



Stamford American  
SCHOOL HONG KONG

# ADMISSIONS HANDBOOK

2024/2025





Stamford American  
SCHOOL HONG KONG

**THRIVE IN A RAPIDLY  
EVOLVING WORLD**





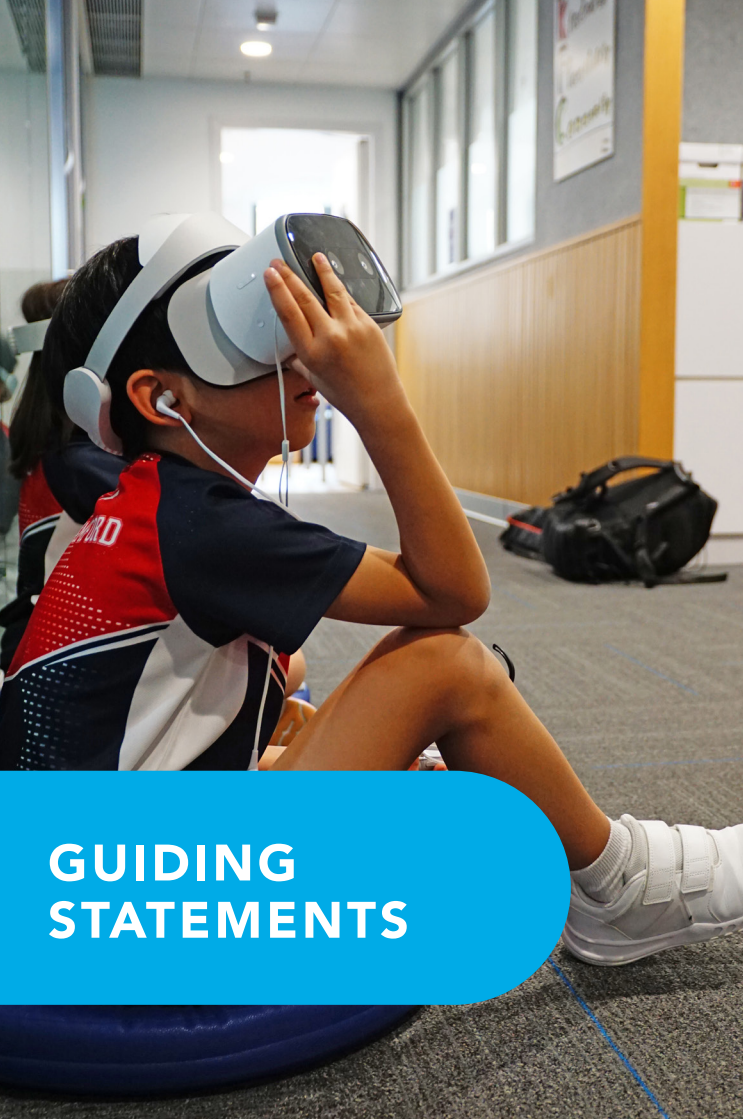
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# GUIDING STATEMENTS

## VISION

As a school community, we will continually strive to provide the best teaching and learning experiences for all so that students will thrive in a rapidly evolving world.

## CORE VALUES



### INTEGRITY

Acting with honesty, fairness and respect toward all in our community and beyond.



### COURAGE

Empowering our community to be risk-takers who embrace challenges as opportunities to grow.



### INNOVATION

Inspiring creativity and collaboration to seek solutions for a better world.



### COMPASSION

Nurturing a caring community that embraces and celebrates all cultures, beliefs, and perspectives with empathy, kindness and a global mindset.

## PROGRAMS

Stamford offers a rigorous standardized curriculum based on the American Education Reaches Out (AERO) and Common Core Plus standards, culminating in the International Baccalaureate Diploma Programme in Grades 11 and 12. We use an inquiry-based approach and nurture every child through a personalized learning approach. Our curriculum is broad and academically rigorous. It incorporates the best practices in education and benefits from continuous improvement.

