



School Agreement and General Terms & Conditions

Bonn International School e. V. (BIS)

Starting date: _____
Day/Month/Year

Application for Grade: _____

Anticipated Length of Stay: _____

Student Personal Data

Family Name: _____ First Name: _____

Date of birth: _____ Gender: _____ Preferred Name: _____
Day/Month/Year M/F

Place of Birth: _____ Nationality : _____

Strongest Language: _____ Other Languages: _____

Does the Student have diplomatic status: Yes No

Schooling

Current school:

Name

Street address, city, country

Current Grade or Year

Is your child in a learning support programme? Yes No

If yes, please provide full details including IEPs and psychological and medical assessments

Family Data

Current Address at Time of Application:

Street Address, Postal Code, City, Country

Home Telephone Number

Mobile Number Father / Guardian

Mobile Number Mother / Guardian

Local German Address if different from above:

Street Address, Postal Code, City, Country

Home Telephone Number

Mobile Number Father / Guardian

Mobile Number Mother / Guardian

Email Addresses:

e-mail Father / Guardian

e-mail Mother / Guardian

Father / Guardian:

Title, Family Name, First Name

Nationality

Occupation

Employer¹:

Work Address:

Work Address

Telephone Number

Mother / Guardian:

Title, Family Name, First Name

Nationality

Occupation

Employer²:

Work Address:

Work Address

Telephone Number

Local Emergency Contact:

(Other than Parents/Guardian)

Name

Telephone Number

Mobile Number

¹ Voluntary supply of information

² Voluntary supply of information

The child custody lies with the:

father , mother , both parents , legal guardian , adoptive parent

If a person (or persons) other than both parents have (joint) legal custody of the child, a copy of the certificate of appointment or of the Power of Attorney must be submitted before the application can be processed.

Every change with regard to the child's custody must be notified and documented to BIS immediately.

Fee Payment Data

Payment of all school fees is the responsibility of parents/guardians who may, however, instruct a third party to make the payment on their behalf.

Fees will be paid by:

Individual

Payment in full via bank transfer by the due date stated on the invoice

Payment in installments via direct debit according to Appendix 1a + 1b

Organisation/Embassy

Company

Name of the third party: _____

(Organisation, Embassy or Company Name)

If fees are paid by a third party, please have the company, organization or embassy complete Appendix 2 and return to Admissions.



School Agreement and General Terms & Conditions of Bonn International School e. V.

Between

Bonn International School e. V.,

Martin-Luther-King-Str. 14, 53175 Bonn (herein also referred to as: "BIS")

and

the parent(s) or legal guardian(s) (herein also referred to as: "Legal Representative")

Father / Legal Guardian:

_____ **Family name, First name**

Mother / Legal Guardian:

_____ **Family name, First name**

acting on one's own behalf and as guardian of the student:

_____ born on _____ in _____

Family name, First name

date of birth (dd/mm/yyyy)

Place of birth

the following school agreement is made:

1. Basis of Education

The school educates students aged between 3 and 19 from the primary school (grades EL3 to EL5 and grades 1 to 5) through to the secondary school (grades 6 to 12).

To achieve this purpose, BIS lays the optimum foundations, with the most important premise being tolerant and caring social interactions through positive and respectful dialogue and behaviour in all school and school-related activities. Accordingly, BIS has outlined general expectations and rules of behavior, as specified in this contract, as well as in the parent, student and teacher handbooks, which are binding for all community members, namely students, parents and employees of BIS.

2. School Year

The school year begins in August and ends in June of each year. The exact days of beginning and ending of a school year will be published on the BIS website (school year calendar) not later than 12 months before beginning of a new school year.

3. School Fees

The annual school fees payable are approved at the Annual General Meeting or an Extraordinary General Meeting. The currently applicable amounts of the school fees can be found in Appendix 5 of the School Agreement or be obtained from the Admissions Office. The following components are part of the school fees:

3.1 Admission Fee

A one-time admission fee is payable upon submission of the signed School Agreement and receipt of the corresponding invoice.

