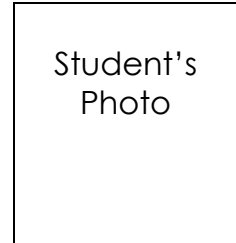




The Master Franchise for INDIA  
Registered by SUPREME International Education



## APPLICATION FOR SCHOOL YEAR .....

### Student Information

First name/Last name.....

Date of birth..... Place of birth.....

Nationality..... Religion..... Gender.....

Mother tongue..... Other languages.....

Application for:

- Toddler group (18months up to 3yrs)
- Kindergarten group (3yrs up to 5yrs)
- Pre-School group (5yrs up to 6yrs)
- Primary Grades 1-4
- Secondary Grades 5-8
- Secondary Grades 9-10 (IGCSE Curriculum)
- Secondary Grades 11-12 (A/AS-Level Curriculum)

Expected date of school enrolment.....

Previous stations:

Name of Kindergarten/School	City/Country	Period of time
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

## Family Information

Student's siblings:

Name	Age	Kindergarten/School	Level
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

### Mother

### Father

First Name/Last Name	.....	.....
Date of Birth	.....	.....
Nationality	.....	.....
Religion	.....	.....
Education/Grade	.....	.....
Current job	.....	.....
Company name	.....	.....
Home address	.....	.....
	.....	.....
	.....	.....
Telephone number	.....	.....
Mobile (cell) number	.....	.....
Email-address	.....	.....
In case of an emergency, following person(s) should be informed (i.e. relatives)	.....	.....
	.....	.....

## IN CASE OF AN EMERGENCY

1) Please let us know the blood group and type (positive or negative) of your child:

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2) Please state allergies: \_\_\_\_\_

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3) Does your child have allergies to any medication?  yes /  no  
If yes, please specify:

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4) Please tick, if your child has been treated or is receiving treatment for one of the following chronic diseases:

- Hypertension,
- Diabetes,
- Tuberculosis,
- Hepatitis B,
- Others \_\_\_\_\_

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5) Are there any other health interferences? \_\_\_\_\_

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6) Kindly provide a photocopy of your child's certificate of all current vaccinations.

## ADMISSIONS POLICY

Admission to the German International School – Chennai (hereinafter referred to as 'the school') is open to any child regardless of race, gender, religion, or country of origin. Students may enrol at any time during the school year, which commences in July and runs through to June of the following calendar year. The school operates on a semester-based calendar with a three-week holiday in December, two weeks during autumn, one week for spring and a seven-week summer break before starting the new school year in July.

### Age Requirement

Children are admitted from the age of 18+ months up to Primary and Secondary grades.

### Residency

The school is a school for day students. There are no boarding facilities or provisions for students whose parents live and work outside Chennai.

### Admission Conference

Once the application is submitted with all the relevant documents, the application and supporting documents will be reviewed by the Educational Coordinator and a recommendation will be made to the Principal as to the appropriate grade level placement. The Principal will then review all of the information associated with the application and make a final decision with regard to grade level placement. If the student is in Chennai at the time of grade placement, an interview will be conducted by the respective Principal. For students applying for Primary or Secondary School, a school test might be given to evaluate the students' grade level. Based on the number of students applied and the availability of the seats the student will be put on a wait list, the allotment is made in first come first serve basis. The school has no fixed enrolment dates. Parents are, however, requested to call in prior, for enrolment.

### Records/Testing/Grade Placement

Students entering the Primary and Secondary School should submit their most recent school records. For non-German students a narrative statement from their previous classroom teacher is required which give information about the content they have worked through the previous term. Aside, it may be required to take tests to assist the school in determining appropriate grade of placement. In all cases, the final decision regarding admission and placement rests with the school administration.

### School Fee Payment

In order to secure provisional admission/continuation for the student, the installments of the school fees have to be initiated on or before the due date given in the school bill (see **PAYMENT PROCEDURE & FEES**).