## GUIDING PRINCIPLES

At Stamford American School Hong Kong we will:

- Continue to develop a caring community that engages and supports happy and passionate staff, students and parents.
- Ensure strong safeguarding policies and procedures are in place to promote health, safety and wellness, so all students feel safe, happy and are eager to learn.
- Be a reflective and thoughtful community that listens to feedback and seeks input from a variety of resources to successfully guide our progress.
- Foster curiosity and a passion for learning through an inquiry-based approach.
- Support the holistic development of students by providing a broad and balanced curriculum and diverse CCA programs.
- Personalize learning so all students achieve growth to become confident and capable independent lifelong learners.
- Develop a global mindset in all students as part of the IB Learner profile which includes: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, risk-takers, balanced, caring and reflective.
- Cultivate compassion, intercultural understanding and respect among students through service learning and initiatives that contribute to a better world.
- Maintain high standards of academic progress, achievement and performance including preparation for admission to competitive universities worldwide.
- Support multiple career pathways by offering the International Baccalaureate Diploma Programme, IB Course Candidate option and the Stamford American High School Diploma to all students.
- Cultivate students as future leaders in science, technology, engineering, math and innovation.
- Support students to achieve the highest possible proficiency in the world languages of Chinese or Spanish as well as in English, the language of instruction.
- Support a variety of learning needs including English as an additional language, native language support, special needs support, enrichment and counseling so that each individual can achieve success.
- Recruit, retain and professionally develop experienced globally-minded educators who are experts in their area.

Stamford American School's Vision and Guiding Principles will guide our work in fulfilling our vision of becoming the leading American and international school in Hong Kong, achieving excellence in education and promoting consistent values throughout our community.



# ADMISSION REQUIREMENTS

Students applying to Stamford American School will be invited for an assessment that will vary according to students' prior performance and proficiency levels.

The following elements are compulsory:

- 1) Students will be required to provide official transcripts or report cards for the current academic year and two years prior to the current academic year. In the event of students applying to Pre-primary, Grade1 and Grade2 where 3 full academic years are not available, please submit all available student records.
- 2) A Teacher Recommendation from the student's current school will be required for submission with the full student records (if applicable). This recommendation will ask the teacher to attest to the student's academic performance and importantly the engagement of the student in learning. Behavior aspects in relation to their engagement in class activities and working with other students will also be assessed.
- 3) Students will be asked to complete a Student Questionnaire (Only for students applying to Grade 6 and above).
- 4) While English is the language of instruction, we accept students who may not have proficiency in English and require them to have a proficiency test to determine their needs in relation to them accessing the teaching and learning at Stamford.
- 5) Math is a core competency of our curriculum, in particular through the STEMinn program, and students may be asked to take a Math baseline assessment.

There are exceptional cases when we may offer places before an assessment based on the school reports and Teacher's Recommendation, particularly for those currently living overseas. However, it is mandatory to have an assessment before the start of school which can be arranged at a later date.

## AGE GUIDELINES (2024/2025)

The date of reference for grade placement by birthdate is September 1st for Pre-primary through to Grade 12.

Class	Age	Date of Birth
Pre-primary	Age 5 - 6	Sept 1, 2018 - Aug 31, 2019
Grade 1	Age 6 - 7	Sept 1, 2017 - Aug 31, 2018
Grade 2	Age 7 - 8	Sept 1, 2016 - Aug 31, 2017
Grade 3	Age 8 - 9	Sept 1, 2015 - Aug 31, 2016
Grade 4	Age 9 - 10	Sept 1, 2014 - Aug 31, 2015
Grade 5	Age 10 - 11	Sept 1, 2013 - Aug 31, 2014
Grade 6	Age 11 - 12	Sept 1, 2012 - Aug 31, 2013
Grade 7	Age 12 - 13	Sept 1, 2011 - Aug 31, 2012
Grade 8	Age 13 - 14	Sept 1, 2010 - Aug 31, 2011
Grade 9	Age 14 - 15	Sept 1, 2009 - Aug 31, 2010
Grade 10	Age 15 - 16	Sept 1, 2008 - Aug 31, 2009
Grade 11	Age 16 - 17	Sept 1, 2007 - Aug 31, 2008
Grade 12	Age 17 - 18	Sept 1, 2006 - Aug 31, 2007