The admission fee will be reimbursed in full only if the school is unable to offer a place to the student. If the application is withdrawn for any reason, no refund is made.

3.2 Annual Tuition Fee

The annual tuition fee covers all instructional costs, costs for textbooks, costs for the school buildings and grounds and other educational materials.

There is no reduction in tuition fees for online courses taken.

Students must provide their own materials as listed in the annual supplies schedule.

3.3 Testing and Examination Fees

Subject-specific examination and testing fees may arise and will be invoiced separately when an application is made for the student to sit for external examinations. Payment terms are specified on the invoice at the time.

3.4 Special Needs Evaluation Fees

Special needs evaluation fees may be charged to cover costs associated with the assessment of special needs of the student. The Legal Representative will be consulted and informed of possible costs prior to an assessment being carried out.

3.5 Extra-Curricular Activity Fee

Extra-curricular activity fees are determined on an activity basis.

3.6 Fee Increases and Additional Fees

BIS is entitled to raise the fees referred to in paragraphs 3.1 to 3.5 or to levy additional fees in accordance with applicable law and the terms of the Articles of Association. Such changes are to be published immediately after the Annual General Meeting, normally held at the beginning of May.

4. Mid-Year Enrolment

Students may be accepted for enrolment at BIS at any time during the school year, provided space is available.

Students entering

- after November 15 are charged 75%,
- after the winter break 60% and
- after the spring break 30% of the annual tuition fee.

The registration fee is charged in full regardless of the date of admission to, or withdrawal from the school.

5. Payment Terms

All fees become due in full on the date stated on the invoice.

6. Deficit or Default in Payment

In the case of a failure to pay the annual school fees by the due date stated on the invoice, a late-payment fee of 5% of the outstanding amount is charged.

This late-payment fee is to be reduced if the student or his/her Legal Representative can provide evidence of no or lesser damage arising at BIS.

The late-payment fee will also apply if a direct debit has failed under an arranged payment plan.

If the student or his/her Legal Representative is in default of more than 15% of school fees due, BIS has the authority to terminate the student's right to attend the school for the period of the default of payment.

If more than 50% of school fees are unpaid despite a written final payment demand and expiration of the final payment deadline of 2 weeks BIS has the authority to terminate the School Agreement extraordinarily.

BIS reserves the right to withhold school records, report cards, diploma or other certificates and transcripts on all materially delinquent accounts. Delinquent accounts may be transferred to a collection agency. Students will not be accepted back for a new school year if any school fees from the previous year are outstanding.

7. Termination of the School Agreement

If the School Agreement is not terminated according to the following regulations, it is automatically extended further for one school year until the child graduates from BIS.

7.1 Termination at the end of School Year

This School Agreement may be terminated by due notice as of the end of the school year, provided BIS has received a written termination notice not later than **15 March** of the same year.

7.2 Termination during the School Year

Regardless of the provision in paragraph 7.1, the School Agreement may be terminated at the end of any calendar month during the course of the school year, provided BIS has received a written termination notice at least **3 months** prior to the intended effective date of the termination notice.

Such termination will affect the school fees as follows:

7.2.1 Annual Tuition Fee

If the termination notice becomes effective after the beginning of a new school year and before the start of the second semester, the annual tuition fee is reduced to 60%. If the termination notice becomes effective after the start of the second semester the annual tuition fee will be charged in full.

If BIS has not received a timely written notice prior to **March 15** of a given school year and if the student fails to return to the school for the following school year, BIS is entitled to charge the following percentages of the annual tuition fee **for the following school year** as lump sum compensation:

Notice received

between 16 March and 31 May – 10% tuition fee for the following school year,

between 1 June and 30 June – 20% tuition fee for the following school year,

after 30 June – 25% tuition fee.

