



Island School
20 Borrett Road, Hong Kong
Tel: (852) 2524-7135
Fax: (852) 2840-1673
www.island.edu.hk



Principal
Chris Binge, MA (Cantab)

September 2009

Procedures and Charges for requests for documentation from Alumni

Over the years, the number of requests from former students for documentation has grown considerably. We can get requests from students who graduated many years ago and whose school record is no longer available. School records are held for no longer than 5 years, although with electronic record-keeping we hope to extend this further over time.

In the light of this, we need to charge for the following services, in order to cover our costs in terms of postage, stationery and staff time:

Charges

Transcript*	\$200 (regardless of the number of copies)
Certified true copies	\$100
Letter of attendance	\$100
College transfer documentation*	\$500
References	Not provided

***These services can only be provided if there is supporting documentary evidence on record. This will usually only apply within five years after graduating.**

Charges will not apply to ex-students who have graduated the previous academic year. These are the only students for whom the school can provide retrospective references.

Procedures

- Alumni are asked to contact Gwenyth Cheng in the school office on transcripts@mail.island.edu.hk, outlining their requirements. Members of teaching staff should not be approached directly, even house staff. The school office will contact them if necessary.
- Gwenyth will confirm the cost of the service and whether the request can be fulfilled.
- A cheque for the amount should be forwarded to Gwenyth at Island School, payable to "**Island School**".
- On receipt of the cheque, the documentation will be prepared and sent by registered mail to the address specified.

Paul Chillingworth.
Vice Principal

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DOCUMENTATION REQUEST APPLICATION

YOUR NAME:

_____ *(must be identical to your official documents e.g. passport)*

SSCHOOL REF. NO. _____

DATE OF BIRTH: _____

NATIONALITY: _____

CURRENT CORRESPONDENCE ADDRESS: _____

TEL NO.: _____

EMAIL: _____

Document request

No. of copies

- Transcript
- Certified true copies
- Letter of attendance
- College transfer documentation

Documents to be mailed to this address:	
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Please make your cheque payable to ***“Island School”*** and mail to: Ms. Gwenyth Cheng, Island School, 20 Borrett Road, Mid-levels, Hong Kong. It will take approximately two weeks to process.

(For office use only)

Payment received: Yes No Pending

Bank Name: _____ Cheque No. _____ Amount: _____

Others: _____

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