

ENROLMENT CONTRACT

Enrolment beginning _____ / _____
Month Year

STUDENT INFORMATION

Name _____ Male ___ Female ___
Family Name First Name Middle Name(s)

Date of Birth ____/____/____ Nationality (ies) _____
Day Month Year

Country of Birth _____ Principal language spoken at home _____

Home Address (Germany) _____
Street Postal Code Town/City

Telephone _____ Contact E-mail _____

Present School _____ Grade/Year at present school _____

Brothers and sisters currently enrolled at or applying to ISF:
Names: 1) _____ Grade ____ 2) _____ Grade ____ 3) _____ Grade ____

ADDRESS FOR IMMEDIATE CORRESPONDENCE (if different from above)

Tel. No. _____ E-mail _____ Until when? _____

PREVIOUS SCHOOLS (last 2 schools)

Name of School	Country	Dates attended
_____	_____	_____
_____	_____	_____

I/we hereby give ISF permission to contact previous schools.

Has a grade/class/year ever been repeated? Yes No or skipped? Yes No

Does the student, to your knowledge, have any particular learning disabilities? Yes No

LANGUAGE BACKGROUND

	English	German	French	Spanish	Korean	Other
Native speaker	_____	_____	_____	_____	_____	_____
How many years	_____	_____	_____	_____	_____	_____
No knowledge	_____	_____	_____	_____	_____	_____

Students applying for Grades 6 to 9 should indicate their preferred language choice: French Spanish

(French and Spanish are offered as a foreign language only)

PARENT INFORMATION

Father (or male guardian) _____ Mobile No. _____
 Family Name First Name

Nationality (ies) _____ Native language _____

Father's Home Address (if different to student's) _____

Father's Work (Co. Name and Address) _____

Business Tel. No. _____ E-mail _____

Mother (or female guardian) _____ Mobile No. _____
 Family Name First Name

Nationality (ies) _____ Native language _____

Mother's Home Address (if different to student's) _____

Mother's Work (Co. Name and Address) _____

Business Tel. No. _____ E-mail _____

Unless otherwise notified, school reports will be sent to student's home address

EMERGENCY CONTACT

Please provide a daytime emergency contact name and telephone number (other than parents):

Name: _____ Tel. _____

PARENTAL AUTHORITY

Please indicate who is legally responsible for the student named in this contract:

Father/Guardian Mother/Guardian Both parents

Student lives with:

Father/Guardian Mother/Guardian Both parents

AUTHORISATION

Information on these forms will be held in strict confidence. We use your and your child's personal data in accordance with the General Data Protection Regulation and with the §83 Education Act of the State of Hesse (HSchG) with regard to the collection and processing of personal data in schools.

EXCEPTION TO POLICY (Ausnahmegenehmigung)

According to the law of the State of Hesse, every school-age student resident in Hesse who is registered at ISF as a German national and attends Grades 1-9, i.e. students whose sixth birthday falls on or before June 30th of the year of enrolment, must be in possession of an "Exception to Policy" (Ausnahmegenehmigung) from their local education office.

ENROLMENT DOCUMENTS

Applications for enrolment should be addressed to:

ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH
Strasse zur Internationalen Schule 33
65931 Frankfurt
Germany
Tel. +49 (0)69 9543190 Fax +49 (0)69 954319-799 E-mail: Registrar@isf-sabis.net

The following documentation should be included. **Applications cannot be processed until all documents are received.**

- Enrolment Contract
- Student Medical Form
- Copy of birth certificate and/or passport to verify date of birth and citizenship
- Copy of school reports of the last two years (if applicable)