## PAYMENT PROCEDURE & FEES

### School Fees

*School Fees* is the umbrella term of all fees arising to get enrolled and take part at the educational programme at the school.

### Application Fee

The *Application Fee* covers, but is not limited to the processing of the application, including testing and interviewing.

Applications will not be processed until the *Application Fee* has been received.

The *Application Fee* is valid only for the school year in which you are applying. The *Application Fee* will be also charged for former students re-applying to the school.

The Fee may be paid in cash at the school cashier office, by bank transfer, DD (demand draft) or cheque. *Application Fees* are not refundable.

### Admission Fee

The *Admission Fee* is the entrance fee to get enrolled at the school and is valid only for the school year in which you are applying.

The *Admission Fee* is due in full with the first invoice payment. *Admission Fees* are not refundable.

### Capital Fee (for new students) / Capital Development Fee (for returning students)

The *Capital Fee/Capital Development Fee* is used to cover the capital costs of the buildings and grounds (facilities) and their further development.

The *Capital Fee* is valid only for the school year in which you are applying. The *Capital Development Fee* is valid for returning students and will be raised every continuing year after the first school year.

The *Capital Fee / Capital Development Fee* is due in full with the first invoice payment.

*Capital Fees / Capital Development Fees* are not refundable.

### Tuition Fee\*

The *Tuition Fee* is used to cover the costs of the annual programme operations. The *Tuition Fee* is due before the first day of class and is payable on a 12 months base. The school year period is from 01.07. until 30.06. The payment regulations are given as follows:

- **Students who enrol after the start of a semester**  
For students who enrol and attend classes after the start of a semester, Tuition Fees will be charged on a twelve months base starting on the 01. of the month of joining (i.e. joining on 12.08.2012, period of enrolment is 01.08.2010 – 31.07.2011).
- In case the starting date gets delayed due to an unforeseen reason, the parents are requested to inform the school in time to give the information to the related teacher. The student is able to start at a later date, but the contract period keeps the same.
- **Students who depart before the end of a semester**  
Should a student withdraw during any part of a semester, there will be no refund for that school year.

Since students are taken throughout the year, the recruitment of the teaching staff is made on the basis of the number of applications received. A pro-rata refund in case of early termination of the contract of schooling is therefore not possible. *Tuition Fees* are not refundable.

\* previously also named as School Fees

### **Food & Beverage Fee**

The Food & Beverage Fee covers the costs to provide food as well as any costs involved to store, prepare and cater the meals to the students, which include a morning snack, lunch and an afternoon snack as well as water consumption. *Food & Beverage Fees* are not refundable.

### **Additional Charges**

Parents may be assessed other charges, such as: school book fees, examination fees (IGCSE Curriculum), graduation fees, yearbooks, or the cost of transportation for athletic or activity trips when traveling. Such fees may be paid in advance in cash at the cashier's office, by bank transfer, DD (demand draft) or cheque.

### **Invoices**

Upon notification of acceptance of the **new student** by the Educational Coordinator, the *Admission Fee* and *Capital Fee* will be due within two weeks of the offer of acceptance. Payment of these fees will hold your child's place at the school. The deposit will be credited towards the total School Fee costs, and will be reflected in the initial invoice from the school.

In case the enrolment date of the student lies within the next 30 days after notification of acceptance, the remaining *Tuition Fees* and *Food & Beverage Fees* are also due within two weeks of the offer of acceptance.

In case the enrolment date of the student lies later than 30 days, a second bill will be raised covering the remaining *Tuition Fees* and *Food & Beverage Fees* (i.e., date of application is 17.05.2010, period of enrolment is 01.08.2010 – 31.07.2011: due date for the 1. payment is two weeks on or before the offer of acceptance; due date for the 2. payment is 1 months on or before the enrolment period starts).

