

## **DALTON SCHOOL HONG KONG ADMISSIONS GUIDELINES**

### **Age Requirement 2019-2020 School Year**

**Primary 1** : Children born between 1 September, 2012 and 31 December, 2013

**Primary 2** : Children born between 1 September, 2011 and 31 December, 2012

**Primary 3** : Children born between 1 September, 2010 and 31 December, 2011

**Primary 4** : Children born between 1 September, 2009 and 31 December, 2010

### **2018-2019 School Year**

**Primary 1** : Children born between 1 September, 2011 and 31 December, 2012

**Primary 2** : Children born between 1 September, 2010 and 31 December, 2011

### **Tuition & Other Fees**

For the 2019-20 and 2018-19 academic year, the tuition and other fees are as below:

**Application & Online Administrative Fees** : HK \$1,550

**Annual Tuition Fees** : HK\$181,500 ( HK\$16,500 X 11 installments)

**Non-refundable Annual Capital Levy** : HK\$30,000

**Corporate Capital Note (CCN) or**

**Individual Capital Note (ICN) :**

Please note the release and circulation of capital notes are limited in nature. For information please contact [info@daltonfoundation.org.hk](mailto:info@daltonfoundation.org.hk)

### **Application**

We accept online application only from mid-September 2018. Our online platform for admissions is powered by HKT Education.

### **2019-2020 School Year**

Application Period for Phase 1 :

From mid-September 2018 to 20 November 2018

Application Period for Phase 2 and beyond: Please check out from

<http://www.dshk.edu.hk/eng/admission/>

### **2018-2019 School Year**

We accept rolling applications throughout the school year.

## Application Guidelines

The online admissions system is powered by HKT Education. To help parents experience a smooth online application process, please read the [Application Guidelines](#) carefully before completing the online form.

### Is there a residence requirement?

1. The Applicant should be Hong Kong resident and / or have valid permit to stay and remain in Hong Kong

### Which browsers are compatible and what documents are required?

2. HKT recommends desktop/laptop rather than mobile devices browsers for best user experience: Latest versions of IE, Chrome, Safari and Firefox.
3. Get ready the List of required documents in the following file format:
  - a. File format: gif , jpg , png , pdf , docx , doc , xls , xlsx.
  - b. Max. file size: 10MB for each files
4. List of required documents:

#### Applicant's Documents

- a. **Mandatory** : A **recent photo** of the applicant (within last 3 months; size: 5cm H x 4cm W with clean background)
- b. **Mandatory** : A copy of the photograph page (and the "visa/permit page" if applicable) of the applicant's passport. If the applicant has more than one passport, please provide copies of additional passports.
- c. **Mandatory** : A copy of applicant's birth certificate.
- d. A copy of applicant's Hong Kong ID card (if applicable).
- e. **Mandatory** : A copy of TWO of the most recent academic reports from the applicant's current school.
- f. Any health or other supporting documents (if applicable).

#### Parents' and Other Documents

- g. **Mandatory** : A copy of Father's photograph pages (and the "visa/permit pages" if applicable) of his passport.
- h. **Mandatory** : A copy of Mother's photograph pages (and the "visa/permit pages" if applicable) of her passport.
- i. A copy of Capital Note Certificate (CCN or ICN) (if applicable)

### What if a Mandatory Document is Pending?

5. Pending of Mandatory documents: e.g. visa, entry permit, latest school reports
  - a. Upload a written letter indicating when will the pending document be available so as to allow parent to continue the process and make online payment

- i. **Before closing of the application deadline**, login the system with your Application ID (see below), and then upload the pending document once available to the 'Pending Document' field.
  - ii. **After closing of the application deadline**, please email the pending documents marked with Applicant's name, Grade to apply, Application ID to (admissions@dshk.edu.hk) once available
- b. Complete the application process including online payment.
  - c. School may reserve the right to withhold the processing of an application or may not be able to make an admission offer if mandatory documents remain outstanding.

### **How to get an Application ID ?**

6. After completing the application procedure, parents will receive a verification email. Please check your email address inbox (and junk mailbox) to be sure you receive a verification email.
7. Enter the verification number from the email into the system to complete the verification process.
8. You will then receive an Application ID from your email. Parents can use this Application ID, as well as their registered email addresses, to amend the application form before the deadline.

### **How to make Online Payment?**

9. Online Payments via Tap & Go, PPS, VISA, MasterCard or UnionPay are accepted : The fee is HK\$1,550 including an application fee of HK\$1,500 and online administrative fee of HK\$50.
10. No refund or transfer of application and online administrative fees.
11. Please note that an application remain INCOMPLETE and CANNOT BE FURTHER PROCESSED until the application and administrative fee are fully paid online.

### **When to receive an Interview invitation?**

12. Under normal circumstances, an invitation will be sent by email in 2 weeks after receipt of the online application, and interviews will be scheduled after closing of the application period.
13. Parents should accompany the applicant to attend the interview and arrive at least 15 minutes prior to the scheduled time for verification of all ORIGINAL COPIES OF DOCUMENTS SUBMITTED.
14. Any requests for change of interview schedule have to be made at least 5 working days in advance by email (admissions@dshk.edu.hk) or phone (3612 5757).

### **When to receive the Interview result?**

15. Under normal circumstances, parents will be informed by email within 2 weeks. Extra time may be required if there are intervening public/school holidays.