GENERAL CONTRACT CONDITIONS

1. When signed by the parents or guardians and ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH this contract is valid for the period of **one** school year and is subject to the laws of the Federal Republic of Germany. At the end of the school year it will terminate without written notice. For continued enrolment at ISF a Re-enrolment Contract must be signed by both parties.
2. This contract will be null and void if the School Director does not accept a student.
3. When signed by both parties, this contract obliges the parents or guardians to meet their financial commitments to ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH in accordance with the Tuition and Fees Schedule.
4. Although the school will discuss the grade placement of a student with the parents or guardian, the school's decision is final, irrespective of the grade level for which the application is made.
5. This Enrolment Contract can be terminated by ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH without prior notice and with immediate effect if:
 - a) Information pertinent to the acceptance of the student (e.g. disciplinary action taken at other schools, reason for departure from other schools, requirement for specialist educational services, etc.) is withheld or false/inaccurate.
 - b) The student named on this Enrolment Contract has committed an act of criminal or disorderly nature, which affects the normal functioning, or discipline of the school. In this case the school is entitled to search the belongings and clothes of the student concerned and confiscate any items connected with criminal or disorderly conduct. It is at the school's discretion to apply appropriate disciplinary measures, including expulsion of the student from the school, in the case of a student committing a criminal act or behaving in an inappropriate manner.
 - c) A parent or guardian of the student named on this Enrolment Contract repeatedly acts in such a way as to adversely affect the normal functioning and administration of the school and, despite being cautioned, continues to do so.
 - d) After one reminder tuition fee payments have not been paid or if instalments of the afore-mentioned fees are overdue.In case of termination with immediate effect the full year's tuition fees are due.
6. In the case of unforeseen circumstances that require parents/guardians to remove a student during the school year, the parents/guardians should immediately inform the school. In such a case, and only if the parents/guardians inform the school administration **in writing one month before the beginning of the next term***, is any tuition paid in advance for the unattended academic term(s) refunded.
* see School Calendar for dates.
7. The provision of food and drinks to students as well as transportation of the students is not part of this contract. The school takes no legal responsibility for such services provided by third parties. The same applies for food and drinks provided by parents or third parties for school events and consumed on the school premises.
8. All students enrolled at ISF must live with and be under the care and supervision of a parent or legal guardian during the entire period of enrolment at the school.
9. Jurisdiction for disputes arising under this contract is Frankfurt am Main.
10. **This contract is valid only if arrangements have been made for the reservation of a school place with the mother company, ISF GmbH & Co. KG, Richard-Weidlich-Platz 3, 65931 Frankfurt, Tel. 069 30039511 – see page 4.**

P.T.O.

TUITION FEES

Payable to:

ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH
Strasse zur Internationalen Schule 33, 65931 Frankfurt am Main, Germany
Tel. +49 (0)69 954319-710 Fax +49 (0)69 954319-799 E-Mail: registrar@isf-sabis.net

Details of the amount and payment conditions are included in the Tuition and Fees Schedule valid for the school year for which this enrolment application is made and which constitutes an integral part of this contract.

Tuition fees will be paid by Parents by direct debit * by bank transfer
or by Company (please give details below)

*Please submit completed SEPA Direct Debit Mandate (valid only for tuition fee payment) with the Enrolment Contract

Company Name _____ Department _____

Contact Person _____ Tel. No. _____ E-mail _____

Address _____
Street Postal Code Town/City

SIGNATURE PARENT(S)/GUARDIAN(S)

The information provided on this Enrolment Contract is true and correct and no information has been withheld.

We have read and understood the 'General Contract Conditions'. We, the undersigned, agree to abide by the school rules and regulations and will encourage the adherence of the school rules and regulations by the student. We understand that failure to comply with these rules and regulations can result in the termination of this contract.

Signatures of Parent(s)
or Guardian(s) _____

Place _____

Date ____/____/____
Day Month Year

SIGNATURE SCHOOL

Signature of ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH

Place _____

School Director _____

Date ____/____/____
Day Month Year

SCHOOL PLACE RESERVATION FEE

Payable to**:

ISF International School Frankfurt Rhein-Main GmbH & Co. KG
Richard-Weidlich-Platz 3, 65931 Frankfurt, Germany
Tel. +49 (0)69 30039511 Fax +49 (0)69 30039508 E-Mail: office@ISF-net.de

Details of the amount and the payment conditions are included in the School Place Reservation Fee Schedule which constitutes an integral part of this contract and a copy of which is attached hereto.

School Place Reservation Fee will be paid by: Parents Company**

** Exempted are shareholders of ISF International School Frankfurt Rhein-Main GmbH & Co. KG according to § 6 of the Limited Partnership Agreement.

SIGNATURE PARENT(S)/GUARDIAN(S)

We, the undersigned, agree to make arrangements for the reservation of a school place.

