



AMERICAN SCHOOL OF YAOUNDE

Local Address: BP 7475, Yaoundé, Cameroon / U.S. Address: 2520 Yaoundé Place, Washington, D.C. 20521-2520

Telephone: (237) 22223-0421 / (237) 22222-9465 / (237) 22223-3134 / Web Site: www.asoy.org

Emails: info@asoy.org / businessmanager@asoy.org / director@asoy.org

PROCESS FOR ADMISSION

Thank you for your interest in The American School of Yaoundé (ASOY) 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 \$650.00 USD
- 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 immunization records
- 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. ASOY's Child Protection Policy, you can find that policy at www.asoy.org
- 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, ASOY will arrange for an admissions assessment to make a final decision regarding acceptance and placement (for grades 3-8).

4. Parents must pay the application fee of \$650.00 USD 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 ASOY, 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 ASOY for your child (ren) education. If you have questions, please contact us at info@asoy.org for admissions or the business office at businessmanager@asoy.org Or any of the numbers available on the letterhead of this form.

Thank you in advance for your attention to our requirements,

ASOY

