳清的學費及其他費用須立即繳交。                                                                                                                                    | 6. When a student withdraws his or her enrollment, all unpaid tuition fee and charges become immediately due and payable.                                                                                                                                                              |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 7. 訂位金恕不退還。                                                                                                                                                        | 7. The mandatory tuition deposit and reservation fee is non-refundable.                                                                                                                                                                                                                |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 8. 學生錄取與否，由校方決定。未被錄取的學生，下學年可重新申請。                                                                                                                                  | 8. The suitability of any applicant for enrollment is at the sole discretion of CKS College. Applicants who are not accepted may reapply next school year.                                                                                                                             |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 1. 學生就讀班級將由學校決定，不得請求調換班級組別，除非有合理的原因並得註冊主任批准。                                                                                                                       | 9. The school holds the final determination of classroom placement in accordance to standard admission and retention procedure. Request for class selection will not be accepted without valid and sensible cause and subject for approval by the School Registrar.                    |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 10. 學校不簽發轉學證以及在校所有學業成績，除非該生付清學費。其他原因，如暫時停學或開除，校方也不簽發，直到處罰解除。                                                                                                       | 10. When tuition payments are in arrears, the release of transfer credentials of any student may be withheld unless payments are brought up-to-date. Other reasons such as suspension or expulsion may also cause the withholding of transfer credentials until the penalty is lifted. |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 11. 中正學院有權將不遵守學校規則學生暫時停學或開除。                                                                                                                                       | 11. CKS College reserves the right to suspend or dismiss students with unsatisfactory behavior in accordance with the school policies.                                                                                                                                                 |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |
| 12. 有關其他規章，請參閱學生手冊（開學後將發給學生）。                                                                                                                                      | 12. Other rules and policies regarding the school, students, teachers, staff and other related matters are found in the student handbook which is given to students at the beginning of the school year.                                                                               |         |       |         |       |          |                                                                                                                                                                                                                                                                                                                          |            |                                         |            |                                         |           |                                                  |

參閱 Reference: 教育部：2010 年修訂的“私立學校管理基礎教育手冊” Department of Education: 2010 Revised Manual of Regulations for Private Schools in Basic Education

家長 PARENT / 監護人 GUARDIAN

印刷體姓名上簽名 SIGNATURE OVER PRINTED NAME

I, \_\_\_\_\_, allow the school to collect, record, use, update, store, and dispose my child's personal data in accordance to the Data Privacy Act of 2012 and its rules and regulations.

本人 (\_\_\_\_\_)，允許中正學院（以下簡稱校方）在菲律賓共和國《2012 年數據隱私法案》與相關法令規範下，蒐集、記錄、使用、更新、保存和處置本人子女的個人資料。

I am fully aware that the information that I provided will only be used by the school for legitimate purposes. These include:

本人完全清楚我所提供的資料僅會被校方使用在合法目的，這些目的包含：

1. Documenting data for school records;  
提供校方紀錄使用。
2. Participating in school activities;  
參與校方各項活動。
3. Communication of school announcements;  
校方重要公告及活動通知。
4. Permanent record retention;  
資料的永久保存。
5. Sharing of data with affiliated institutions or organizations and government units in accordance to the law;  
依法與校方有關單位或組織、政府機關分享資料。
6. Sharing of data with partner organizations for scholarship, internship and job opportunities  
分享資料予提供獎學金、實習及工作機會的校方合作夥伴。
7. Posting of academic and extra-curricular achievements;  
學術與課外活動成果發佈。
8. Posting of scholarship and financial assistance grantees;  
獎學金和助學金名單之公告。

Please check one of the boxes below for the MEDIA CONSENT:

請勾選以下格子之一：

- ☐ CONSENT: I hereby allow the school to record my child's image and voice through photos, videos, audios for school promotion, event, and activity purposes. I am aware that the school may distribute my image or recordings in both printed and electronic format, including web and social media platforms, without any compensation.  
本人特此允許中正學院使用拍照、錄影、錄音等方式記錄本人子女的肖像、聲音，用於校方推廣、事務及活動宣傳等用途。我了解校方可能會以紙本與數位的形式在網路及社群媒體平台發佈（我的肖像、影像、聲音），且校方對此不需提供任何回報或報酬。
- ☐ NON-CONSENT: I do not allow the school to record my image and voice through photos, videos, audios for school promotion, event, and activity purposes.  
本人不允許中正學院使用拍照、錄影、錄音等方式記錄我的肖像、聲音，用於校方推廣，事務及活動宣傳等用途。

Lastly, I hereby acknowledge that by giving my consent, I am abiding by the privacy statement of the school. This consent is valid from the day I submitted this form until the disposal period of my child's personal data (except for permanent records), or until I submit a request for deletion of my child's personal data, whichever comes first.

最後，本人特此確認並同意校方的隱私聲明。本同意書的有限期限自本人簽名提交起至資料的處置期限（永久紀錄除外）保存期限屆滿時，或經本人提交請求刪除，以先到者為準。

\_\_\_\_\_  
PARENT/ GUARDIAN/STUDENT 家長/監護人/學生簽名  
(Signature over Printed Name)

\_\_\_\_\_  
Date 日期

\_\_\_\_\_  
NAME OF STUDENT 學生姓名