Signature of Parent(s)
or Guardian(s) _____

Place _____

Date ____/____/____
Day Month Year

Student ID (completed by the school): _____

Student Name _____ Date of Birth _____
Family Name First Name Day Month Year

German Home Address _____
Street Post Code Town/City

Parents (or guardians) Home Tel No. _____

Name Mr. _____ Tel Work _____ Mobile _____

Name Ms. _____ Tel Work _____ Mobile _____

Emergency Contact _____
Name Tel. No.

Medical Insurance Company _____ Policy Number _____
Krankenversicherung Mitgliedsnummer

Does your child suffer from any of the following conditions? <i>Leidet Ihr Kind an einer der folgenden Krankheiten?</i>	yes/no <i>ja/nein</i>	Previous Illnesses <i>Frühere Krankheiten</i>	yes/no <i>ja/nein</i>	Immunisation <i>Impfung</i>	Month/Year (most recent vaccination) <i>Monat/Jahr (letzte Impfung)</i>
Asthma <i>Asthma</i>		Chickenpox <i>Windpocken</i>		Polio <i>Kinderlähmung</i>	
Diabetes <i>Diabetes</i>		Ear Infections <i>Ohrinfektionen</i>		Diphtheria <i>Diphtherie</i>	
Eczema/Neurodermatitis <i>Hautekzem/Neurodermitis</i>		Frequent Colds <i>Häufige Erkältungen</i>		Tetanus/Booster <i>Tetanus/Auffrischimpfung</i>	
Epilepsy <i>Epilepsie</i>		Measles <i>Masern</i>		Pertussis (Whooping Cough) <i>Keuchhusten</i>	
Hay Fever <i>Heuschnupfen</i>		Mumps <i>Mumps</i>		Measles *, Mumps, Rubella (MMR) Masern *, Mumps, Röteln	
Hearing Difficulties <i>Schwerhörigkeit</i>		Rubella (German Measles) <i>Röteln</i>		Hepatitis B <i>Hepatitis B</i>	
Heart Disorders <i>Herzstörungen</i>		Scarlet Fever <i>Scharlach</i>		Pneumococcal disease <i>Pneumokokken</i>	
Speech Impediment <i>Sprachfehler</i>				Meningitis <i>Meningokokken</i>	
Visual problems/Glasses <i>Sehstörungen/Brille</i>				Chicken Pox <i>Windpocken/Varizellen</i>	

Surgeries/Operations (type/date): <i>Operationen (Art/Datum):</i>	
Allergies (if yes, which?): <i>Allergien (wenn ja, welche?)</i>	
Other Physical or Mental Health Conditions (present or past): <i>Andere physische oder psychische Erkrankungen (vergangen oder gegenwärtig):</i>	

Does the school have your permission to take your child to the nearest hospital in case of emergency? <i>Erteilen Sie der Schule Ihre Genehmigung im Notfall Ihr Kind ins nächste Krankenhaus zu fahren?</i>	Yes/Ja	No/Nein
	<input type="checkbox"/>	<input type="checkbox"/>
Does the school have permission to give your child non-prescription medication for example Paracetamol (Tylenol)? <i>Erteilen Sie der Schule die Genehmigung Ihrem Kind nicht-verschreibungspflichtige Medikamente (z.B. Paracetamol) zu geben?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Does your child routinely take medication? <i>Nimmt Ihr Kind zurzeit Medikamente?</i>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please give brief details: <i>Wenn ja, bitte nähere Angaben:</i> _____		
Is there any reason for your child to have restricted physical activity, including swimming? <i>Liegen Gründe für die eingeschränkte Teilnahme am Sportunterricht, inklusive Schwimmen, vor?</i>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: <i>Wenn ja, bitte erläutern:</i> _____		

Signature of parents/guardians _____ Date _____
Day Month Year



DIRECT DEBIT MANDATE SEPA-LASTSCHRIFTMANDAT

Creditor Identifier (*Gläubiger-Identifikationsnummer*): DE11ZZZ00000036534

By signing this mandate form, you authorize ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH revocably to send instructions to your bank to debit your account and your bank to debit your account in accordance with the instructions from ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH. Unless cancelled, this mandate is valid for the whole period of your child's enrolment at ISF.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

Ich ermächtige ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH widerruflich, Zahlungen von meinem Konto mittels Lastschrift einzuziehen. Zugleich weise ich mein Kreditinstitut an, die von ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH auf mein Konto gezogenen Lastschriften einzulösen. Dieses Mandat ist gültig für den gesamten Zeitraum des Schulbesuchs meines Kindes bei der ISF.