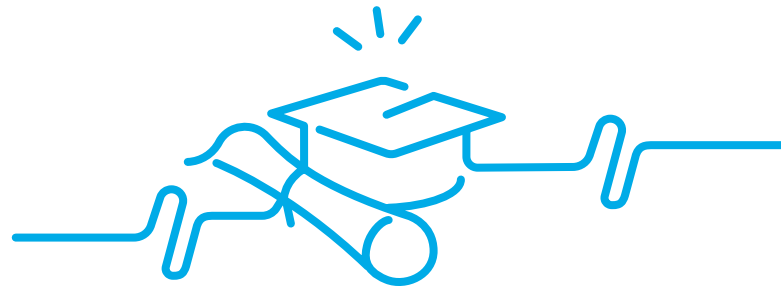
## ADMISSIONS PRIORITY

Stamford gives admissions priority in the following circumstances:

- (a) Child nominated by Platinum Corporate Debenture
- (b) Child nominated by Standard Plus Corporate Debenture
- (c) Child nominated by Standard Corporate Debenture
- (d) Child nominated by Individual Debenture holder
- (e) Siblings of existing students attending Stamford
- (f) Students who have attended other Cognita schools
- (g) U.S. citizens
- (h) All others

## WAIT POOL

If a place is not available at the time you wish to join, your child's name will be placed in the wait pool and you will be notified as soon as a vacancy is anticipated. Please notify the Admissions Office of any changes of contact details.



## CONDITIONS FOR ADMISSION TO THE INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IBDP)

The IB Diploma Programme (IBDP) is a rigorous pre-university course of study designed for students in grades 11 and 12. It is a broad-based two-year course that asks students to be knowledgeable, inquiring, caring and compassionate. In addition to academics, develop intercultural understanding, open-mindedness, and the skills necessary for them to respect and evaluate a range of points of view.

During Grade 10 course selections, all students receive information about the sign-up process and the nature of each of the courses offered. Students who choose not to pursue the full Diploma Programme (DP) will still complete the course selection process. They will select “Standard Level” (SL) DP courses and any other elective courses that may be available in a subject area. The DP Standard level courses are suitable for all grades 11, and 12 students enrolled at Stamford. Stamford offers the IB “Course” candidate option where students will sit final exams only for specifically selected courses, either Standard or Higher Level (HL).

In the full IB Diploma Programme, students study two modern languages (a “first” and “second” language), a humanities or social science subject, an experimental science, mathematics and one of the creative arts. Students have the flexibility to choose subjects that particularly interest them and wish to study further after graduation. Additionally, students complete the requirements for the core elements of the IBDP—the Theory of Knowledge course, Creativity-Activity-Service (CAS) and the Extended Essay. This comprehensive range of subjects makes the Diploma Programme a demanding course of study that prepares students effectively for university entrance.

During the years leading up to the Diploma Programme, students should:

- demonstrates safe and respectful behavior in social settings (no online bullying, fights, etc.)
- demonstrate academic honesty and integrity (no plagiarizing, collusion, cheating, ICT etc.)
- have at least 90% attendance record during the most recent 12 months of school
- satisfactorily completed service-learning requirements during the most recent 12 months
- have no more than one ‘2’ mark during the most recent 12 months of school
- for ‘Effort’ and ‘Progress’ marks have a minimal number of ‘BE’ (below expectations) marks during the most recent 12 months of school (case-by-case)
- have overall satisfactory reports from two current teachers related to 14 categories having to do with a general attitude toward learning, class interactions, etc.
- for the Sophomore Project, students must obtain a “4” or higher

Based on the submitted application, the guidelines listed above, and teacher recommendations, students are notified about their application’s outcome by the end of the first semester.