7.2.2 Reduction of Lump Sum Compensation

The above-mentioned lump sum compensation referred to in paragraph 7.2.1 are to be reduced if the student or Legal Representative can provide evidence of no or lesser damage arising at BIS. Or, it may be reduced, at the discretion of the Board of Trustees, in cases of proven personal hardship

BIS is entitled to demonstrate and prove higher damages incurring from the student's failure to return to the school.

7.3 Extraordinary Right of Termination

In case of an increase of fees or levy of additional fees, the Legal Representative is entitled to terminate the School Agreement at the end of the current school year. The termination has to be submitted to BIS in writing no later than 10 working days after the publication of the increase of fees and explicitly state that the termination is due to the increase of fees or the levying of additional fees.

8. School Policies, Rules of Behavior

8.1 Tobacco, Alcohol, Illegal Drugs, Weapons

Any possession, consumption, use or dealing of alcohol, illegal drugs and weapons on the school grounds or in view from the school grounds and in all areas concerning official school activities is strictly prohibited. With respect to tobacco, BIS is a smoke-free campus. Students may not consume or use tobacco products on school grounds and within the sight of school grounds. A student engaged in such an act may be suspended until a parental conference can be arranged. Repetition of such behaviour may result in expulsion.

8.2 Discrimination

Any form of harassment that discriminates against others on the basis of race, nationality, religion, gender, sexual orientation or age or behavior which creates a hostile environment for others, will not be tolerated. A student engaged in such an act may be suspended until a parental conference can be arranged. Repetition of such behaviour may result in expulsion.

8.3 Violent or Dangerous Behaviour

Violent or dangerous behaviour which poses a serious threat to the safety or wellbeing of another person or to the school may lead to the suspension of the student until a parental conference can be arranged. Repetition of such behaviour may result in expulsion. In case of overtly violent or injurious behavior, the school reserves the right to expel the perpetrator immediately.

In case of one or especially repeated breach of the aforementioned rules of behaviour or other rules of behaviour, which can be found in the annual Parent Student Handbook and School Policy, BIS might be entitled to terminate this School Agreement for cause.

8.4 Learning Support

The school will make every effort to support diverse learning needs. All needs must be disclosed at the time of application. The school reserves the right to terminate the School Agreement if false and/or incomplete information was provided by the parent/guardian at the time of application. There are limits to the learning support that the school can offer. If it emerges that the school cannot meet a student's needs, the student may be de-enrolled upon prior consultation with parents/guardians.

9. Student Locker

The school provides student lockers for all secondary students. The student locker may only be used to store the student's clothing and educational materials necessary for school attendance. The storage of other items, especially forbidden substances or weapons, is expressly prohibited.

Before the end of the school year and if the student leaves the school the student locker is to be cleared completely.

In case of improper use of the student locker, further use may be precluded.

BIS reserves the right to search the student locker upon suspicion of a violation of the school policies by the student. This will always be done in the presence of the student or his/her Legal Representative.

10. Accident and Health Insurance

BIS students are covered by the state accident insurance ("Unfallkasse NRW") for accidents at school, on the way to / from school and on all mandatory school trips. This coverage may not apply to students with diplomatic status or members of the allied forces.

It is the parents responsibility to provide sufficient health insurance cover when their child is on a school trip in a foreign country. BIS does not cover medical claims incurred in a foreign country.

11. Absence from School / Illness

According to § 34 Education Act Nordrhein-Westfalen (Schulgesetz Nordrhein-Westfalen – SchulG NRW), students (not children attending EL3 to EL5) who have their residence or habitual residence in Nordrhein-Westfalen are required to attend school. According to § 41 SchulG NRW the Legal Representative is responsible for the child's regular school attendance. This also applies to private schools such as BIS.

The unauthorized and unexcused absence from school, especially the unauthorized extension of the school holidays determined by BIS, is not permitted and can be interpreted as a violation of the compulsory education. In this case BIS may be obliged to inform the educational authority.