Ich kann innerhalb von 8 Wochen, beginnend mit dem Belastungsdatum, die Erstattung des belasteten Betrages verlangen. Es gelten dabei die mit meinem Kreditinstitut vereinbarten Bedingungen.

Student ID No. (Mandate Reference) <i>Schüler ID-Nr.</i> (Mandatsreferenz)																													
Student Name <i>Schülername</i>																													
Account Holder <i>Kontoinhaber</i>																													
Address of Account Holder <i>Adresse des Kontoinhabers</i>	<hr/> <p>Street and House Number (<i>Strasse und Hausnummer</i>)</p> <hr/> <p>Post Code (PLZ) Town (<i>Ort</i>)</p>																												
E-Mail Address																													
Bank Account <i>Bankverbindung</i>	<hr/> <p>Bank (Name)</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table> <p>IBAN</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table> <p>SWIFT (BIC)</p>																												
Type of Payment <i>Zahlungsart</i>	Recurrent (<i>wiederkehrend</i>)																												
Place, Date, Signature <i>Ort, Datum, Unterschrift</i>																													

SEPA Direct Debit Mandate / SEPA Lastschriftmandat / SEPA 자동 이체

There are 2 methods of payment: 1) Bank Transfer and 2) SEPA Direct Debit

If you wish to pay by SEPA direct debit, please complete the form overleaf and return the original to us. We will then automatically deduct the fees from your bank account on the dates given on the tuition fee invoice. There is no need to transfer the tuition fees to our account.

If you prefer to pay by bank transfer you do not need to complete the SEPA Direct Debit Mandate form.

This SEPA Direct Debit Mandate is valid for the whole period of your child's enrolment at ISF unless it is cancelled by you. If your child is remaining at ISF in the following school year you will receive a tuition fee invoice in May. If you have provided us with a SEPA Direct Debit Mandate **there is no need to transfer the fees** – we will automatically deduct them from your account

If you

- a) wish to cancel the SEPA Direct Debit Mandate or
- b) you have a new bank account

please inform us 14 days before the next due date (given on the invoice). After this date the debit cannot be stopped. If it is not possible to debit the amount from your bank account for any reason, the bank charges incurred will be charged to you.

This SEPA Direct Debit Mandate is for the tuition fees only. Other fees eg. Summer School fees, examination fees must be transferred to our account.

Es gibt zwei mögliche Zahlungswege: 1) Banküberweisung und 2) SEPA-Lastschriftmandat

Wenn Sie per SEPA-Lastschriftmandat zahlen möchten, füllen Sie bitte das Formular auf der Rückseite aus. Wir werden dann automatisch die Gebühren an den Daten, die auf der Schulgeldrechnung angegeben sind, von Ihrem Konto einziehen.

Falls Sie es bevorzugen per Überweisung zu zahlen, ist es nicht nötig das SEPA-Lastschriftmandat auszufüllen.

*Dieses SEPA-Lastschriftmandat ist für die komplette Schulzeit Ihres Kindes an der ISF gültig, sofern es nicht von Ihnen widerrufen wird. Wenn Ihr Kind im folgenden Schuljahr weiterhin die ISF besucht, werden Sie die Schulgeldrechnung im Mai erhalten. Sollten Sie ein SEPA-Lastschriftmandat eingereicht haben, **ist es nicht notwendig die Gebühren zu Überweisen** – wir werden sie automatisch von Ihrem Konto einziehen.*

Falls Sie

- a) das SEPA-Lastschriftmandat widerrufen möchten oder*
- b) ein neues Bankkonto haben*

informieren Sie uns bitte 14 Tage vor dem nächsten Fälligkeitsdatum (angegeben auf der Rechnung). Nach diesem Datum kann der Bankeinzug nicht mehr gestoppt werden. Sollte es nicht möglich sein, den Betrag von Ihrem Konto einzuziehen, gehen die entstanden Bankgebühren zu Ihren Lasten.

