

# BRAEBURN KISUMU INTERNATIONAL SCHOOL

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 Owned by Braeburn Schools Limited

PLEASE ATTACH  
 COLOUR PASSPORT  
 SIZE PHOTOGRAPH

## APPLICATION FOR ADMISSION

Please complete all sections of this form IN FULL using BLOCK CAPITALS and submit together with:

1. Copy of Birth Certificate/Passport of the Student.
  2. Copy of a School Leaving Certificate/Recommendation Letter.
  3. A non-refundable Registration Processing Fee as given in the Fees Schedule.
  4. Academic School Report from previous school
- All placements are subject to the submission/verification of all required documentation and payments, final acceptance will be indicated by a letter from the Head teacher specifying the expected date of enrollment.**

A. Student Information	
SURNAME/FAMILY NAME:	NATIONALITY:
FIRST/MIDDLE NAME(S):	SEX (TICK) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
NAME BY WHICH THE STUDENT WISHES TO BE CALLED:	RESIDENTIAL ADDRESS:
DATE OF BIRTH: DAY _____ MONTH _____ YEAR _____	OTHER LANGUAGES SPOKEN:
FIRST LANGUAGE (LANGUAGE SPOKEN AT HOME):	
ENGLISH PROFICIENCY: SPOKEN: <input type="checkbox"/> FLUENT <input type="checkbox"/> DEVELOPING <input type="checkbox"/> BEGINNER WRITTEN: <input type="checkbox"/> FLUENT <input type="checkbox"/> DEVELOPING <input type="checkbox"/> BEGINNER	

B. Parent / Guardian / Family Information	
<b>FATHER</b> (OR IF GUARDIAN STATE RELATIONSHIP TO THE CHILD): PLEASE INDICATE WHICH ADULT SHOULD BE THE FIRST POINT OF CONTACT	
SURNAME/FAMILY NAME:	OTHER NAMES:
PERSONAL POSTAL ADDRESS:	
RESIDENTIAL ADDRESS (IF DIFFERENT FROM ABOVE):	
HOME TELEPHONE:	WORK TELEPHONE:
MOBILE TELEPHONE:	OCCUPATION:
EMAIL ADDRESS:	
NAME AND ADDRESS OF EMPLOYER:	
<b>MOTHER</b> (OR IF GUARDIAN STATE RELATIONSHIP TO THE CHILD):	
SURNAME/FAMILY NAME:	OTHER NAMES:
PERSONAL POSTAL ADDRESS (IF DIFFERENT FROM ABOVE):	
PERSONAL RESIDENTIAL ADDRESS (IF DIFFERENT FROM ABOVE):	
HOME TELEPHONE:	WORK TELEPHONE:
MOBILE TELEPHONE:	OCCUPATION:
EMAIL ADDRESS:	
NAME AND ADDRESS OF EMPLOYER:	

- expulsion, as a consequence of war, insurrection, civil unrest and commotion, terrorism or an Act of God.
- 4.6. The School reserves the right to increase the published fees by giving at least five (5) months' written notice.
  - 4.7. A discount of three per cent (3%) on tuition fees only is given when payment is made in full within seven (7) days of the due date, which percentage may be reviewed by the School by giving two (2) month's written notice.
  - 4.8. Family discounts on tuition fees only are applied to the fees of the younger child(ren) in a family as follows: 2<sup>nd</sup> Student 10%; 3<sup>rd</sup> Student 20%; 4<sup>th</sup> Student 30%; 5<sup>th</sup> and subsequent Student(s) 40%, which percentage may be reviewed by the School by giving two (2) month's written notice.
  - 4.9. All discounts are given at the sole discretion of the School.
  - 4.10. Boarding accommodation, school lunches and transportation services fees are charged on a termly, or half yearly, basis in advance, payable together with tuition fees.
  - 4.11. Total responsibility of fees payment rests with the parent/guardian. Where the fees are paid by an employer sponsor or third party, it is the responsibility of the parent/guardian to ensure that this undertaking is clearly understood and duly signed by the said employer or third party. The parent/guardian undertakes to indemnify the school against any claim, loss or damage to the school arising from a question of authority of the undertaking.
- 5. Responsibilities of the Establishment**
- 5.1. All items of school uniform must be clearly and permanently labelled. The school accepts no responsibility for lost property.
  - 5.2. Personal effects of students are not insured by the School and as such no responsibility can be accepted for the loss of such items.
  - 5.3. The School is not responsible for the student out of school hours unless the student is there at the request of the School (e.g. for extra curricular activities).
  - 5.4. The Headteacher's responsibility is limited to that defined by law as *in loco parentis* and parents/guardians hereby authorise him/her to take and/or authorise all decisions in relation to the Student which, in the Headteacher's opinion/judgment, is/are in the best interests of the Student when no contact can be made with the parent or other person authorised as above.

