
ADMISSIONS OFFICE INFORMATION

FOR ADMISSION 2018 – 2019

Email: admissions@stpaulhanoi.com

Phone: (+84 24) 3399 6464

The following school personnel also welcome any communication regarding admissions:

- **Admissions Director: Ms. Sue Do (Thuy) - Korean & German**
Email: admissions@stpaulhanoi.com
- **Admissions Officer: Ms. Lauren - Japanese**
Email: lauren@stpaulhanoi.com

WHEN AND HOW TO APPLY

Students are accepted at the beginning of each Quarter. Families who have an interest in St. Paul Hanoi can either submit the “**Contact Form**” available on our homepage (www.stpaulhanoi.com.vn) or contact us directly at St. Paul Hanoi through our **Admissions Office** from 9:00 – 16:00 (Monday – Friday) via (+84 24) 3399 6464

APPLICATION PROCEDURES

STEP 1: Complete Application and Supporting Documents

After their first consultation, parents can register with the school by filling in the information in the **Admissions Application Form** and email it to admissions@stpaulhanoi.com.

1. Complete application form with 1 passport size photo.
2. Submit Teacher Recommendation Letter (to be completed by current school)
3. Copies of the students’ most recent school report and/or transcript (at least for the last three years)
4. Health Check Form (supplied) to be filled out by a doctor in home country or in Vietnam.

Parents pay the Application and Assessment Fee of **VND 4,220,000**

(NOTE: The Application and Assessment Fee is non-refundable and non-transferable, and is only valid for the academic year in which the applicant applies.)

Step 2 — Admission's Assessments

On completing the assessments, the Admissions Director will, with the admissions committee's consideration provide feedback as to enrollment. Assessments are used to place students in their appropriate grade/class levels as well as providing a baseline for future measures of growth. We will evaluate each applicant based on:

- English proficiency (reading, writing, speaking and listening)
- Math proficiency
- Academic records of past three years
- Letters of recommendation from current school

Step 3 — Decisions Regarding Acceptance

The Admissions Committee will make decisions of acceptance based on the above data. They will evaluate the assessments, determine academic potential and consider the needs of the child.

If accepted, placement will be determined by administration based on assessment data and space available in the program.

Acceptance decisions are made within 7 working days following the completion of the admission's assessments, review of student's academic records and letters of recommendation.

Step 4 — Acceptance

Approximately one week after taking the admission's assessments, the Admissions Office will send an **Official Letter of Acceptance** signed by School Principal to the parents/guardian.

If the student is accepted, parents should confirm by return email and send it back to school and pay the Enrollment Fee of **VND 22,100,000** (*this fee is non-refundable and non-transferable*). Within 5 working days, if no confirmation has been made by the parents the **Official Letter of Acceptance** will expire and the school may reserve that place for other students.

Before the student joins St. Paul Hanoi, parents must submit all of the following documents to the school:

- Photocopy of student's passport or birth certificate
- Photocopy of parents' passports

Step 5: Payment of the Tuition and Other Fees

The payment of the Tuition and Other Fees must be paid before attending the first class.

The enrollment fee is **non-refundable**. This enrollment fee is paid only once, as long as student is continuously enrolled. If the student leaves St. Paul Hanoi for a period for more than two years and subsequently re-enrolls, the Enrollment Fee is applicable once again.

WITHDRAWAL

If a student is to withdraw from St. Paul Hanoi, a written notification must be sent to the **Admissions Office** to the following address of North An Khanh-Splendor, Km 10+600, Thang Long Avenue, Hoai Duc, Hanoi, or to admissions@stpaulhanoi.com. Telephonic confirmations are not accepted. Every student leaving St. Paul Hanoi at any time has an exit /clearance procedure to follow. This procedure includes a written confirmation of exit date, the return of text book and library books, school equipment (if any) and the settlement of all fees. The procedure needs to be cleared before the leaving certificates, transcripts, school letters of recommendation, current year school report, and examination certificate, where appropriate, can be obtained from St. Paul Hanoi. If you are aware that you will be leaving, but don't yet know the official date, please contact the Admissions Office immediately and confirm your intention date.

NOTE that the School requires sufficient notice of at least 20 days prior to the withdrawal (*last day at St. Paul*), so as to prepare the required relevant documents. If all terms and conditions are met, the refund on a partial tuition (if any) in accordance with our refund policies will be made after 10 working days.