

Canadian International School of Hong Kong

Application flowchart, steps and procedure throughout the school year

BEFORE the application deadline and commencement of the school year

Parents' Action (Bus Application)

1. **REVIEW** the PROPOSED routings (<https://bit.ly/3iwrnBC>) and see if any listed bus stop suits your family?

⇒ If YES ✓

- a. **SUBMIT** bus application before the deadline and **select the route no. & stop.**
- b. **PAY** according to the invoice due date.

⇒ If NO ✖ (no listed stop available)

- a. **SUBMIT** bus application before the deadline and **input the location preferred.**
- b. **RELAX & WAIT** for KCM Staff to contact you by mid/end-July.
- c. **NO payment** is required until bus stop can be arranged.

P.S. For better planning, please submit the bus application BEFORE the deadline.

KCM's actions

1. **PROCESS** the routings and assign/train drivers and escorts. (June to August)
2. **CONTACT** parents soonest to response the requested 'not' listed bus stop. (by mid/end-July)
3. **EMAIL** parents to LOGIN & retrieve **FINAL Schedule.** (confirmation of the service) (by early-August)
4. **MAILING** the bus card to **G9 to G12** parents' registered home address. (by early August)
5. **PREPARING** the bus card for **EY1 to G8** students to be distributed by CDNIS on the First Day of School. (by mid-August)

P.S. For consistency, most bus routing and size of the bus will be fixed for one academic year unless significant change of school hours.

Parents' Action (After receiving Final schedule)

1. **CONTACT** KCM if **any uncertainties** about the exact bus stop/location or pickup/drop off time.
2. **EMAIL/NOTIFY** KCM (before the start of the school year) to **cancel the service (if necessary)** and **paid** bus fee will be **refunded** in full.
3. **ENJOY THE SERVICE!**

AFTER the application deadline and throughout the school year

Parents' Action (Bus Application)

1. **SUBMIT** the bus application online.
 - a. **PAY** according to the invoice due date.
 - b. **RELAX & WAIT** for KCM Staff to inform/confirm you the bus arrangement.

P.S. Subject to seat/bus stop availability, if the service is unable to be provided, all fees paid will be fully refunded.

KCM's action

1. **PROCESS** the application received.
2. **INFORM/CONFIRM** parents soonest the arrangement. If insufficient seat/stop unavailable, will suggest the best possible alternative for parents' consideration.
3. **EMAIL** parents to LOGIN & retrieve **FINAL Schedule.** (confirmation of the service)
4. **MAILING** the bus card to **G9 to G12** parents' registered home address.
5. **PREPARING** the bus card for **EY1 to G8** students to be distributed by CDNIS on the First Day of School.

Steps to submit online bus application!

For new user (never used Kwoon Chung' service before): <https://bit.ly/3pGmhUZ>

For existing user (has used Kwoon Chung' service): <https://bit.ly/3czw6il>

Please note:

1. Each family will use ONE login account
2. Same login will be used for every family members, even if siblings in different school(s) which also served by KCM.

Submit bus application : <https://school.kcm.com.hk/cdnis>

