

ENROLMENT CONTRACT

Enrolment beginning _____/

Month Year

STUDENT INFORMATION						
Name Family N						_ Male Female
Family N	ame	First Name	3	Middle	∋ Name(s)	
Date of Birth/ Day Month	_/ Nation Year	nality (ies)				
Country of Birth	F	^v rincipal langua	ge spoken a	at home		
Home Address (Germany) _						
	Street		Postal Code	Town/	/City	
Telephone	I	Contact E-mail				
Present School				Grade/Year at present school		
Brothers and sisters current	ly enrolled at or a	pplying to ISF:				
Names: 1)	Grade	2)		Grade	_ 3)	Grade
ADDRESS FOR IMMEDIAT	E CORRESPONI	DENCE (if diffe	rent from a	above)		
Tel. No	E-mail _				Until when?	
PREVIOUS SCHOOLS (las	t 2 schools)					
Name of School		Country	1		Dates attended	
I/we hereby give ISF pe	ermission to conta	act previous sch	ools.			
Has a grade/class/year ever	· been repeated?	🗆 Yes	₃ □ No	or skipped?	□ Yes □ No	
Does the student, to your kn	iowledge, have ar	iy particular lea	rning disabi	lities?	□ Yes □ No	
LANGUAGE BACKGROUN	1D					
	English	German	French	Spanish	Korean	Other
Native speaker						
How many years					<u></u>	
No knowledge						
Students applying for Grade	s 6 to 9 should in	dicate their pref	erred langu	age choice: Frei	nch 🗆 Spanish 🗆]
(French and Spanish are off	iered as a foreign	language onlv)				



PARENT INFORMATION		
Father (or male quardian)		Mobile No.
Father (or male guardian) 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	
Mether (or female quardian)		Mahila Na
Mother (or female guardian) 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	
Offiess otherwise notified, s	school reports will be sent to	
EMERGENCY CONTACT		
Please provide a daytime emergency contact name	e and telephone number (other	than parents):
Name:	Tel	
PARENTAL AUTHORITY		
Please indicate who is legally responsible for the s	tudent named in this contract:	
□ Father/Guardian □ M	other/Guardian	Both parents
Student lives with:		
□ Father/Guardian □ M	other/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 <u>in writing one month before the beginning of the next term*</u>, 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.



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 pay this enrolment application is r	yment conditions are inclu nade and which constitute	ided in the Tuition es an integral part	and Fees Scl of this contrac	hedule valid for the school year for which ct.	
Tuition fees will be paid by or by		by direct de please give details		☐ by bank transfer	
*Please submit completed SE	PA Direct Debit Mandate	(valid only for tuiti	on fee payme	ent) with the Enrolment Contract	
Company Name			Department _		
Contact Person	Tel. No		E-mail		
AddressStre	et	Postal Code		Town/City	
SIGNATURE PARENT(S)/GI	JARDIAN(S)				
The information provided on t	this Enrolment Contract is	true and correct a	nd no informa	ation 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-N	Aain Verwaltungs-	GmbH	Place	
School Director				Date / / Day Month Year	
SCHOOL PLACE RESERVA					
Payable to**:					
_	nternational School Richard-Weidlich +49 (0)69 30039511 Fax	n-Platz 3, 65931 F	rankfurt, Ge	rmany	
Details of the amount and the an integral part of this contract			nool Place Re	servation Fee Schedule which constitutes	
School Place Reservation Fe	e will be paid by:	Parents		any**	
** Exempted are shareholder Partnership Agreement.	s of ISF International Sch	ool Frankfurt Rhei	n-Main GmbH	I & Co. KG according to § 6 of the Limited	
SIGNATURE PARENT(S)/GI	JARDIAN(S)				
We, the undersigned, agree t	o make arrangements for	the reservation of	a school plac	ce.	
Signature of Parent(s) or Guardian(s)				Place	
				Date // Day Month Year	

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