## NEW ADMISSIONS GRADE 11 AND 12

- Entrance is assessed by previous school’s transcripts, written application, interviews and admission tests.
- Mid-year Grade 11 or first quarter Grade 12 entrants are not eligible for IB “Diploma” or “Course” (unless they transfer credits from another IB school).
- Students will be assisted with course selection upon successful enrollment.



# ADMISSION FEES & INFORMATION



## NON-REFUNDABLE CAPITAL LEVY

### Non-Refundable Capital Levy per Student

*(Payable upon acceptance - Please choose an option):*

**Option A:** One-time Capital Levy *(Valid for the duration at Stamford)*

HK\$ 150,000

**Option B:** Annual Capital Levy *(2024/2025)*

HK\$ 30,000

*The One-time Capital Levy or Annual Capital Levy is mandatory for children who are admitted to Stamford without a debenture. Fees are subject to annual review and EDB approval. Parents will be notified in advance of any changes in fees.*

The One-time Capital Levy for a new student who has been accepted to the school is currently HK\$ 150,000. This non-refundable, non-transferable amount is payable within 7 calendar days from the date of the offer in order to secure a place. If payment is not received within this date, priority will be given to other applicants.

Payment of the One-time Capital Levy exempts the student from any other capital levies for the duration of his or her education at Stamford.

Alternatively, children who are admitted to Stamford without a debenture may elect to pay an Annual Capital Levy. The Annual Capital Levy for the 2024/2025 academic year is HK\$ 30,000. This amount is non-refundable, and non-transferable. At the time of acceptance, to secure a place with this option, families must pay the Annual Capital Levy in full, as well as a non-refundable Tuition Fee Offset of HK\$ 30,000. The tuition fee offset payment will be offset against the student's final tuition fee invoice prior to the student withdrawing from Stamford. If payment of the Annual Capital Levy and the tuition fee offset payment is not received within 7 calendar days of receipt of the school's acceptance letter, priority will be given to other applicants.

The Annual Capital Levy amount is reviewed each school year and must be paid each school year if the student has not paid the One-time Capital Levy or is not nominated by a debenture.



# ADMISSION FEES & INFORMATION

## PROJECTED STAMFORD AMERICAN SCHOOL TUITION FEES FOR 2024/25

Classes	Semester 1	Semester 2	Monthly	Annual Fee
Pre-Primary - Grade 2	HK\$ \$103,400	HK\$ 103,400	HK\$ 20,680	HK\$ 206,800
Grade 3 - Grade 5	HK\$ 104,400	HK\$ 104,400	HK\$ 20,880	HK\$ 208,800
Grade 6 - Grade 8	HK\$ 113,600	HK\$ 113,600	HK\$ 22,720	HK\$ 227,200
Grade 9 - Grade 10	HK\$ 117,000	HK\$ 117,000	HK\$ 23,400	HK\$ 234,000
Grade 11 - Grade 12	HK\$ 124,900	HK\$ 124,900	HK\$ 24,980	HK\$ 249,800

## BILLING SCHEDULE

	Invoice Date
Semester 1	May
Semester 2	October

### Notes

*All charges are expressed in Hong Kong Dollars (HKD). These fees are payable per student and are adjusted annually. School fees include all textbooks and workbooks. These fees do not include additional resources such as field studies, transportation, school meals, yearbook and other fees that may be incurred during the school year. These fees do not cover additional external courses or exams such as for Virtual High School (VHS) or IBDP, ACT and SAT exams, which are charged directly by their respective organizations. Additional charges may apply including EAL and learning support which will be assessed on an individual basis. Replacement of lost textbooks, workbooks, library books and other school resources will need to be refunded by the student/family prior to the distribution of additional resources. Tuition fees are non-refundable and non-transferable. Proration of tuition fees is not permitted. Tuition fees may be refundable provided that sufficient notice of withdrawal (3 months) is received.*

