



Dear Parents

RE: APPLICATION FORM

Thank you for showing interest in our school. Please take note of the following progressive steps in the application process:

- Step 1 Parents to ensure that the application form is fully completed and all relevant documents are attached.
- Step 2 Submission of the application at the school's office or to the email address.
- Step 3 A scheduled parent and student interview with the school Principal.
- Step 4 Credit referencing is done by the Financial Management of the school.
- Step 5 Parents are informed via telephone call and email on the outcome of the application. (The above process may take up to two weeks, depending on the current school program.)
- Step 6 Payment of the once-off registration fee to secure student's space.

Please feel free to contact us if you have any further inquiries regarding the above.

Warm Regards,

Management of Ed-Vantage Academy