



BURUNDI AMERICAN INTERNATIONAL ACADEMY

KNOWLEDGE PASSION EXCELLENCE

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 Austin E Briggs Jr. , Director

2023 – 2024 APPLICATION FOR ADMISSION

PART I: Student Information

Date: _____

Student Name: _____

Male: ____ Female: ____ Applying to Grade: _____ Date of Birth (dd/mm/yy): _____

Place of Birth: _____

Nationality _____ Passport Number: _____

Primary language spoken at home _____ Fluent in English: Yes ____ No _____

Part II: Parent Information

Father's Name:	Mother's Name:
Nationality:	Nationality:
Telephone:	Telephone:
Email Address:	Email Address:
Employer:	Employer
Position:	Position:
Office Phone:	Office Phone:
With whom does the student live in Bujumbura:	

Part III: Emergency Contact Information

Name of an adult other than the parents who can be contacted in case of an emergency.	
Name:	Relationship:
Physical Address:	
P. O. Box	Telephone:
Cell Phone:	Email Address:
Name:	Relationship:
Physical address:	
P. O. Box	Telephone:
Cell Phone:	Email address:



PART IV: Educational Background

Most recent school attended:		
Address:		
City:	State:	Country:
Telephone:	Email address:	

Please list ALL schools the student has previously attended. Attach a separate sheet if necessary.					
Name of School	City and Country	Language of Instruction	Curriculum (US, British...)	Dates Attended (M/YY)	Grade Level
				to	
				to	
				to	
				to	
				to	

PART V: Tuition & School Fees

Does the parent's employer pay tuition fees?	YES	NO	Partial	Percentage
Send all invoices to:				
Mailing address:				
Telephone		Email address:		

PART VI: Documentation Submitted Prior to Acceptance

- Admissions Test to be taken at the school
- Photocopy of Passport photo page
- School records from the 3 previous years
- Letter of good behavior from previous school
- Additional Educational Documentation, (**IEP, psycho-educational, standardized testing results**)
- Original or copy of the Birth Certificate if passport is not provided
- Completed Application Form
- Completed Health Form (recent statement of health status from a physician)
- Immunization / Vaccination Records
- Two current passport size photographs (attached to the application and health form)
- Registration Fee of \$750.00 or \$1,500.00 USD after acceptance (non-refundable)

PART VII: Agreement Between BAIA and Parents

With the acceptance by the school of your child for enrollment, parents will recognize and accept the following conditions:

- 1) Adherence to all basic statutes as indicated in the Board of Education Policy Manual and in the Student/Parent Handbook and all mandates as expressed by the Administration of the BAIA.

- 2) **Email is the primary method of communication at BAIA. All parents must have a viable email address and to reply to the regular messages that are sent home from the administration and teachers.**
- 3) To ensure that family vacations and non-essential trips are scheduled according to the BAIA yearly calendar.
- 4) To ensure that their children attend school punctually and regularly and perform all expected homework and classroom assignments.
- 5) Prompt payment of tuition and related fees as approved and designated by the Board of Education and/or Administration. Tuition payments are due promptly on the assigned dates in August, November, and March. Failure to comply will result in a late fee of 10%.
- 6) To accept academic and disciplinary decisions of the administration.
- 7) To ensure that your children adhere to the school's student dress and behavior codes.
- 8) BAIA have a strict age policy as follows:
 - A Student must be 4 years old by Sept. 1ST to enter Kinder 1
 - A Student must be 6 years old by Sept. 1ST to enter first grade
 - A Student must be 8 years old by Sept. 1ST to enter third grade

The progression follows through all the grades through 12TH Grade

- 9) To have conferences with the teachers and/or administration when requested to do so for the purpose of discussing the student's progress and/or behavior.
- 10) The school does take all reasonable precautions to prevent accidents and the spread of contagious diseases. The school does not accept liability for accidents occurring to students while on school grounds, being transported to and from campus, or participating in school sanctioned activities such as field trips, clubs and after school activities. The school does provide basic accident coverage for students, but the program is not extensive or all-inclusive. Parents should provide additional private insurance. The maximum, which the school's insurance pays is minimal.
- 11) Burundi Ministry of Education registered Burundi American International Academy in April 2017 and then formally accredited BAIA on June 7, 2018. BAIA is accredited by Cognia located in Alpharetta, Georgia, USA.

I hereby certify that I have read and accept the above provisions, the documentation submitted with the application is accurate and complete, and understand that failure to fully disclose all the required information may result in denial of admission or possible dismissal of the child.

Father Signature: _____ Date _____

Mother Signature: _____ Date _____

PART VIII: School Statement

- BAIA intends to provide the highest quality education to our students. We look forward to seeing students excel and go beyond expectations.
- Applying to BAIA is not applying to be at our school only. It is applying to be part of our vision and mission for our students to excel in character, knowledge, academic prowess, and be successful global citizens.
- We sincerely thank you for your interest in BAIA and look forward to a bright future.