East Asia Regional Council of Schools

# APPLICATION FOR EARCOS MEMBERSHIP - NEW APPLICANT

## PART I: SCHOOL INFORMATION

Membership: Regular Member

School Name:

Address:

Other School:

Telephone no:

Email:

Website:

Date school was established: Month Day *example 1973*

Date school began operation: Month Day *example 1973*

Operating status: Not-For-Profit

Name of Chief Administrator: Dr. First name Last name

Name of Board Chair: Dr. First name Last name

Please list (name and title) all administrators - principals, assistant principals, directors, managers, coordinators,
and other lead professionals, who actively supervise programs and/or personnel.
*(EARCOS will use this information to develop a draft schedule for the executive director's onsite visit.)*
*example: Name and Title (Sam Smith, HS Principal)*

## STUDENT ENROLLMENT:

1.Approximate breakdown of student composition by Grade Level:

No. of Student in Pre K:

No. of Student in K:

No. of Student in Grade 1:

No. of Student in Grade 2:

No. of Student in Grade 3:

No. of Student in Grade 4:

No. of Student in Grade 5:

No. of Student in Grade 6:

No. of Student in Grade 7:

No. of Student in Grade 8:

No. of Student in Grade 9:

No. of Student in Grade 10:

No. of Student in Grade 11:

No. of Student in Grade 12:

2. Approximate numerical breakdown of student composition

International: Host Country:

**FINANCIAL INFORMATION**

1. Average tuition per Student: US $

2. Per Capital student cost (To find the total cost per student divide total expenses by highest enrollment for last complete school year)

3. Average teacher salary:

**FACULTY INFORMATION**

Full time Local Hires:

Full time Expatriate Hires:

Part time Hires:

Nationality U.S.:

Host country:

Other:

**PART II: MEMBERSHIP STANDARD CHECKLIST**

**Please check if you meet these standards:**

Member School adhere to the following standards:

1. Member Schools provide a program of instruction that is:

- [ ] 1.1 internationally minded in style and substance;
- [ ] 1.2 delivered through the medium of the English language;
- [ ] 1.3 and appropriate for the ages, needs and abilities of the students enrolled in the school.
- [ ] 2. Member schools provide an articulated, aligned and international curriculum including opportunities for its students to participate in a range of extra/co curricular activities. This includes competitive and non competitive sports, service and other activities.
- [ ] 3. The Member School be fully accredited by an accrediting organization recognized by the EARCOS Board of Trustees. (The school MUST have documentation of full-term accreditation. Schools operating under probationary accreditation status will not be considered for membership.)
- [ ] 4. The Member School's governing body generates the necessary revenue and expend appropriately to ensure resources for the provision of appropriate staff, facilities, equipment, and materials to support the school's stated mission.
- [ ] 5. The Member School maintain its facilities and equipment so as to meet applicable health, fire, safety and sanitary is regulations.
- [ ] 6. There full public disclosure of the Member School's mission, policies, programs and practices.
- [ ] 7. There a high degree of congruence between the stated mission of the Member School and its actual programs and practices.
- [ ] 8. The Member School demonstrates continued alignment and commitment to the purposes of EARCOS, as determined by the Board of Trustees, including active participation in annual conferences and teacher workshops.
- [ ] 9. Candidate schools for membership make provision for a pre-membership site-visit and shall make available the required information as set out and determined by the Board of Trustees.
- [ ] 10. Candidate schools accept that the ultimate authority for membership and/or continued membership of EARCOS resides with a majority vote of the EARCOS Board of Trustees.

11. EARCOS member schools are required to have a current Child Protection Policy (recently revised/reviewed within the past three years) and incorporated into the operational procedures of the school. (Applying schools should provide a copy of their current policy.)

*Only schools meeting Membership Standards in PART II and if relevant PART II – Multiple Sites may submit PART III requirements. Complete the assurance statement before proceeding to PART IV application.*

** I certify that (school's name)* _____ *meets all requisite standard for*
*Applicant Status as a member of the East Asia Regional Council of Schools.*

☐ *I understand that a* ***non-refundable*** *fee of* ***$250.00*** *is necessary to begin the application processing and*
*site visit planning.*

***If school has multiple sites. Please complete the PART II: MULTIPLE SITES CHECKLIST***.

***If school does not have multiple site click Submit Application Form button below***.

**PART II: MULTIPLE SITES CHECKLIST**

Eligibility for membership is contained in the EARCOS By-Laws and queries schools with multiple
sites to meet the following criteria.

- ☐ 1. The governance structure and membership is the same.
- ☐ 2. The guiding principles – mission, vision and values – are the same and are implemented with the same fidelity at each site.
- ☐ 3. The license/legal framework under which the sites operate are the same.
- ☐ 4. The finances of each site are managed and reported as part of one organization. (Separate budgets for each site are acceptable.)
- ☐ 5. Each site is part of one clear overall school infrastructure (demonstrated by, for example, organizational chart, sharing of facilities and personnel, IT, human resources services).
- ☐ 6. Salaries, benefits, and contracts are the same and similar recruitment criteria are applied.
- ☐ 7. The curriculum and its leadership are the same across sites.
- ☐ 8. Student support services are broadly similar.
- ☐ 9. The admissions policy is uniform across all sites.
- ☐ 10. Members of the school community on all sites act like they belong to the same school.
- ☐ 11. All campuses are located in the same country.

*Notes: Distance from original campus, student demographics and internal transfer policy allowing*
*fluid movement among sites should not be inhibitors to acceptance of a multiple site school.*

*Other considerations: accrediting organizations treatment of multiple sites; organization and congruency*
*of professional development, student activities and events across sites; purpose/s for expanding to multiple*
*sites; overall connectedness and collaboration of students, parents and staff across sites; extent to which*
*resources are shared across sites.*

Person completed this form:

Email:

Submit Application