## PAYMENT

All charges are expressed in Hong Kong Dollars (HKD). Payment may be made by local cheques and bank-to-bank or wire transfers. USD cheques or payments made in other currencies will not be accepted. All cheques should be “crossed” and made payable to “Flora Education Limited”. Post-dated cheques are not accepted.

## TELEGRAPHIC TRANSFER/ WIRE TRANSFER DETAILS

**Account Name:** FLORA EDUCATION LIMITED

**Account Number:** 741-014260-001

**Bank Name:** The Hongkong and Shanghai Banking Corporation Limited

**Bank Address:** HSBC Main Building, 1 Queen’s Road Central,  
Hong Kong Bank Code: 004

**Branch Code:** 741

**SWIFT Code:** HSBCHKHKKH

## PAYMENT BY EMPLOYERS OR THIRD PARTIES

If school fees are to be paid by a company/employer, please complete the Letter of Guarantee form and submit it to the Admissions Office. An authorized representative from the company/ employer will need to sign and stamp this form. Parents are responsible for keeping their company/ employer informed of all information regarding Tuition Fee, payment terms and all other fees. Financial responsibility for all school fees remains with the parents irrespective of payments made by third parties.

## DISCOUNTS

Capital Levy Fee: 50% discount for enrollment of a third child from the same family and a full waiver of the Capital Levy Fee for a fourth child and beyond.

(Discounts are applied from the oldest to the youngest. For example, if there are 3 children in the family, the youngest child will receive the discount.)

## SUPPORT FOR LEARNING

Stamford offers English as an Additional Language (EAL) and learning support for students who require additional assistance support for learning differences. The needs of eligible students will be assessed on an individual basis, and parents should discuss their situation with the Admissions Office before submitting an application for enrollment.

*Additional charges may apply.*

## AGREEMENT

Parents are advised to read the financial conditions thoroughly before submitting a formal application for enrollment. Your signature on the Application Form implies an acceptance of the school’s Personal Data Collection Statement. Detailed Terms and Conditions are available on the school website. Should you require more information, please contact the Finance team at [finance@sais.edu.hk](mailto:finance@sais.edu.hk)

## DEBENTURES

To provide for repairs, maintenance and improvement of the school’s facilities for the benefit of all students, Stamford American School raises funds via

- The issuance of debentures, and
- The collection of capital levies

Stamford issues a very limited number of optional debentures. There are four types of debentures ranging from HK\$ 500,000 to HK\$ 5,000,000. The holder of a debenture obtains priority in admissions, subject to Stamford’s eligibility requirements. All children nominated by a debenture are exempted from the mandatory capital levy.

Please contact our Director of Admissions at: [admissions@sais.edu.hk](mailto:admissions@sais.edu.hk) for more information on the availability of Corporate Debentures and terms and conditions.



Please refer to the table below for the types of Debentures available and their priority level:

Priority	Debenture Type	Key Elements
1	Platinum Corporate Debenture	Ranging from HK\$ 2,000,000 to HK\$ 5,000,000 to subscribe.
2	Standard Plus Corporate Debenture	<ul style="list-style-type: none"> <li>Non-refundable, non-interesting bearing but transferable</li> <li>Priority in admissions</li> </ul>
3	Standard Corporate Debenture	<ul style="list-style-type: none"> <li>15 consecutive academic years</li> <li>For corporate applicants approved by the school</li> </ul>
4	Individual Debenture	HK\$ 500,000 to subscribe <ul style="list-style-type: none"> <li>Non-transferable</li> <li>Refundable at a reduced value depending on the academic year in which the child leaves the school</li> <li>The refunded debenture value will be reduced by any outstanding fees payable to the school, please see below table</li> <li>Student must be covered either by the debenture or capital levy if the debenture is expired</li> <li>Nomination of one child</li> <li>8 consecutive academic years from enrolment</li> <li>For non-corporate applicants</li> </ul>

