



ENGLISH SCHOOLS  
FOUNDATION  
英基學校協會

# Individual Nomination Rights

INSPIRING FUTURES

# ESF INDIVIDUAL NOMINATION RIGHTS

Individual Nomination Rights are available for purchase by parents to fast-track their application for interview priority. Application for Individual Nomination Rights for Year 1 and Year 7 Central Application will commence in the first week of September each year. Application for Individual Nomination Rights for other year groups can be submitted throughout the year.

Individual Nomination Rights are priced at HK\$500,000 each for ESF Primary and Secondary Schools, and HK\$400,000 each for both ESF Discovery College (DC) and ESF Renaissance College (RCHK).

For ESF primary and secondary schools, the maximum of 150 Individual Nomination Rights may be issued every year covering all year groups. Each ESF primary school will have a quota available for Year 1.

For DC and RCHK, a series of 300 applications per College may be made to any year group, with a maximum of 30 and 60 places being reserved respectively for Year 1 Central Application every year.

The Individual Nomination Rights entitles the holder to a one-time nomination of one child for a place at an ESF School, DC or RCHK. The nominee will be able to gain priority for admission (after Corporate Nominees, Foundation Partners Nominees, children of full-time staff and siblings of students attending an ESF primary, secondary or all-through school).

When a school place becomes available, the individual Nomination Rights applicant will be invited to attend an interview.

The offer of a place will be conditional on passing the English proficiency test/interview held at the school. The final decision whether to offer a place rests with the school.

## PAYMENT OF THE INDIVIDUAL NOMINATION RIGHTS

- A deposit of HK\$50,000 will be required which is only refundable if the child is unsuccessful at the interview. (Confirmation of Individual Nomination Rights interview priority is dependent on the clearance of the deposit cheque.)
- The remaining balance of **HK\$450,000** is payable immediately when an ESF place is accepted. For a place at DC or RCHK, the remaining balance of **HK\$350,000** is payable immediately when the place is accepted.
- The Individual Nomination Rights fee is not set against school tuition.
- The Individual Nomination Rights fee is forfeited if the above conditions are not met or if the student withdraws after an Individual Nomination Right has been issued.

## OVERSEAS APPLICANTS

- Individual Nomination Rights Nominees from overseas must have been studying in English medium school or kindergarten for a minimum of two years prior to application.
- The final offer of a place will be conditional upon the relevant visa proof being provided.

## APPLICATION PROCEDURES

Applications can be made to any year group, with a small number of places being reserved for Year 1 (ESF schools, DC and RCHK) and Year 7 (ESF Secondary Schools only). Please follow the steps here.

### **For Years 1 and 7 (Central Admissions for 2026/27) - from 2 September 2025**

All Year 1 and Year 7 Individual Nomination Rights applications (INR) received will be processed in random order, NOT on a first come first served basis.

Individual Nomination Rights applications registered online on the first day will be processed before applications are received on the second day and so on.

#### Step 1

- Complete and submit the online application form.

#### Step 2

- The scheme opens for application from **2 September**. The form is available after you submit your child's application. It may be accessed by logging into your child's application. A one-time password will be generated to access the form.

#### Step 3

- Choose the form under 'Applying'. Press 'VIEW' and click on the tab for INR. Complete, print and sign the date-stamped Individual Nomination Rights application form below. Attach a deposit cheque of HK\$50,000.
- Send the Individual Nomination Rights application form together with the cheque to ESF Centre, by hand or by post.

Address: ESF Centre, Admissions Office, 12/F, Island Place Tower, 510 King's Road, North Point, Hong Kong, by the deadline 30 September 2025.

All Year 1 and Year 7 Individual Nomination Rights applicants will be contacted by mid-October to inform them whether they are successful in obtaining the Individual Nomination Rights priority for an interview. Incomplete applications will NOT be processed.