Absence from school due to illness is excused, provided BIS has received a medical certificate no later than on the third day of absence. For medical-related absences of less than three days the school requires a written parental note.

12. Collecting and Processing of Student Data - Appendix 6

BIS makes use of virtual learning platforms for BIS students, which is used by every teacher in every class. These e-learning platforms support a large number of learning opportunities. All teachers post due dates for major assessments, upload necessary documents, links, handouts, rubrics, etc. for student learning and communicate electronically with students. In addition, many teachers use additional features of the systems such as collection of assignments, forums (electronic discussions), blogs, lessons, groups and more. Students, who study at BIS as secondary students, are expected to check their account at least once per school day (calendar and messages) and use resources or other features as directed by teachers.

These software applications are closed systems, meaning that they are only accessible via a unique username and password for each student. The data that is kept on the files by the systems include the student's first and last name, address, ID number, login code, password, classes, country (Germany), graduation date, teaching contents and results, attendance records, report cards, grades, disciplinary and special needs data and medical information.

These software applications and the data storages are running on server systems which are not located in the European Union but in the United States of America. It is, therefore, necessary to transmit the data, also the personal data mentioned before, to the operating company outside the territory of the European Union.

BIS will continue to supervise and control regularly all companies who run and operate systems where personal data from students is stored and BIS will only cooperate with such companies who fully meet all legal preconditions of EU Data Protection legislation.

A child not using virtual learning at BIS will need to establish alternate ways to:

- keep electronic records of major assessment due dates;
- keep electronic copies of documents, links, videos, etc. necessary for class;
- be involved in online discussions or blogs;
- hand in electronic assignments;
- receive messages from teachers and students;
- receive news or postings from teachers;
- work within an electronic group;
- interact via electronic information about specialty topics such as Community & Service, Media Center, sports programmes.

13. Final Clause

13.1 Right of Custody, School's Correspondence

BIS assumes that both parents have the right of custody of the student, unless otherwise notified. If one parent or a guardian is solely responsible for the custody, legal documentation of custody arrangements must be submitted to BIS. This also applies in case of custody changes.

13.2 Force Majeure

There is no refund of the tuition fee for instructional days lost due to reasons beyond the School's control. This particularly applies to school closures due to weather conditions, fire, flood, strikes, epidemics, pandemics or other similar *force majeure*.

13.3 Applicable Law

All legal relationships between BIS and the student and his/her Legal Representative, are exclusively governed by the law of the Federal Republic of Germany. The application of German International Private Law (IPR) is excluded, as well as the IPR of other jurisdictions.

13.4 Jurisdiction

If the Legal Representative does not have a residence in Germany, the exclusive place of jurisdiction for all legal disputes between BIS and the student and his/her Legal Representative is Bonn.

13.5 Severability Clause

Should several provisions of this School Agreement and General Terms & Conditions be invalid, the remaining provisions shall not be affected. In this case the parties shall replace the invalid provision by a valid provision that comes as close as possible to the commercial meaning and purpose of the invalid provision.

14. Appendices

The appendices Nos. 1a, 1b, 2, 3, 4, 5 and 6 are part of this School Agreement.

15. Additional Information

In cases of doubt only the provisions of this School Agreement and General Terms & Conditions apply.



Acceptance of the BIS School Agreement and General Terms & Conditions

Place, Date

Signature of Father / Guardian / Legal Representative

Place, Date

Signature of Mother / Guardian / Legal Representative

Place, Date

Signature on Behalf of BIS

Appendix 1a

Payment Plan

Between

Bonn International School e. V., Martin-Luther-King-Str. 14, 53175 Bonn,

- BIS -

and

- Legal Representative -

1. According to paragraph 3 of the School Agreement and General Terms & Conditions, the Legal Representative agrees to settle the tuition fee via direct debit in installments as follows:

Model of the Payment Plan: Please indicate which alternative model you choose

- a) tuition fee in nine equal instalments due monthly, on the first work day from September through to May
- b) tuition fee in four equal instalments due on the first work day of October, December, February and April.

