



ISF

International School
Frankfurt Rhein-Main

Verwaltungs-GmbH

Strasse zur Internationalen Schule 33 • 65931 Frankfurt

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. Though ISF will use its best efforts to assess the case of each student applying for admission to the school based on the merits of each case separately, this assessment does not constitute nor may it be construed as an obligation of ISF to meet or provide a respective student's individual support needs, specific school facilities or building specifications, or a specific education program.
3. This contract will be null and void if the School Director does not accept a student.
4. 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.
5. 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.
6. 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.
 - e) After one reminder, the student continues to violate the behavior expectations set out in the Code of Conduct in the ISF Student-Parent Handbook. The undersigned hereby confirms to have received a copy of the Student Parent Handbook, which is also shown and can be downloaded on the ISF website.

In case of termination with immediate effect, the full year's tuition fees are due.
7. 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.
8. 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.
9. 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.
10. Jurisdiction for disputes arising under this contract is Frankfurt am Main.
11. **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.**

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**

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