

# 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 30<sup>th</sup> 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](mailto: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](mailto: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>
Asthma <i>Asthma</i>	
Diabetes <i>Diabetes</i>	
Eczema/Neurodermatitis <i>Hautekzem/Neurodermitis</i>	
Epilepsy <i>Epilepsie</i>	
Hay Fever <i>Heuschnupfen</i>	
Hearing Difficulties <i>Schwerhörigkeit</i>	
Heart Disorders <i>Herzstörungen</i>	
Speech Impediment <i>Sprachfehler</i>	
Visual problems/Glasses <i>Sehstörungen/Brille</i>	

Previous Illnesses <i>Frühere Krankheiten</i>	yes/no <i>ja/nein</i>
Chickenpox <i>Windpocken</i>	
Ear Infections <i>Ohrinfektionen</i>	
Frequent Colds <i>Häufige Erkältungen</i>	
Measles <i>Masern</i>	
Mumps <i>Mumps</i>	
Rubella (German Measles) <i>Röteln</i>	
Scarlet Fever <i>Scharlach</i>	

Immunisation <i>Impfung</i>	Month/Year (most recent vaccination) <i>Monat/Jahr (letzte Impfung)</i>
Polio <i>Kinderlähmung</i>	
Diphtheria <i>Diphtherie</i>	
Tetanus/Booster <i>Tetanus/Auffrischimpfung</i>	
Pertussis (Whooping Cough) <i>Keuchhusten</i>	
<b>Measles*</b> , Mumps, Rubella (MMR) <b>Masern*</b> , Mumps, Röteln	
Hepatitis B <i>Hepatitis B</i>	
Pneumococcal disease <i>Pneumokokken</i>	
Meningitis <i>Meningokokken</i>	
Chicken Pox <i>Windpocken/Varizellen</i>	
Covid-19 (please give all vac. dates) <i>Covid-19 (bitte alle Impfdaten nennen)</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>	

	<b>Yes/Ja</b>	<b>No/Nein</b>
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>	<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



# TUITION AND FEES SCHEDULE

**AUGUST 29, 2022 - JUNE 30, 2023**

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:

Kindergarten/ Preschool	Grades 1 – 3	Grades 4 – 6	Grades 7 – 9	Grades 10 – 11	Grade 12
12,990.00	16,005.00	17,025.00	18,600.00	20,100.00	21,150.00

*Students normally graduate in Grade 12. Tuition Fee per year for Grade 13: € 21,180.00*

## 3. Payment Dates

One third of the annual tuition plus the full Enrolment/Re-enrolment Fee is due and payable by **June 15, 2022**

One third of the annual tuition is due and payable by **September 15, 2022**

One third of the annual tuition is due and payable by **December 15, 2022**

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 1<sup>st</sup> 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, 2022 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, 2022. For enrolment applications withdrawn before July 15, 2022 the (Re-)Enrolment Fee will be charged.

## 6. Late Enrolment

For students starting in Term 2 (from November 29, 2022) 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 21, 2023) 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 29, 2022. Written notice of withdrawal required by October 28, 2022;**

**Term 3 begins March 21, 2023. Written notice of withdrawal required by February 20, 2023.**

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.

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 2022** will be issued by the Accounts Department in February 2023.

## 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 1<sup>st</sup> invoice

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

€2,000, payable on June 15 of the year after that (3<sup>rd</sup> 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