### **For Other Year Groups (General Admissions) – Anytime**

The General Individual Nomination Rights Application form is available upon signing in on your child's online application form.

## OTHER REMARKS

- The Individual Nomination Rights applicant may indicate up to **4 schools** in order of preference at which the Nominee can be considered. Waitlist placement will be considered for each school listed in turn. The schools identified in respect of any Nominee can only be changed with the consent of ESF.
- Nominees must undertake to make their own travel arrangements if living outside the area covered by the school bus service.

- If all available Individual Nomination Rights for selected school(s) are taken, the application and deposit cheque will be returned.
- Sibling rights apply once the first child is enrolled to an ESF School, DC or RCHK.
- The Non-refundable capital/building levy\* payment is still applicable to the children joining ESF schools, DC or RCHK under the respective schemes.
- As there is a different admission process for allocation of ESF Learning Support Centre places and entry to Jockey Club Sarah Roe School, **children requiring learning support are not eligible** for nomination through the Nomination Rights scheme (with the exception of current Kindergarten students holding a CLASS A Kindergarten Debenture).

\*The non-refundable capital levy (NCL) / building levy (NBL) charged by The English Schools Foundation (ESF) / ESF Educational Services Limited (ESL) is a one-off mandatory non-negotiable fee charged for the provision of educational services. Payment of the NCL / NBL does not confer any priority admission or other rights upon the payor or any other person, and the NCL / NBL is not an asset or other property of the payor. The NCL / NBL does not relate to any debt owed by ESF to any person. Accordingly, the NCL / NBL is not refundable, redeemable or transferrable in any way.

## ENQUIRIES

For enquiries, please contact the ESF Admissions Office.

Admissions Hotline: +852 3762 2411

Email: [primary.admissons@esfcentre.edu.hk](mailto:primary.admissons@esfcentre.edu.hk) or [secondary.admissions@esfcentre.edu.hk](mailto:secondary.admissions@esfcentre.edu.hk)

**WARNING**

The contents of this document have not been reviewed by any regulatory authority in Hong Kong. You are advised to exercise caution in relation to the offer. If you are in any doubt about any of the contents of this document, you should obtain independent professional advice.



## INDIVIDUAL NOMINATION RIGHTS

### TERMS & CONDITIONS

#### Introduction

1. This Individual Nomination Right ("INR") is granted by the Grantor (as defined in the application form attached to these Terms & Conditions (the "Application Form")).
2. A grant of an INR, and the INR, are subject to:
  - (a) these terms and conditions (including Appendix 1); and
  - (b) the terms and conditions in the Application Form,as each may be amended or revised by the Grantor from time to time ("Terms & Conditions"). Capitalised terms used but not defined herein have the meaning given in the Application Form.
3. The rights conveyed to an INR Beneficiary (as defined below) by this INR are set out in clauses 9, 10, 13, 14, 19, 25 and 28 of these Terms & Conditions, and if the "Grantor" is ESF pursuant to the Application Form only, clauses 22 and 23 of these Terms & Conditions.
4. Each INR is non-negotiable, non-redeemable, non-transferable and non-refundable. An INR does not represent any debt owing from any person to any other person.

#### INR Beneficiary

5. A person who is recognised by the Grantor as being entitled to the rights conveyed by an INR is an "INR Beneficiary".

#### Register

6. The Grantor will maintain a register recording each INR granted by the Grantor (the "Register"). The Grantor shall ensure that the Register shall record the INR Beneficiary, the date on which such INR was granted and the date on which the Nominee was notified to the Grantor under this INR.
7. The INR Beneficiary shall be a natural person.
8. The Grantor shall recognise and treat the person in whose name any INR is registered in the Register as the sole and absolute INR Beneficiary of such INR. The Grantor shall not be affected by notice of any right, title or claim of any company or person to any INR other than the INR Beneficiary in whose name the INR is so registered in the Register.
9. The Grantor will confirm in writing the grant of an INR to an INR Beneficiary in whose name the INR is registered.