Das SEPA-Lastschriftmandat wird nur für Schulgeldgebühren genutzt. Andere Gebühren z.B. für Sommerschule oder Examen sind auf unser Konto zu überweisen.

학비 지불의 방법으로는 두 가지가 있습니다: 1)은행 입금 2)SEPA 자동 이체

SEPA 자동 이체 방법을 사용하고 싶으시면, 이 서류의 이 면에 있는 양식을 작성하셔서, 작성하신 원본을 제출하시기 바랍니다.

그러면 학비 청구서에 기재된 날짜에, 이 계좌에서 학비가 자동으로 인출이 됩니다. 따로 이체를 하지 않아도 됩니다.

직접 은행 입금을 원하시면, SEPA 자동 이체 서류 양식을 작성할 필요가 없습니다.

이 SEPA 자동 이체 방법은 자녀가 ISF 재학 중, 취소하지 않은 한, 계속 유효합니다.

자녀가 ISF 재학생인 경우는 5 월에 학비 청구서를 받습니다. SEPA 자동 이체 방법을 신청하셨을 경우,

따로 학비를 입금하실 필요가 없습니다. 자동으로 학부모님의 계좌에서 이체가 되어 집니다.

만일

- a) SEPA 자동 이체 방법을 취소하고 싶으시거나
- b) 새 은행 계좌를 만드셨을 경우

차기 학비 납입 기일 (청구서에 기재되어 있음) 14 일 전에 알려주시기 바랍니다.

이 이후에는 자동 이체 진행을 멈추게 할 수가 없습니다.

만일 본인의 계좌에서 어떤 이유로 하여 학비가 이체가 되지 않는 경우, 이체 시 발생하는 비용을 부담하셔야 합니다.

SEPA 자동 이체 방법은 학비 지불만을 위한 방법입니다.

다른 비용, 즉 썸머 스쿨 비용, 시험 대금 등은 학교 계좌로 입금 되어 져야 합니다.

TUITION AND FEES SCHEDULE

AUGUST 23, 2021 - JUNE 24, 2022

It is the policy of the school to plan the education of its students for the entire academic year. Payment of fees is therefore arranged with this in mind.

- Enrolment Fee:** € 600,00 (for new students)
Re-Enrolment Fee: € 200,00 (for returning students)
Late Enrolment Fee: € 900,00 (for students starting in Terms 2 and 3)

The (Re-)Enrolment Fee is required each year upon initial enrolment and will be billed with the tuition fee invoice for the new academic year. This fee is payable once a (Re-)Enrolment Contract has been submitted and accepted in writing by ISF. It will not be refunded if the application is cancelled. Please refer to §5.

2. Tuition Fee per year in Euros:

Grade Kindergarten	Grade Preschool	Grades 1 – 3	Grades 4 – 6	Grades 7 – 9	Grades 10 – 11	Grade 12
12.675,00	12.675,00	15.465,00	16.440,00	17.940,00	19.305,00	20.295,00

Students normally graduate in Grade 12. Tuition Fee per year for Grade 13: € 20.295,00

3. Payment Dates

One third of the annual tuition plus the full Enrolment/Re-enrolment Fee is due and payable by **June 15, 2021**

One third of the annual tuition is due and payable by **September 15, 2021**

One third of the annual tuition is due and payable by **December 15, 2021**

The tuition fee invoice will be sent in May. For new students enrolling later, an invoice will be issued upon enrolment and the above payment dates apply. Tuition fee invoices issued after December 1st are due and payable in full within 2 weeks of the invoice date.

Please ensure payments include all bank transfer charges.

4. Discounts

Family:

Family Discounts on the full yearly tuition fee are applicable as follows provided that the children are enrolled at the same time:

€ 750,00 tuition discount for the second child

€ 1.500,00 tuition discount for the third child and

€ 2.250,00 tuition discount for each additional child

Payment by Direct Debit:

- A discount of € 150,00 (€ 50,00 per instalment) is granted for payment of the tuition fee instalments by direct debit on the above due dates or on the first working day thereafter.
- This discount is not granted in addition to the early payment discount.
- The **original** SEPA direct debit mandate must be received from the parents, guardians or the company **14 days before the first due date**.
- The SEPA direct debit mandate is valid for the whole period of the child's enrolment, unless it is cancelled.