**Returning students** will receive the school fee bill for the continuing enrolment period two months before the end of the enrolment period. The *Capital Development Fee*, *Tuition Fee* as well as *Food & Beverage Fee* will be due 1 month on or before the new enrolment period starts.

### **Late payment Fees & Loss of seat**

If payments are not received on or before the given due dates, the applicant risks losing the seat and late payment fee will be raised. In case of limited availability of seats at the time of due crediting, the allotment is made in "first credited - first served" basis, surplus demand will be placed on a waiting list.

School Fee invoices for the school year will be sent to the address specified by the parents on their child's Application for admission.

In order to secure provisional admission/continuation for the student, the installments of the school fees have to be initiated on or before the due date given in the bill.

In case of any delay of payments, there will be a due payment fees

- Due payments initiated after the given due date but before the date of enrolment:  
Late payment fee:       Rs 3,000/- per child and delay
- Due payments initiated after the date of enrolment:  
Penalty fee:               Rs 10,000/- per child

Failure to pay school fees by the established due dates may result that the student(s) will not being allowed to attend classes and/or lose the seat.

In case of limited availability of seats at the time of due crediting, the allotment is made in "first credited - first served" basis, surplus demand will be placed on a waiting list.

## Payments

Payments for the school year will be accepted in Indian currency (INR) only.

As a reminder:

- Transfers or payments made within India through an AXIS Bank account will be credited within 1-2 working days to the school's account.
- Transfers or payments made within India through any other then AXIS Bank account will be credited within 3-4 working days to the school's account.
- Transfers or payments made from outside India will require at least two weeks before credit is applied.

## Bank Fees

Please be aware that all bank transfer fees, foreign exchange commissions or other fees charged by a bank on a transaction are the payer's responsibility and cannot be deducted from your school fees.

In case due payments are based on another than Indian currency (i.e. for books or material from Germany or France), the amount will be converted in INR on base on that days' exchange rate given by: <http://www.bankenverband.de/service/waehrungsrechner>.

**Regardless if or when a student starts at the school or how long a student is present during a school year, the Application Fee, Admission Fee, Capital Fee / Capital Development Fee as well as Tuition Fee and Food & Beverage Fees are not refundable - also not pro rata temporis.**

## AGREEMENT

1. I/We herewith confirm that the above given student and family information is complete, true and correct to the best of my/our knowledge.
2. I/We herewith confirm that I/we have studied and agreed on the Philosophy, the Curriculum and the School Policies of the German International School - Chennai (hereinafter referred to as 'the school').
3. I/We herewith confirm that I/we have studied and agreed on the above given "ADMISSIONS POLICY" and "PAYMENT PROCEDURE & FEES".
4. I/We herewith agree that in case of termination of the school contract, I/we have to submit a written notification to the school minimum one month in advance. School fees are not refundable.

I/We herewith agree that the school reserves the right to terminate the contractual relationship with the contracting party prematurely if interference on the established and exercised school operation is indicated. The school will send the contracting party a prior notice in form of a registered letter. If there is no change in the conduct of the contracting party, a termination of the contract for good cause will take place, which leads to the prohibition of entering the premises of the school. School fees are not refundable.

5. I/We herewith agree that I/we take full liability for any damage which might be caused by my/our child to the school.
6. I/We herewith agree, that photos made by the school can be published. The school guarantees that pictures which are taken by the school will only be used for promotional service for the growth and pleasing awareness of the school. These formats could be movies or pictures from i.e. daily activities of the children in the school-hours, school trips or school events. The channels for promotion are i.e. write-ups for the website of GIS, official press releases, GIS on facebook or twitter.
7. I/We herewith acknowledge that the school does not provide any student health insurance. The school therefore strongly encourages the parent(s) to insure their child on their own.
8. I/We herewith agree that the school is allowed to take emergency measures, including first aid and transport to medical facilities in case of emergency.

I/we understand that the signature below indicates acceptance of the terms and conditions noted above.

.....  
City, Date

.....  
Parent's signature