Date when student leaves the school (both dates inclusive)	Amount refunded (HKD)
Before 2024/25*	HK\$ 400,000
1 Jul 2024 - 30 Jun 2025	HK\$ 400,000
1 Jul 2025 - 30 Jun 2026	HK\$ 350,000
1 Jul 2026 - 30 Jun 2027	HK\$ 300,000
1 Jul 2027 - 30 Jun 2028	HK\$ 250,000
1 Jul 2028 - 30 Jun 2029	HK\$ 200,000
1 Jul 2029 - 30 Jun 2030	HK\$ 150,000
1 Jul 2030 - 30 Jun 2031	HK\$ 100,000
1 Jul 2031 - 30 Jun 2032	HK\$ 50,000
On or after 1 Jul 2032	HK\$ 0

*\*shown in the academic year represent leaving before 30 June each year*

## STUDENT CONTRACT

The Student Contract is an important legal document between the school, each student and their parents or legal guardian that details the school rules, fees and refund policies. Execution of this contract before a student starts school is for the protection of Stamford students and each student/parent/legal guardian should read the contract carefully before signing it.

## CANCELLATION OF ACCEPTANCE

If, for any reason, parents cancel their acceptance of a place before the student starts at Stamford, **Capital Levy and tuition fee offset will not be refunded.** For students who have already started, Tuition Fees paid in advance may be refunded provided sufficient notice (3 months) has been given.

Once a student is confirmed and admitted to Stamford American School Hong Kong for an academic year, deferrals to a subsequent semester or academic year are not permitted; families wishing to defer must reapply and receive a new offer for the following academic year, and all previously paid fees will be forfeited, except for debenture holders, who will be treated as withdrawals and receive refunds in accordance with their signed agreements.

## WITHDRAWALS

Families deciding to withdraw a student from Stamford are required to provide a written notice three calendar months before the student's last day of attendance to avoid paying three months of tuition fees in lieu of such notice. After the monthly cut-off date of the 15th, withdrawal notices will be considered received in the next calendar month.

If a re-enrolled student needs to withdraw during the Summer holiday period before the first day of the new academic year, the re-enrollment deposit is forfeited.

Pre-paid tuition fees may be refundable in part in accordance with the above requirements. However, no refund will be available if the outstanding school fees (including fees in lieu, if any) exceed the prepayment of tuition fees. Upon withdrawal, the finance team will issue a statement of account to share any amount payable or refundable. Students who re-enroll and withdraw after the school year commences are subject to the 3 months notice policy.

The Admissions Office must receive written notice on or before these notice dates. Please contact [admissions@sais.edu.hk](mailto:admissions@sais.edu.hk) to receive an official withdrawal form that requires the signature of a parent or official guardian.