## Nomination Rights under an INR

### *Nomination*

10. The INR Beneficiary may nominate one Nominee only with respect to an INR for a place at up to four Schools (as defined below).
11. The INR Beneficiary must provide such documents and evidence as the Grantor may reasonably require in order for the Grantor to be satisfied that an individual fulfils the conditions to be a Nominee together with such other documents (including the acknowledgement from the parents of a Nominee) as the Grantor may reasonably require.

### *Nominees*

12. For the purpose of this Terms & Conditions, "Nominee" shall mean a son or daughter (including an adopted son or daughter) of the INR Beneficiary, who is deemed by the Principal of the School to be suitable, and who otherwise satisfies the admissions criteria as set out by the Grantor from time to time.

### *Nominated Schools*

13. The INR Beneficiary shall specify up to 4 of the schools listed in Appendix 1 to these Terms & Conditions in respect of a Nominee (each a "School" for the purposes of that Nominee). The Schools identified in respect of any Nominee can only be changed with the consent of the Grantor.

### *Priority for Nominees*

14. A Nominee under an INR will receive priority on the waiting list for the relevant Schools and a place subject to success at an interview, in accordance with the Admissions Policy of the Grantor from time to time. The INR Beneficiary's order of priority for an admissions interview with respect to the Nominee as between other INR Beneficiaries is determined by the time and date of receipt of application for the INR. No Nominee under any INR is assured of a place at any School. An INR merely gives the INR Beneficiary the right for its Nominees to be considered for a place. Should the Nominee be accepted by a School then the normal fees and levies applicable to all students at that School will be payable in the normal manner. An INR does not provide any preferential treatment for any fees, charges or levies.
15. It is a condition of entry to any School that:
  - (c) a Nominee satisfies the entry requirements at any interview or assessment of that School,
  - (d) the INR Beneficiary pays the outstanding balance of the INR (as set out in the Application Form) to the Grantor prior to entry at that School; and
  - (e) a Nominee complies with such other terms and conditions as apply to any other student entering the ESF school system.
16. If the Nominee is removed from a School for any reason then no further nomination may be made by the INR Beneficiary.
17. If a Nominee fails to satisfy the entry requirements at any School then that Nominee must wait for a period of at least six months from the date of the relevant interview before reapplying.

### **Expiry of an INR**

18. An INR expires immediately and automatically, and all rights of the INR Beneficiary thereunder lapse, upon the Nominee being admitted to a School, without refund or payment of any amount by any person to the INR Beneficiary.

### **Non-transferable**

19. If the INR Beneficiary changes their legal name, then the Grantor may (on submission of such evidence as it may reasonably request concerning the nature of the change, and subject also to such additional conditions as the Grantor may determine from time to time at its sole discretion, including the imposition of an administrative fee) amend the Register to reflect the change in the INR Beneficiary's name.
20. Any attempt to transfer an INR may result in the cancellation of the INR in its entirety without refund of any amount, at the sole discretion of the Grantor.

### **Acknowledgements**

21. The INR Beneficiary acknowledges that:
  - (a) each INR is an "Other Charge" regulated by the Education Bureau of Hong Kong ("EDB");
  - (b) with the approval from the ESF Board of Governors, ESF will apply the proceeds of the INR only for such purposes as specified in the relevant application to the EDB for collection of the Other Charges;
  - (c) ESF will invest the balance of the proceeds of the INR, if any, based on the guidelines from the ESF Board of Governors or its designated Finance Committee;
  - (d) as at the date hereof, ESF is authorised to perform its obligations under this Terms & Conditions:
    - (i) as none of the Other Charges are likely to constitute "securities" pursuant to the Securities and Futures Ordinance (Cap. 571) or Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32); and/or
    - (ii) ESF does not need any licence or permit, pursuant to:
      - (A) section 9 of Part 1 of the 17th Schedule to the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32);
      - (B) section 103(2)(ga) of the Securities and Futures Ordinance (Cap. 571); and
      - (C) part 2 of Schedule 5 of the Securities and Futures Ordinance (Cap. 571); and
  - (e) these Terms & Conditions set out all the rights, duties, obligations and liabilities of ESF in relation to the INR and comprise the entire agreement relating to the INR.

