



New and Returning Students

# Contact Details

*(please complete one per family)*

## The British School of Nanjing

Date: .....

Please complete this form in CAPITAL LETTERS using black ink and return as soon as possible.

### CHILD(REN)'S DETAILS:

Family name: \_\_\_\_\_ Confirmed date of entry: \_\_\_\_\_

1st child's name: \_\_\_\_\_ Year group: \_\_\_\_\_

2nd child's name: \_\_\_\_\_ Year group: \_\_\_\_\_

3rd child's name: \_\_\_\_\_ Year group: \_\_\_\_\_

4th child's name: \_\_\_\_\_ Year group: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home phone number: \_\_\_\_\_

### PARENT DETAILS:

FATHER: \_\_\_\_\_ MOTHER: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Email address: \_\_\_\_\_ Email address: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Other emergency contact details: \_\_\_\_\_

### STUDENT DIRECTORY: Please tick which details we may not publish in our directory

STUDENT: Name:  Class:  Home phone:  Apart/Compound Name:

FATHER: Name:  Mobile phone:  MOTHER: Name:  Mobile phone:

Email:  Email:

*continued overleaf...*

# Finance & Transport Details

## PAYMENT DETAILS: *to be completed in CHINESE by company finance officer if applicable*

I would like to pay fees in  RMB  USD

Tuition will be paid by  Company \_\_\_\_\_ Percent paid by company: \_\_\_\_\_ %

Individual \_\_\_\_\_ Percent paid by individual: \_\_\_\_\_ %

I would like invoices issued to  Company  Individual

Please indicate any special billing instructions: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Billing Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

*Please  
stamp company  
chop here  
(if applicable)*

## SCHOOL TRANSPORT REQUEST:

I confirm that I wish for my children (listed overleaf) to use the school bus service and that I have read, understand and accept the terms and conditions relating to the use of the school bus service (listed at [www.bsn.org.cn](http://www.bsn.org.cn)):  Yes  No

Preferred pick-up/  
drop-off point: \_\_\_\_\_

Bus service required  
from (date): \_\_\_\_\_

Service required:  Both ways  
 To school only  From school only

On first day(s) in school:  full bus service required  
 bus home only (parents will bring to school)  
 no bus required until date given above

*Please attach the business card of  
the compound or apartment building  
from which bus service is required.  
(please attach with Chinese side up).*

## DECLARATION:

As parent/guardian of the student(s) listed overleaf, I confirm that all information provided in this form and overleaf are correct and I accept all related conditions listed by the school on their website at [www.bsn.org.cn](http://www.bsn.org.cn)

Signed (parent): ..... Date: .....

Parent's name (please print): .....

*Please complete the form, sign the declaration above and return by email or fax as indicated below:*