Early payment:

For full payment of the yearly tuition fee by June 15, 2021 a discount of € 300,00 is granted.

5. Cancellation

A cancellation fee of € 1.800,00 in addition to the Enrolment/Re-Enrolment Fee will be charged if a (Re-)Enrolment application is withdrawn after July 15, 2021. For enrolment applications withdrawn before July 15, 2021 the (Re-)Enrolment Fee will be charged.

6. Late Enrolment

For students starting in Term 2 (from November 23, 2021) two thirds of the annual tuition is due and payable in addition to the late enrolment fee of € 900,00. Two thirds of the family discount will be granted if applicable.

For students starting in Term 3 (from March 15, 2022) one third of the annual tuition is due and payable in addition to the late enrolment fee of € 900,00. One third of the family discount will be granted if applicable.

7. Leaving during the school year

Parents/Guardians are required to give **at least one month's written notice before the beginning of the next term*** if they intend to withdraw a child from the school. In such a case tuition paid in advance for the unattended academic term(s) will be refunded. Any discounts granted under §4 will be deducted from the refund. Withdrawal Notification forms are available upon request.

*** Term 2 begins November 23, 2021. Written notice of withdrawal required by October 22, 2021;**

Term 3 begins March 15, 2022. Written notice of withdrawal required by February 14, 2022.

There is no refund of tuition fees for dis-enrolment as a result of disciplinary measures or for instructional days lost due to reasons beyond the school's control. Fees paid for any other activities/services provided by the school are not refunded.

8. Enrolment for less than a term

A student who enrolls late or withdraws early and attends school for 5 weeks or more of an academic term is charged for the entire term (one tuition fee instalment).

A student who enrolls late and attends school during the last 4 weeks of an academic term is charged half of the tuition fee for the academic term in question. No extension is possible if School Holidays or Public Holidays fall within the last 4 weeks of an academic term.

A student who withdraws early and attends school during the first 4 weeks of an academic term, is charged half of the tuition fee for the academic term in question provided written notice of withdrawal is received 4 weeks before the start of this term. No extension is possible if School Holidays or Public Holidays fall within the first 4 weeks of an academic term.

A student who enrolls late or withdraws* and attends school for 4 weeks or less of an academic term is charged half of the tuition fee for the academic term in question.

* provided written notice of withdrawal is received 4 weeks before the start of this term.

No discounts can be granted for charges for less than a whole term.

No reduction in fees can be made for any prolonged absences.

9. Overdue payments

If it is necessary for ISF to send a reminder for tuition fee payments, an administration surcharge of € 50,00 per reminder will be charged.

10. Food and Transport

Hot lunch and transportation services are provided by outside firms. Information is available upon request.

11. Books

One set of books is provided for each student per school year.

12. Other Costs

Summer School fees and charges for items such as external examination fees are billed additionally. Further costs may be incurred for items such as dress code items, the replacement of lost materials, for some after-school activities and for extra-curricular trips.

13. Tax Deductibility

It may be possible to claim up to 30% of the tuition fees paid for Grades 1-13 as tax-deductible expenses on your tax return. A receipt for fees paid in the **calendar year 2021** will be issued by the Accounts Department in February 2022.

14. Bank Details

Account Holder: ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH
Credit Identifier: DE11ZZZ00000036534
Bank: Deutsche Bank, Rossmarkt 18, 60311 Frankfurt
IBAN: DE95 5007 0010 0093 4893 00
SWIFT/BIC Code: DEUTDEFFXXX

Please include the Student ID number on all transfers.



Information Sheet

Reserving a School or Kindergarten Place

at

ISF International School Frankfurt Rhein-Main

("ISF")

Valid as of 2016/2017 school year pending further notice

In order to get a school or kindergarten place at ISF, you will need to reserve a school or kindergarten place with ISF GmbH & Co. KG. This can be done either by paying a school place reservation fee (1) or by purchasing and holding a limited partnership share (2).