## 香港道爾頓學校 入學申請須知

### 年齡

#### 2019-2020 學年

一年級：學童於 2012 年 9 月 1 日至 2013 年 12 月 31 日期間出生

二年級：學童於 2011 年 9 月 1 日至 2012 年 12 月 31 日期間出生

三年級：學童於 2010 年 9 月 1 日至 2011 年 12 月 31 日期間出生

四年級：學童於 2009 年 9 月 1 日至 2010 年 12 月 31 日期間出生

#### 2018-2019 學年

一年級：學童於 2011 年 9 月 1 日至 2012 年 12 月 31 日期間出生

二年級：學童於 2010 年 9 月 1 日至 2011 年 12 月 31 日期間出生

### 學費及其他費用

2018-2019 及 2019-2020 年學費及其他費用如下：

申請費 HK\$1,500 及網上申請行政費 (HK\$50 HKT 收費) ，合共 HK\$1,550

全年學費：HK\$181,500 ( HK\$ 16,500 X 11 期 )

不設退款的建校年費：HK\$30,000

企業本金券 或 個人本金券：

請留意本金券的發行及流通數量有限。查詢有關本金券詳情，請電郵至

[info@daltonfoundation.org.hk](mailto:info@daltonfoundation.org.hk)

### 入學申請

由 2018 年 9 月中開始接受網上申請，入學申請系統由 HKT Education 提供。

#### 2019-2020 學年

首輪申請時間：由 2018 年 9 月中至 2018 年 11 月 20 日

第二輪或之後申請時間：請留意 <http://www.dshk.edu.hk/ch/admission/>

## 2018-2019 學年

現正接受本學年網上入學申請

### 申請指引

此網上申請系統由 HKT Education 提供。請各家長填寫網上申請表前，先細閱[申請指引](#)的相關提示，以確保網上申請過程暢順。

#### 申請人須符合甚麼居留條件？

1. 申請入學時，申請人必須為香港居民，以及/或持有效入境及居留證明

#### 甚麼電腦瀏覽器兼容及文件需要預備？

2. HKT 建議利用桌上/筆記型電腦瀏覽器進行網上申請，確保最佳使用體驗：  
最新版本之 IE, Chrome, Safari, Firefox
3. 填寫網上申請表格前，請準備以下列出之所需文件及檔案格式：
  - a. 檔案格式: gif, jpg, png, pdf, docx, doc, xls, xlsx ;
  - b. 個別檔案最大檔案大小: 10MB
4. 下列所需文件：

##### 申請人之相關文件

- a. **必須**：申請人 3 個月內之近照 (高 5cm x 闊 4cm, 淨色背景);
- b. **必須**：申請人的護照相片頁 ( 以及「簽證/許可」頁面，若適用 ) 複印件。若申請人有多於一本護照，其他護照也需複印；
- c. **必須**：申請人出生證明的複印件；
- d. 申請人香港身份證複印件 ( 若適用)；
- e. **必須**：申請人現就讀學校最新的兩份學習報告的複印件；
- f. 申請人相關之健康或其他證明文件(若適用)；

### 家長及其他之相關文件

- g. **必須**：父親護照的相片頁（以及「簽證/許可」頁面，若適用）之複印件；
- h. **必須**：母親護照的相片頁（以及「簽證/許可」頁面，若適用）之複印件；
- i. 相關本金券證書之複印件(企業本金券、個人本金券)(若適用)。

### 倘若必須文件有待預備該如何處理？

- 5. 必須文件有待預備：例如：簽證、入境許可、最近學習報告
  - a. 上載家長信，書面聲明預計相關文件取得時間，以便家長繼續網上申請及作網上付款
    - i. **申請期限完結前**，以「入學申請號碼」（詳見下一問題）進入系統編輯，重新上載剛取得之必須文件於「有待預備文件」
    - ii. **申請期限完結後**，將剛取得之必須文件，列明申請人姓名、申請年級、入學申請號碼電郵至 [admissions@dshk.edu.hk](mailto:admissions@dshk.edu.hk)
  - b. 完成網上申請及網上付款程序
  - c. 若申請人未交齊必須之文件，學校有權暫停處理其入學申請或不發出入學錄取信

### 如何取得「入學申請號碼」？

- 6. 申請程序完成後，家長登記的電郵戶口將會收到「電郵驗證通知」，請同時查閱電郵的收件郵箱及垃圾郵箱
- 7. 於系統的驗證碼輸入框中輸入「電郵驗證通知」內的電郵驗證碼，以完成電郵驗證程序
- 8. 確認電郵後會收到一個「入學申請號碼」。家長可利用該電郵地址及「入學申請號碼」於網上申請時間完結前登入網上系統編輯或更改申請表內容

### 如何作網上付款？

9. 透過 Tap & Go, PPS 繳費靈, Visa, Master 和 UnionPay 於網上繳費：申請費為港幣\$1,500 元正，須連同網上申請行政費\$50 元正，合共港幣\$1,550 元正
10. 申請費及網上申請行政費均不設退款或轉讓
11. 請注意網上繳付申請費及網上申請行政費未完成之前，表示網上申請程序尚未完成，學校將不會受理是次入學申請

### 網上申請後何時通知面試？

12. 一般情況於網上完成申請後，2 個星期內透過電郵發出面試通知，面試將於該輪申請時間結束後進行
13. 請家長攜同子女到校進行面試，並於預定面試前 15 分鐘到達，出示網上提交申請文件的所有正本，進行核實
14. 如需要更改面試日期及時間，請於面試日期前最少 5 個工作天，以電郵 (admissions@dshk.edu.hk) 或致電(36125757)，提出要求

### 面試後何時獲發通知？

15. 一般情況將於面試日期後經校方商議，2 個星期內以電郵通知面試結果，遇上長假期/學校假期則需較長通知時間。



[QR Code to DSHK Admissions](#)