Mid-year enrolment will be adjusted accordingly.

2. If an installment deduction fails for any reason, a 5% late payment fee is incurred. Furthermore, the Legal Representative is liable for any bank charges raised to the school due to a failed installment deduction.
3. If the Legal Representative is in default with two instalments during the school year, this Payment Plan Agreement becomes invalid and all school fees, including late charges according to paragraph 6 of the School Agreement and General Terms & Conditions, become due immediately.
In this case, the school reserves the right to deny future Payment Plan requests.
4. An effective direct debit authorization is compulsory for this Payment Plan. Should the direct debit authorisation lapse or expire and is not renewed in a timely manner, this Payment Plan becomes invalid and all outstanding fees become due immediately.
If a student withdraws from the school before a final instalment is due, the remaining balance will be deducted at the end of the month preceding the Student's withdrawal.
5. Any other rights of BIS, in particular the right to terminate the School Agreement according to paragraph 7 of the School Agreement and General Terms & Conditions, remain unaffected.

Place, Date

Signature of Father / Legal Guardian

Place, Date

Signature of Mother / Legal Guardian

Place, Date

Signature on Behalf of BIS

Appendix 1b

SEPA direct debit mandate / SEPA Lastschrift Mandat

BIS creditor ID number / BIS Gläubiger ID: **DE07 ZZZ0 0000 0194 37**

Customer direct debit mandate number will be communicated later

Kunden Mandatsreferenznummer wird später mitgeteilt

Name and address of account holder(s) // Name und Anschrift des Kontoinhabers

To Recipient // An Zahlungsempfänger

**Bonn International School
Martin-Luther-King Str. 14
53175 Bonn**

I/We hereby revocable authorise Bonn International School to deduct School Fees – Tuition Fee – from my/our bank account stated below.

At the same time, I/we will instruct my /our Bank to honour the debits made by Bonn International School from my/our bank account.

Hiermit ermächtige(n) ich/wir Bonn International School widerruflich, die von mir/uns zu entrichtenden Zahlungen wegen Schulgebühren (Tuition Fee) von meinem/unserem Bankkonto abzubuchen. Zugleich weise(n) ich/wir mein Kreditinstitut an, die von der Bonn International School auf mein/unser Konto gezogenen Lastschriften einzulösen.

Name of financial institution (German Bank)

Genauere Bezeichnung des kontoführenden Kreditinstitutes

IBAN (Note: any German IBAN has 22 digits)

DE _____

BIC / SWIFT (Please provide without fail)

Notice: I can, within eight weeks of the deduction date and whilst acting in concordance to the terms agreed upon with my bank, demand reimbursement of the amount withdrawn from by bank account

Hinweis: Ich kann innerhalb von acht Wochen, beginnend mit dem Belastungsdatum, die Erstattung des belasteten Betrages verlangen. Es gelten dabei die mit meinem Kreditinstitut vereinbarten Bedingungen

Location, Date

Ort, Datum

Signature(s)

Unterschrift/en



Appendix 2

Bonn International School e. V.
Admissions Manager
Martin-Luther-King-Str. 14

53175 Bonn

Third Party Payment Agreement

Dear Sir or Madam,

We have been advised that your company will be liable for the payment of school fees for your employee's child / children. For correct invoicing, we ask you to kindly complete the attached form and to send it back to our Admissions Manager as soon as possible.

Thank you in advance for your cooperation.

Bonn International School e. V.



We hereby confirm that we will pay the school fees for the child / children of our employee,

Mr. / Ms. _____, according to the invoice and payment terms.

