Yan Chai Hospital Tung Chi Ying Memorial Secondary School
Enrolment Application

1. Enrolment Application Form is available at the school office or can be downloaded on our school website: www.ychtcy.edu.hk

   Office hours: Monday to Friday 8:30 a.m. to 5:00 p.m.
   Saturday 9:00 a.m. to 12:00 p.m.
   Sunday and Public Holidays closed

   Address: 210 Ma On Shan Road, Shatin, Hong Kong

2. When submitting the application form or during interview, present the following documents are necessary:
   (i) HKID or identity card and other relevant identity documents
   (ii) One applicant's photos
   (iii) Previous 2 years report cards
   (iv) Outstanding achievement certificates (if any)

3. Admission criteria and weighting:

	weighting
(a) Conduct	30%
(b) Academic Performance	30%
(c) Interview Performance / Attitude / Appearance)	20%
(d) Extracurricular Activities / Extra Academic Activities / Awards	15%
(e) Siblings studying in this school	5%

4. Interview Details:
   (a) Individual face to face (For S1 applicant, no written examination)
   (b) Holistic Development and Learning, including extra-curricular activities and academic results
      (i) Communication skills
      (ii) Etiquette
      (iii) Outstanding achievement certificates (if any)
      (iv) Parents / Guardian support

5. Information about our school characteristics is available at the school office or on the school website www.ychtcy.edu.hk.

6. For any detailed enquiries, please leave a message at our school office. The teacher-in-charge will reply you at the earliest convenience. We are welcomed to provide you a school visit with appointment and information about our TCY Through Train to the University Programme.

7. Purpose of Personal Data Collection: All personal data collected through admission application forms (whether electronic or paper) shall be utilized solely for the purpose of processing admission applications. In the event that an applicant is not admitted, the personal data collected in relation to the application shall be destroyed upon the completion of the admission process.

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Enrolment Application Form

Date of Application：_____ Application no. _____

Form applied for : _____ (For Official Use Only)

Name of the Applicant (Student)	(In English)			Photo	
	(In Chinese)				
Date of Birth (Student)	_____ (date) / _____ (month) / _____ (year)				
Identity Card no. (Student)		Gender			
Language(s) Spoken at Home		Nationality			
Residential Address	(English)				
	(Chinese)				
Name of Father		Occupation		Contact no.	
Name of Mother		Occupation		Contact no.	
Name of Guardian		Occupation		Contact no.	
	Relationship with the applicant			Applicant Contact no.	
School Last Attended				Form attended	
Reason applied	☐ interested in「TCY Football Program」 ☐ interested in「Creative Performing Arts Program」 Others：_____				
Does student have any Special Education Needs (SEN)?			☐ Yes ☐ No		
Any relevant report?			☐ Yes ☐ No		
Remarks					

* Applicant need to provide the true and photo-stat copy for interview:

1. Identity card 2. One photo 3. Previous 2 years report cards

FOR OFFICIAL USE ONLY

Checked document	True Copy	Photostat Copy
Identity Card		
Report cards		
Others		

* The collection of personal data provided by means of this form will be used for application of school place and other related purposes within the School only.

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