

Dear Parents,

Thank you for enrolling your son or daughter into Scuola Italiana Manzoni for the school year 2022/23.

The Scuola Italiana Manzoni is a not-for-profit initiative established in 2004 and coordinated by a small group of parents in Hong Kong. Its aim is to create a space for school-age children in which to breathe and live the beauty of Italy, its culture and its language. Children attend the school on Saturday morning, during which they follow age-appropriate classes at the level of asilo, scuola elementare e scuola media, the equivalent of Kindergarten, Primary and Middle School. Children are accepted between 4 and 14 years old. A basic level of Italian is expected in order to be able to access with success the activities in which children speak, read and write in Italian. Good record of attendance and homework are also expected.

During the past two years, despite the challenges of limited in person classes, we celebrated the works of Leonardo da Vinci and Botticelli with special events. For the coming year we have planned new exciting initiatives to continue to celebrate Italian culture.

We look forward to seeing you in September for the start of school. A presto!

Scuola Italiana Manzoni

How to apply - checklist

- 1) Print the form and fill one enrolment form per child.
- 2) Sign it (both parents where applicable).
- 3) Add payment (cheque or copy of bank transfer)
- 4) Send by post to the following address:

Scuola Italiana Manzoni Ltd.

P.O. Box 23606

Wanchai Post Office

Hong Kong

Note: Enrolment will be confirmed only once full payment of the annual fee is received and both parents (where applicable) have signed the enrolment form.

If you have any question please contact the School Coordinator at coordinator@manzoni.edu.hk

Enrolment deadline

Current students: 22nd July 2022

New students: 19th August 2022

Fees for school year 2022-2023

HK\$ 11,300 – Classi asilo and scuola elementare (Kindergarten and Primary School - children born between 2018 and 2012)

HK\$ 11,500 – Classi di scuola media (Middle School).

Fees are paid in lump sum at enrolment and are inclusive of bus service and textbooks (except for Kindergarten which does not have textbooks). The bus service cannot be detached from the fee if not used.

Payment details (Cheque or bank transfer)

1. Pay by cheque. Beneficiary: SCUOLA ITALIANA MANZONI LTD

PLEASE INDICATE YOUR SON/DAUGHTER FULL NAME ON THE BACK OF THE CHEQUE.

2. Pay by bank transfer:

SCUOLA ITALIANA MANZONI LTD

BENEFICIARY'S ACCOUNT: 7097-001-0001 (bank code: 161; branch code: 967)

BENEFICIARY'S BANK: Intesa SanPaolo S.P.A. Hong Kong Branch

Unit 8102-05 & 8106A

Level 81, International Commerce Centre

No.1 Austin West, Kowloon, Hong Kong

Swift code: BCITHKHH

PLEASE INDICATE YOUR SON/DAUGHTER FULL NAME UNDER REMARKS

Bus service

The school bus service is provided by an external bus company under the coordination of the Manzoni bus coordinator (email: buscoordinator@manzoni.edu.hk)

Our goal is to make every effort to organize routes to ensure a comfortable journey even for those children who travel long distance. However, sometimes the nearest pickup point and drop off point may require some walking.

Before the start of the school year, bus routes are planned according to the distribution of students over the Hong Kong territory and children are assigned to a specific bus route. For students whose application is received after the deadline, the bus service can be guaranteed only from pick up points already in place. If you move home or join the school once the school year, contact buscoordinator@manzoni.edu.hk who will assign the student to a convenient bus route.

The week before school starts, we will send to families by email details of bus routes, timetables and location of pick up and drop off points. Should you not have received any communication three days before school is due to start, please send an email to buscoordinator@manzoni.edu.hk.

Unfortunately we have no way to reach the residents of Discovery Bay (DB) due to travel time issues. Children from DB will be picked up at the bus stop in front of the Ferry Pier. For details and schedule please contact buscoordinator@manzoni.edu.hk

Remarks

The Scuola Italiana Manzoni is a “limited company by guarantee” of which parents become members by enrolling their children into the school. To see the Memorandum and Articles of the Association, please contact the School Coordinator at coordinator@manzoni.edu.hk. The School Regulations are available at: <https://manzoni.edu.hk/en/admission/school-regulations/>



PLEASE PRINT AND FILL THE FOLLOWING
ENROLMENT FORM YEAR 2022 – 2023

STUDENT PERSONAL DATA

Surname and name

Place and date of birth

Any particular medical condition / allergies:

Attended international or local school (2022–2023 academic year):

Name of the school

Address

 Kindergarten Primary School Middle School

Attended grade (2022-2023 academic year)

Level of the Italian language:

 basic good proficient

Do you need the bus service?

 YES NO

Surname and name of the parent/guardian:

.....

Home address

.....

Tel. # Home Office Mobile

e-mail address



The undersigned parent/guardian is asking to enroll

his/her son/daughter. to the extra curricular course of Lingua e Cultura Italiana. With this enrollment the parent/guardian is becoming a member of the Scuola Italiana Manzoni Ltd., and he/she undertakes to contribute to the assets of the Scuola Italiana Manzoni Ltd., in the event of its being wound up while he/she is a member or within 1 year after he/she ceases to be a member howsoever arising, for the payment of the debts and liabilities of the company contracted before he/she ceases to be a member and the costs, charges and expenses of winding up, and for the adjustment of the rights of contributories among themselves, such amount as may be required not exceeding Hong Kong One Hundred Dollars (HK\$ 100).

The personal data provided by you in this enrolment form will be used for the following purposes:

1. Processing of the applications and selection of applicants for admission to the school;
2. As evidence for verification of the applicant's identity, academic records and other information; and
3. For administrative and security purposes relating to the operation of the school.

The school reserves the right to alter the condition of the application for enrolment without further notice to the applicant and from time to time. Further, pictures of students and/or their parents/guardian may be taken during the course of studies and the same may be posted on the website and/or printed materials of the school for promotion purposes. If you do not want your photos and/or of your children published on our website and/or in printed material, please notify us in writing addressed to [Scuola Manzoni Ltd, c/o P.O Box 23606, Wanchai Post Office, Wanchai, Hong Kong] within three (3) days from the date hereof.

Further, by signing this Enrollment Form, you not only agree to be bound by the provisions set out in this Enrollment Form but also to notify Scuola Italiana Manzoni Ltd., of any changes in the particulars and information set out in this Enrollment Form within three (3) days of the occurrence of any change to the address referred to above.

Signatures of both parents

.....

.....

Date