- 5.5. It is the responsibility of the parents to take out such insurance as they think fit to cover loss of property, personal injury and medical expenses of the student.
- 6. Consents**
- 6.1. I hereby give my permission for the above mentioned Student to attend swimming lessons and all other Physical Education lessons given as an intrinsic part of the curriculum of the School. I agree that the Student will not participate in these programmes where he/she suffers ill health and that I will inform the School in writing.
  - 6.2. I understand that the above named Student will be required to attend and participate in all activities and lessons that are an intrinsic part of the curriculum without fail and that, should there be known reasons for non-participation, the same should be communicated in writing well in advance.
  - 6.3. I hereby give my permission for the above named Student to participate in any activities offered by the School as an intrinsic part of the curriculum of the School, which may take place outside the school premises. These may include visits to other schools or institutions, local or international companies/facilities/installations or any other place of interest.
  - 6.4. I further understand that, if the Student's behaviour/words or actions are adjudged to be such that they may lead to the causing of an accident, an embarrassment or to be otherwise unacceptable to the School, then the School reserves the right to prevent the Student, after all the corrective measures have been exhausted and after fair procedure, from participating in any or all activities that it offers or provides.
  - 6.5. I understand that the School may, at its discretion, take moving or still images of the Student during participation in programmed events. I hereby give my consent, where this happens, for these images to be used as appropriate and with due diligence by the School.
  - 6.6. I hereby authorize the School to take the necessary steps in any medical situation, as specified in 5.4 (above).
    - 6.6.1. *Minor*. The School may administer non-prescription medication and take other first aid measures as the situation requires.
    - 6.6.2. *Major*. The School may take the Student to the nearest hospital or seek appropriate medical intervention. The parents to be informed as soon as possible.

### I. Declaration

I/WE SEPARATELY AND JOINTLY HEREBY CERTIFY THAT THE INFORMATION SUPPLIED HEREIN BY ME/US IS, TO THE BEST OF MY/OUR KNOWLEDGE CORRECT AND ACCURATE IN EVERY DETAIL. I/WE FURTHER DECLARE THAT WE HAVE READ, CLEARLY UNDERSTOOD AND FULLY AGREE TO BE BOUND BY THE TERMS AND CONDITIONS HEREIN PROVIDED. I/WE UNDERSTAND THAT THIS IS A CONTRACTUAL AGREEMENT.

FATHER/GUARDIAN: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

MOTHER/GUARDIAN: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICIAL USE ONLY		
Admission form received on: day      month      year	Person receiving form:	
Proposed date of entry: day      month      year	Year group:	
Documents received:	Received: yes or no	Received by:
Birth certificate		
School leaving certificate or letter		
Academic school report		
Registration processing remittance	Receipt number:	
20% deposit	Receipt number:	
Admission authorized by letter on:	Head teacher's signature:	

ARE THERE, OR HAVE THERE BEEN, ANY BROTHERS OR SISTERS ENROLLED IN A SCHOOL WITHIN THE BRAEBURN GROUP? <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, PLEASE INDICATE THEIR FULL NAMES AND THE SCHOOL THEY WERE/ARE ATTENDING (FILE NO. IF KNOWN):

**C. Additional Adult Contact in the Event of an Emergency**

FULL NAME:	EMAIL ADDRESS:
RELATIONSHIP TO STUDENT:	HOME TELEPHONE:
MOBILE TELEPHONE:	WORK TELEPHONE:

**D. Educational Information**

CLASS TO WHICH ENTRY IS REQUESTED:	PROPOSED DATE OF ENTRY: DAY _____ MONTH _____ YEAR _____
NAME AND ADDRESS OF PREVIOUS SCHOOL:	
NAME OF THE HEADTEACHER OF THE PREVIOUS SCHOOL:	
DOES THE STUDENT HAVE ANY KNOWN SPECIAL LEARNING OR BEHAVIOURAL REQUIREMENTS? IF SO, PLEASE STATE NATURE OF DIFFICULTY AND ATTACH ANY RELEVANT REPORTS (CONTINUE ON SEPARATE SHEET IF NECESSARY):	

**E. Medical Information**

DOES THE STUDENT SUFFER FROM ANY EXISTING MEDICAL CONDITION? IF YES, PLEASE PROVIDE DETAILS AND ATTACH ANY RELEVANT MEDICAL REPORTS.	
ARE THERE ANY MEDICAL RESTRICTIONS IMPOSED UPON THE STUDENT'S ABILITY TO PARTICIPATE FULLY IN PHYSICAL ACTIVITIES? IF YES, PLEASE PROVIDE DETAILS AND ATTACH ANY RELEVANT MEDICAL REPORTS.	
DOES THE STUDENT SUFFER FROM ANY ALLERGIES, EITHER GENERAL OR SPECIFIC (FOOD, MEDICINE, ETC)? IF YES, PLEASE STATE CLEARLY.	
DOES THE STUDENT TAKE ANY MEDICATION ON A REGULAR BASIS? IF YES, PLEASE STATE CLEARLY.	
IS THERE ANYTHING IN THE STUDENT'S MEDICAL HISTORY THAT THE SCHOOL SHOULD BE AWARE OF? IF YES, PLEASE STATE CLEARLY.	
NAME OF FAMILY DOCTOR:	
CONTACT DETAILS:	
DETAILS OF ANY EXISTING MEDICAL COVER (IF RELEVANT, PLEASE INCLUDE SERVICE PROVIDER AND MEMBERSHIP NUMBER):	
ARE THERE ANY SECURITY OR CHILD WELFARE CONCERNS OF WHICH THE SCHOOL SHOULD BE AWARE?	

**F. School Service Requirements**

<b>SCHOOL LUNCH*:</b> DOES THE STUDENT REQUIRE SCHOOL LUNCH? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> VEGETARIAN <input type="checkbox"/> NON-VEGETARIAN
PLEASE STATE IF THE STUDENT HAS ANY SPECIFIC DIETARY REQUIREMENTS:
<b>SCHOOL TRANSPORT:</b> DOES THE STUDENT REQUIRE TRANSPORTATION ON:
SCHOOL BUS: <input type="checkbox"/> ONE WAY <input type="checkbox"/> RETURN (BOTH WAYS)      DOOR-TO-DOOR SERVICE*: <input type="checkbox"/> ONE WAY <input type="checkbox"/> RETURN ( <i>Special Charges Apply</i> )
<b>BOARDING ACCOMMODATION*</b> <span style="float: right;">*(Services do not apply to all Braeburn Schools)</span>
IS THE STUDENT APPLYING FOR ACCOMMODATION: <input type="checkbox"/> Yes <input type="checkbox"/> No      IF YES, PLEASE ALSO COMPLETE THE BOARDING APPLICATION FORM

**G. Payment Information**

IF PAYMENT IS TO BE MADE BY THE PARENT(S) OR GUARDIAN(S), PLEASE SIGN BELOW:

NAME IN BLOCK CAPITALS: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME IN BLOCK CAPITALS: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

IF PAYMENT IS TO BE MADE BY AN EMPLOYER, COMPANY, SPONSOR OR THIRD PARTY, PLEASE ENSURE THE UNDERTAKING IS COMPLETED BY THE AUTHORISED STAFF, SIGNED AND STAMPED BELOW:

WE, (NAME OF EMPLOYER, COMPANY, SPONSOR OR THIRD PARTY) \_\_\_\_\_

UNDERTAKE TO SPONSOR AND PAY SCHOOL FEES, SERVICE FEES, MISCELLANEOUS EXPENSES AND PENALTIES FOR (NAME OF STUDENT)