### **Remedies and Damages**

22.
  - (a) ESF shall be liable to any claim from the INR Beneficiary (or its lawful assignees or successors in title, as applicable) for any liability or loss arising directly from or incurred in connection with, and any costs, charges and expenses such INR Beneficiary (or its lawful assignees or successors in title, as applicable) incurs if:
    - (i) the School attended by its Nominee causes any loss to such INR Beneficiary (or its lawful assignees or successors in title, as applicable) in relation to its INR;

- (ii) the School attended by its Nominee or ESF ceases operation which causes any loss to such INR Beneficiary (or its lawful assignees or successors in title, as applicable) in relation to its INR; or
- (iii) ESF ceases to be the operator of the Nominee's School which results in any loss to such INR Beneficiary (or its lawful assignees or successors in title, as applicable) in relation to its INR.

(b) If ESF ceases to be the operator of the Nominee's School for any reason, ESF shall transfer and assign all of its rights and obligations under these Terms & Conditions and transfer the proceeds of the INR it holds with respect to the Nominee's School, to its successor.

### **Information Rights**

23. ESF shall:

- (a) immediately and without delay give written notice to the INR Beneficiary of any:
  - (i) risk of it being insolvent or ceasing to be a going concern; or
  - (ii) qualification of opinion in the audited accounts of ESF; and
- (b) provide to the INR Beneficiary:
  - (i) at least on an annual basis, all necessary information in relation to the "Other Charges", including reports concerning the INR, as required by the EDB; and
  - (ii) other information that the EDB may require from time to time.

### **Other Conditions**

- 24. The final offer of a place at a School to a Nominee is conditional upon the relevant visa proof being provided as required by the EDB.
- 25. A Nominee joining one of the ESF Primary Schools in Year 6 will have a guarantee of Year 7 place at one of the ESF Secondary Schools.
- 26. Nominees must undertake to make their own travel arrangements if living outside the area covered by the bus service for the relevant School.
- 27. Nominees and INR Beneficiaries must follow other terms and conditions generally applicable to students admitted to any one of the Schools. Further details are available on ESF website / enrolment form.

### **General**

28. Notices under the INR may be served:

- (a) by the Grantor by posting the same in a prepaid letter addressed to the INR Beneficiary at its address as shown in the Register, and
- (b) by the INR Beneficiary by posting the same in a prepaid letter addressed to The English Schools Foundation, Individual Nomination Rights 12/F, Island Place Tower, 510 King's Road, North Point, Hong Kong or at its registered office from time to time.

Any such notice shall be deemed to have been received 48 hours after the time of posting in the case of notices sent to an address in Hong Kong, and 5 days after the time of posting in the case of notices sent to an address outside Hong Kong.

29. The Grantor may at any time resolve to issue further INRs on such terms as it may consider appropriate in its absolute discretion.
30. The INR and the conditions shall be governed by and construed in accordance with the laws of Hong Kong.

## APPENDIX 1

### **ENGLISH SCHOOLS FOUNDATION SCHOOLS (“ESF SCHOOLS”)**

#### ESF Primary Schools

Beacon Hill School  
Bradbury School  
Clearwater Bay School  
Glenealy School  
Kennedy School  
Kowloon Junior School  
Peak School  
Quarry Bay School  
Sha Tin Junior School

#### ESF Secondary Schools

Island School  
King George V School  
Sha Tin College  
South Island School  
West Island School

### **PRIVATE INDEPENDENT SCHOOLS (“PI SCHOOLS”)**

Discovery College  
Renaissance College