1. Reservations via a school place reservation fee

ISF GmbH & Co.KG charges a school place reservation fee ("Fee") in addition to the tuition paid to ISF Verwaltungs-GmbH. The Fee is a total of €6,000, payable as follows:

€2,000, payable upon registration with the receipt of the 1st invoice

€2,000, payable on June 15 of the next year (2nd invoice)

€2,000, payable on June 15 of the year after that (3rd invoice)

The Fee is nonrefundable and is collected for the entire school or kindergarten year, regardless of registration or de-registration date.

2. Reservations by subscribing to a limited partnership share

Alternatively, a school or kindergarten place can also be reserved by subscribing to a limited partnership share at a nominal value of €10,225 per school or kindergarten place. There is no entitlement to a limited partnership share subscription, since the amount of limited partnership shares is limited by the Articles of Association of ISF GmbH & Co. KG.

The limited partner's rights and obligations associated with a limited partnership share are based on the applicable Articles of Association of ISF GmbH & Co. KG, the applicable Shareholder Resolutions and the law.

For more information:

ISF GmbH & Co. KG, Richard-Weidlich-Platz 3, 65931 Frankfurt-Sindlingen, Germany
Phone: **+49 (0)69 - 300 395 11** - Fax : +49 (0)69 - 300 395 08 - Email: **office@isf-net.de**
Opening hours: Monday – Friday 9:30 am – 5:00 pm or by appointment



Merkblatt

Schul- oder Kindergartenplatzreservierung

an der

ISF International School Frankfurt Rhein-Main

(„ISF“)

Gültig ab Schuljahr 2016/2017

Für die Belegung eines Schul- oder Kindergartenplatzes an der ISF ist die Reservierung eines Schul- oder Kindergartenplatzes bei der ISF GmbH & Co. KG erforderlich. Diese kann entweder durch die Zahlung einer Schulplatzreservierungsgebühr (1) oder durch den Erwerb und das Halten eines Kommanditanteils (2) erfolgen.

1. Reservierung über Schulplatzreservierungsgebühr

Für die ersten drei Schul- oder Kindergartenjahre wird von der ISF GmbH & Co. KG zusätzlich zu dem an die ISF Verwaltungs-GmbH zu entrichtenden Schulgeld eine Schulplatzreservierungsgebühr („Gebühr“) erhoben. Die Gebühr beträgt insgesamt € 6.000, zu zahlen wie folgt:

- € 2.000, zahlbar bei Anmeldung mit Erhalt der 1. Rechnung
- € 2.000, zahlbar zum 15. Juni des Folgejahres (2. Rechnung)
- € 2.000, zahlbar zum 15. Juni eines weiteren Folgejahres (3. Rechnung)

Die Gebühr ist nicht erstattungsfähig und wird unabhängig vom Tag der An- und Abmeldung für das gesamte Schul- oder Kindergartenjahr erhoben.

2. Reservierung durch Zeichnung eines Kommanditanteils

Alternativ kann die Reservierung eines Schul- oder Kindergartenplatzes auch durch die Zeichnung eines Kommanditanteils zum Nennwert von € 10.225 je Schul- oder Kindergartenplatz erfolgen. Ein Anspruch auf Zeichnung eines Kommanditanteils besteht nicht, da die Ausgabe von Kommanditanteilen nach dem Gesellschaftsvertrag der ISF GmbH & Co. KG betragsmäßig beschränkt ist.

Die mit einem Kommanditanteil verbundenen Rechte und Pflichten des Kommanditisten ergeben sich aus dem jeweils gültigen Gesellschaftsvertrag der ISF GmbH & Co. KG, den anwendbaren Gesellschafterbeschlüssen sowie dem Gesetz.

Nähere Informationen unter:

ISF GmbH & Co. KG, Richard-Weidlich-Platz 3, 65931 Frankfurt-Sindlingen, Germany
Phone: **+49 (0)69 - 300 395 11** - Fax : +49 (0)69 - 300 395 08 - E-mail: **office@isf-net.de**
Öffnungszeiten: Montag – Freitag 09.30 – 17.00 Uhr oder nach Vereinbarung