\_\_\_\_\_ AT (NAME OF SCHOOL) \_\_\_\_\_

OUR UNDERTAKING IS LIMITED TO \_\_\_\_\_% (PER CENT) AND EXCLUDES \_\_\_\_\_.  
 WE CONFIRM THAT WE HAVE READ AND UNDERSTOOD THE TERMS OF PAYMENT ON THE APPLICATION FOR ADMISSION FORM AND SHALL COMPLY WITH THE SAID TERMS. THE SCHOOL IS AT LIBERTY TO PURSUE AND CONTACT US OVER THIS UNDERTAKING, PAYMENT OF THE UNDERTAKEN SCHOOL FEES, SERVICE FEES, MISCELLANEOUS EXPENSES AND PENALTIES. WE UNDERTAKE TO GIVE THE SCHOOL THREE MONTHS' NOTICE, IN WRITING, OF ANY CHANGE IN THE STATUS OF THE EMPLOYEE THAT AFFECTS THIS AGREEMENT EITHER DIRECTLY OR INDIRECTLY.

NAME AND DESIGNATION (IN BLOCK CAPITALS) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE No. \_\_\_\_\_

PLEASE AFFIX EMPLOYER/COMPANY/SPONSOR/THIRD PARTY STAMP AND/OR SEAL WHERE APPLICABLE.

**H. Contractual Terms and Conditions**

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY. THE BENEFICIARY OF THIS APPLICATION FOR ADMISSION IS REFERRED TO AS "THE STUDENT" THROUGHOUT.

**1. Enrollment**

- 1.1. The completion, signing and submission of this Application Form confirms a parent/guardian's intention to enroll the Student in the School on the date specified in the head teacher's letter of offer of a place.
- 1.2. At the point of acceptance, an enrollment fee equivalent to 20% of the published fees becomes payable immediately to secure the Student's place at the School. This enrollment fee will be credited towards the first term's fees once the student reports on the specified date.
- 1.3. It is the responsibility of the parent/guardian to inform the School in writing of a change in plan or circumstance leading to non-enrollment of the Student. If the place offered is not taken up on the date indicated and no written communication has been received from the parent/guardian with regard to late arrival, then the enrollment fee will be forfeited and the school shall be under no obligation to hold the place vacant for the student.

**2. Attendance**

- 2.1. A letter of explanation is required in cases of absence from School or non-attendance at lessons/classes. In case of illness, a doctor's note will be required specifying the medical reason for the absence or non-attendance.
- 2.2. All students, irrespective of age, are required to abide by the School Rules and published Code of Conduct. The Headteacher has the authority to suspend and/or expel any student from the school if, at his/her discretion and judgment, after corrective measures have been exhausted, should these be appropriate, and after fair procedure, it appears to him/her appropriate to do so. The Headteacher's decision in such cases must be accepted as final.
- 2.3. The School Rules and Code of Conduct may be varied from time to time at the discretion of the Headteacher. Any major/significant variation will be specifically drawn to the attention of the parents in writing.
- 2.4. The parents undertake to make themselves aware of, and to comply with, the rules and policies of the school and to

- 2.5. The School reserves the right to remove a child from the school due to the conduct or behaviour of that child's parents where such behaviour has a negative impact on the learning environment, subject to fair procedure and due considerations.
  - 2.6. Once admitted to the school, the continued education of the child within the school is at the discretion of the school management.
- 3. Withdrawal**
- 3.1. **One full school term's notice of withdrawal shall be required in writing if a student is to be withdrawn from school; such notice shall be communicated directly to the Head teacher in writing. Receipt of the notice will be acknowledged in writing.**
  - 3.2. **Unless notice of withdrawal is given as specified above, the parent/guardian shall be liable to pay one school term's tuition fee in lieu of notice at the prevailing rate for the class in which the student would have been enrolled.**
- 4. School Fees**
- 4.1. Fees cover the full cost of tuition, exercise books, loan of textbooks/library books and reference materials. They also cover the cost of participation in the sports programme unless otherwise stated in writing.
  - 4.2. School fees are payable in advance depending on the billing. For Early Years and Years 1-10, fees are due termly in advance on or before the first day of the term. For Years 11, 12, 13, AS, A2, IB, and BTEC, fees are due bi-annually in advance on or before the first day of the school year and mid-school year respectively.
  - 4.3. A late payment surcharge shall be levied on any outstanding sums each month, at the prevailing rates to be published from time to time in the annual Fees Structure and/or Fee Notes.
  - 4.4. School fees do not include external examination fees or specified activity costs or medical expenses.
  - 4.5. Fees are not refundable in cases of absence from school through illness, accident, vacation or leave, suspension or