



Complexe Scolaire International ESPÉRANCE

Local Address: BP 12209, Yaoundé, Cameroon / Mini-Prix Bastos: 1810 Yaoundé I
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Emails: info@csie.education / coordinator@csie.education / director@csie.education

PROCESS FOR ADMISSION

Thank you for your interest in Complexe Scolaire International ESPERANCE(CSIE) for your children's education.
For admission please submit the following forms and documents:

1. First, you need to submit:

- An application for admission and application fee of 200,000 FCFA
- A Student Evaluation form completed by your child's current or last teacher
- Official school records for your child's previous 2 years of school, in English
- Special education testing and/or an Individual Education Plan (IEP), if applicable
- A copy of your child's birth certificate or passport
- A medical information form
- A copy of your child's medical report
- Lunch Charge Approval Form, if you wish to enroll in our lunch program

2. Before signing the Application for Admission form, we require you to read and understand:

a. CSIE's Child Protection Policy, you can find that policy at www.csie.education

b. Parent and student handbook to be found also on our website

By signing the application form, you agree to the terms and conditions of these policies

3. If your child meets the preliminary requirements, CSIE will arrange for an admissions assessment to make a final decision regarding acceptance and placement.

4. Parents must pay the application fee of 200,000 FCFA when submitting the application. A place in the school will not be held until we receive this payment.

5. When and if your child is accepted to CSIE, you will then need to submit the following items:

- An emergency contact form with alternate contacts for caretakers and drivers
- A map to your residence, regardless of using our bus or not
- 3 passport photos for administrative purposes
- A vehicle pass form to receive a vehicle car pass
- An acknowledgements form (photo permission, internet usage)
- Tuition and fees (Must be paid or arranged for BEFORE your child attends classes)

Once again, thank you for your interest in CSIE for your child (ren) education. If you have questions, please contact us at info@csie.education for admissions or the business office at coordinator@csie.education Or any of the numbers available on the letterhead of this form.

Thank you in advance for your attention to our requirements,

CSIE