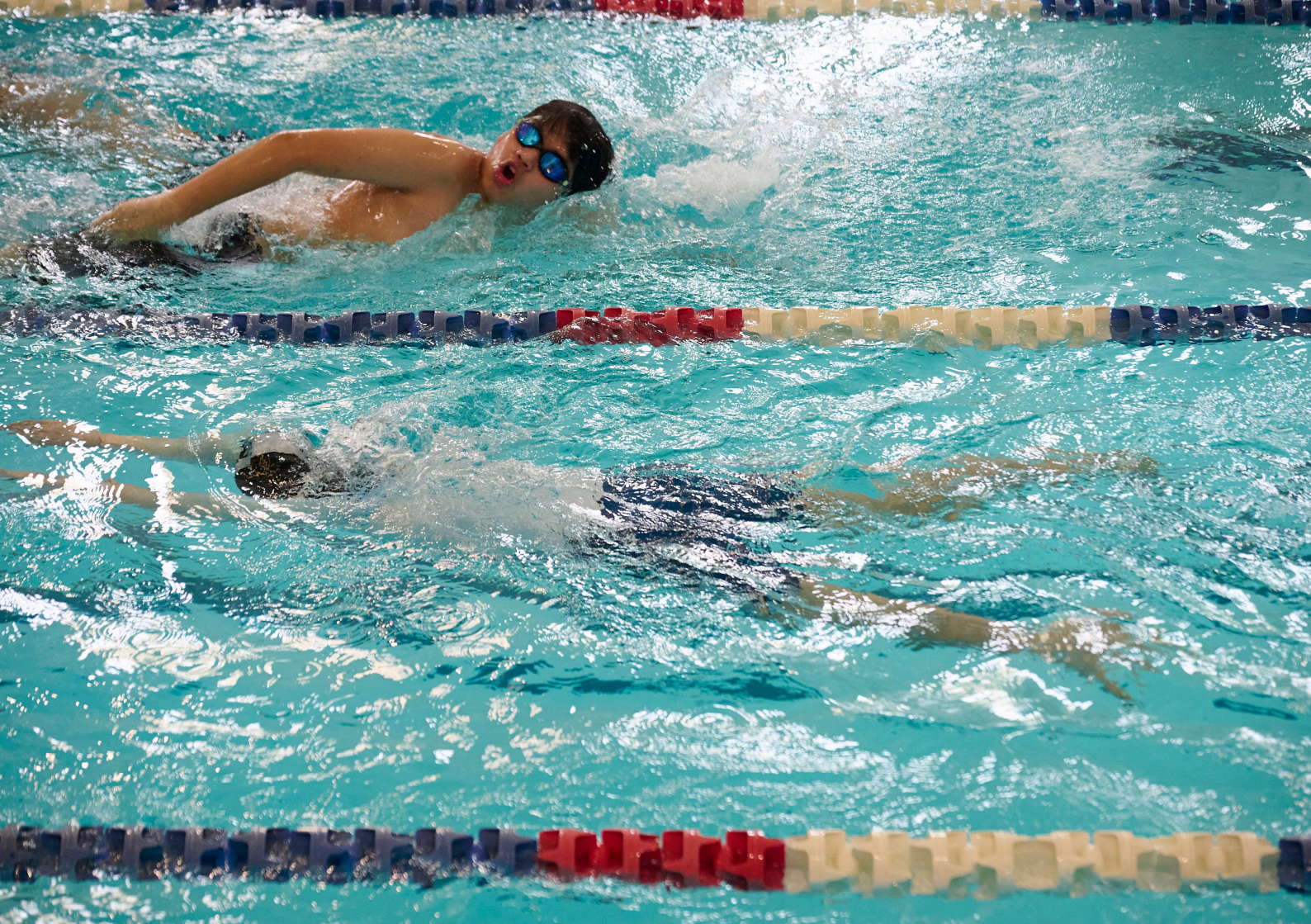
## SCHOOL TIMES

7:45AM - 2:45PM Monday to Friday

## SCHOOL CHANGES

This school, as any other, is likely to undergo a number of changes during the time your child is here. For example, there may be changes in the staff, in the premises, facilities and their use, in the curriculum, the size and composition of classes, the Terms and Conditions, the disciplinary framework and the length of the school year. Tuition and school fees will be regularly reviewed and adjusted annually.









**Stamford American**  
SCHOOL HONG KONG

**SCHOOL CAMPUS**

25 Man Fuk Road, Ho Man Tin,  
Kowloon, Hong Kong

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E: [schooloffice@sais.edu.hk](mailto:schooloffice@sais.edu.hk)

[www.sais.edu.hk](http://www.sais.edu.hk)

**ADMISSIONS OFFICE**

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**COGNITA**

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