



ISR Internationale Schule am Rhein in Neuss

APPLICATION FORM FOR STUDENT ENROLMENT IN

- AY 2008 / 2009
 AY 2009 / 2010
 AY ____ / ____

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 _____

German Home Address _____
 Street Postal Code Town/City

Telephone _____ Fax _____ E-mail _____

Present School _____ Grade/Year at present school _____

Brothers and sisters currently enrolled at or applying to ISR: Yes ___ No ___

Address for correspondence prior to arrival in Germany _____
 _____ Until when? _____

Telephone _____ Fax _____ E-mail _____

PARENT INFORMATION

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

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

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

Father's Nationality _____

Business Tel. No. _____ Business Fax No. _____ E-mail _____

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

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

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

Mother's Nationality _____

Business Tel. No. _____ Business Fax No. _____ E-mail _____

Daytime Emergency Contact Name and Tel. No. (other than parents) _____

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

New Enrolments

Before this application for first-time enrolment can be given final consideration, arrangements must be completed for reservation of a school place with the ISR Internationale Schule am Rhein in Neuss GmbH, Neuss, and the following documentation provided directly to the school:

- Application Form for Student Enrolment
- 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)
- A recent passport-size photo

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am Rhein in Neuss GmbH
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41464 Neuss
Germany

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All Enrolments

Information on these forms will be held in strict confidence.

We give permission to have our names, addresses and telephone numbers entered in the ISR School Directory for distribution to ISR employees and parents only. Yes _____ No _____

We give permission for photographs taken of our child at school to be published. Yes _____ No _____

Transport

Are you as parents interested in school transportation? Yes _____ No _____

If you click yes, you authorize us to give your name, address and telephone number to the transportation company(ies).

Fees

Please state whether tuition and fees invoices should be sent to home ___ or business ___ address. If you wish the invoice to be sent to your business address, please give details below:

Company Name _____

Department _____

Contact Person _____ Tel. No. _____

Street _____

Town _____

Reports

Please state whether the reports should be sent to home ___ or any other ___ address. If you wish the reports to be sent to another address, please give details below:

Name _____

Street _____

Town _____

GENERAL CONTRACT CONDITIONS

1. I/We are aware and accept, that the enrolment process for ISR is only officially completed, when a full reservation has been made for a place at the school, i.e. the required contracts have been signed and the required sums of money have been paid. Only after the admission process (see Conditions 2-6) has been completed in this way, ISR will issue an enrolment certificate/ notification directly to the school authorities.
2. When signed by the parents or guardians and ISR Internationale Schule am Rhein in Neuss 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 ISR an Enrolment Contract must be signed by both parties.
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 ISR Internationale Schule am Rhein in Neuss GmbH with regard to the Tuition & Enrolment Fees and the School Place Reservation Fees or the silent partnership payment(s).
 - a) The School Place Reservation Fees must be paid within one month after signing the contract and BEFORE the student starts at ISR. Considering the above mentioned time limits, a silent partnership contract mentioning a direct debit mandate can be signed as an alternative to the School Place Reservation Fee.
 - b) With regard to any late payments of fees, ISR reserves the right to prevent the enrolled student from attending or continuing to attend school. The signatory of this contract is aware of and agrees with this condition.
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 ISR Internationale Schule am Rhein in Neuss 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 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 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, the School Place Reservation Fee and/or 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 School Place Reservation Fee and 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. The Enrolment Fee will not be refunded if the application is withdrawn. If an application is withdrawn after July 15th, 2008, a cancellation fee of € 1.650,00 in addition to the Enrolment Fee will be charged.
8. The provision of food and drinks to students as well as transportation of the students are 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 ISR 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.
11. The signatory is aware and agrees that repeating a grade level is not possible, if the enrolled student does not fit the ISR age requirement for that grade level.
12. Information on these forms will be held in strict confidence.
13. Jurisdiction for disputes arising under this contract is Neuss.

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 are aware that the Tuition And Fees Schedule of the current academic year, the Student Medical Form (Medizinische Angaben) as well as the sheet "Advice according to Infection Protection Act" (Belehrung gemäß Infektionsschutzgesetz) are essential parts of this contract. 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.

Signature of Father
or Guardian _____

Place/Date _____ / ____ / ____
Day Month Year

Signature of Mother
or Guardian _____

Place/Date _____ / ____ / ____
Day Month Year

SIGNATURE SCHOOL

Signature of ISR Internationale Schule am Rhein in Neuss GmbH

School Director _____

Place/Date _____ / ____ / ____
Day Month Year