


The management committee: Life Lutheran Church Yuen Long

## (A) Application Instructions

【Registration NO. ED1/15562/74】

Online Registration Date	Application Procedure
<p>Online Registration Only</p> <p>Beginning: 9:15am, <b>26<sup>th</sup> September, 2022</b></p> <p>Ending: 5:00pm, <b>30<sup>th</sup> September, 2022</b></p> 	<ul style="list-style-type: none"> <li>✧ Visit our website <a href="http://www.lifekg.edu.hk">www.lifekg.edu.hk</a>. Navigate to "Admission for 2023-2024".</li> <li>✧ Admission age: Children born before 31<sup>st</sup> December, 2020 should be qualified to apply.</li> <li>✧ Complete the application form and submit the following documents online:                             <ol style="list-style-type: none"> <li>1. Applicant's passport photo (1.5 in. x 2 in.)</li> <li>2. Applicant's birth certificate;</li> <li>3. Deposit bank slip of 40 HKD application fee. Ways to pay the fees: deposit the application fee into Hang Seng Bank Account no. 221-020464-001. The applicant's name and birth certificate number must be written in the blank space of the bank deposit slip. [Online-banking transfers are not accepted] [Retain the deposit slip for your records and the original copy of the deposit slip must also be brought to the school reception on the interview day.]</li> </ol> </li> <li>4. Incomplete applications will not be considered for registration.</li> <li>5. Application fees are non-refundable, duplicate applications are non-refundable too.</li> <li>6. An application number will be sent by email after successful online application. Please retain this number for your records.</li> <li>7. Interview arrangements will be sent by email and all applicants will have interviews.</li> <li>8. All submitted information and documents are confidential and will only be used for application processing. All submitted documents will not be returned. Applications with false or misleading information will be disqualified. [Unsuccessful applicant's information will be destroyed after 1<sup>st</sup> September, 2023.]</li> </ul>

## (B) Notification for interview

Notification Period	Content
<p><b>From: 18<sup>th</sup> October, 2022 to 20<sup>th</sup> October, 2022</b></p>	<ol style="list-style-type: none"> <li>1. Parents will be notified by email.</li> <li>2. Interview times are determined by the school and cannot be changed.</li> <li>3. If the interview notice is not received by 20<sup>th</sup> October, please contact us before 21<sup>st</sup> October. Tel: 24769363</li> </ol>

## (C) Interview Arrangement

Interview Date	Content
<p><b>10<sup>th</sup> November (Thursday) or 11<sup>th</sup> November (Friday) 2022</b></p>	<ol style="list-style-type: none"> <li>1. A parent should accompany the child for the interview.</li> <li>2. Group interview will be conducted.</li> <li>3. The interview will be conducted in both Cantonese and English. For Non-Chinese Speaking (NCS) applicants, translation services can be arranged.</li> <li>4. The following documents must be brought to the interview:                             <ol style="list-style-type: none"> <li>1. Interview notice</li> <li>2. Original birth certificate (the original certificate will be returned after verification)</li> <li>3. The application fee deposit bank slip</li> </ol> </li> <li>5. Filming or recording of any kind are not permitted and may cause for cancellation of the interview. Missed interviews cannot be rescheduled regardless of any circumstances.</li> <li>5. 12<sup>th</sup> November, 2022 will be used for additional interviews only if necessary.</li> </ol>

## (D) Admission Criteria

Interview performance	Relatives are members of the school management committee
Siblings of current students	Relatives are students of our school
Offspring of staff	Mother or father are employees of the management committee
Family members are graduates of our school	People who are residing in the same district

**\*Applicants may be required to conduct a second interview if deemed necessary.**

**\*The school reserves the right to make final decision on students' admission.**

## (E) Outcome of Interview

➤	Successful applicants will be assigned to morning or afternoon classes by the school.
➤	Successful applications will be notified via email before <b>2<sup>nd</sup> December, 2022</b>