Invoicing address _____

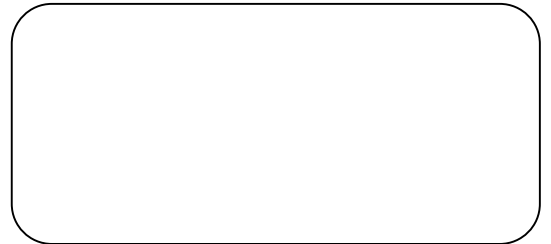
Contact: Name: _____

Phone: _____

Fax: _____

Email: _____

Signature



Company Stamp

Further comments / requests for invoicing:



Appendix 3

Student Medical Record

Student Personal Details:

Family Name: _____ First Name: _____
Preferred Name: _____
Date of Birth: _____ Gender: _____
Day/Month/Year M/F

Health Information:

Please note medical conditions below:

Please mark the relevant box if your child has any history of the following conditions:

- Allergies Asthma Diabetes
 Epilepsy/convulsions Attention Deficit Disorder Other

Please give dates and further information for any of the marked boxes or any other relevant condition your child may have.

Please mark the relevant box if your child has had any of the following illnesses (include date)

- | | Date | | Date |
|---|-------|---|-------|
| <input type="checkbox"/> Chicken Pox | _____ | <input type="checkbox"/> Whooping Cough | _____ |
| <input type="checkbox"/> German Measles | _____ | <input type="checkbox"/> Mumps | _____ |
| <input type="checkbox"/> Measles | _____ | | |
| <input type="checkbox"/> Other | _____ | | |

Is your child under special medical care? Yes/No If yes give brief details below:

Does your child routinely take medication? Yes/No If yes give brief details below:

Food intolerances eg nuts, dairy etc: _____

Diet preference eg vegetarian, vegan etc: _____

Consent to Emergency Care

I hereby request my child to receive emergency medical care as deemed appropriate.

YES NO

I hereby give my consent to have my child taken to a hospital for immediate treatment in case of emergency when the school considers it necessary.

YES NO

I will not hold the school or any member of the school staff responsible for any damages resulting from application of emergency.

YES NO

I recognise and agree that I may be responsible for the full cost of all medical care and treatment provided to my child. I will not hold the school responsible for any such costs.

Date

Signature of Father /Guardian /Legal Representative

Signature of Mother /Guardian /Legal Representative

Consent to regular medical Treatment

I authorise the School Nurse or designated staff to administer prescribed medication in accordance with written instructions provided by the parent/legal guardians.

YES NO

I authorise the School Nurse to inform relevant staff of any significant medical conditions.

YES NO

I authorize the School Nurse or designated staff to administer non-prescription medication such as pain relief as deemed appropriate.

YES NO

I authorise the School Nurse to check my child for lice infestation as deemed necessary.

YES NO

Date

Signature of Father /Guardian /Legal Representative

Signature of Mother /Guardian /Legal Representative



Parents' or Legal Guardians' Responsibility

To provide the school with accurate contact information.

To provide your child with a complete emergency kit in the case of chronic illness or allergies and instruct your child that it is held at the Nurse's office.

To inform the school immediately, in writing, of any change in your child's medical status.

To provide a written copy of any treatment plan authorised by your doctor for the management of chronic illness in school and to meet with the School Nurse and discuss treatment and management in school.

Date

Signature of Father /Guardian /Legal Representative

Signature of Mother /Guardian /Legal Representative

Appendix 4

Infection Protection Act (Infektionsschutzgesetz, IfSG)

I/We hereby confirm that I/we have read and will heed the provisions of the Infections Protection Act printed below.

Advice for Parents and Persons having the Care and Custody

In accordance with § 34 Para. 5. P 2
Infection Protection Act (IPA)

If your child has an infectious disease and attends school or other community establishments to which he or she is now to be admitted, he or she may infect other children, teachers or caregivers. Furthermore, the defence mechanisms of newborns and children are especially weakened by infectious diseases and he or she might even catch additional diseases (with complications) in our establishment.

In order to prevent this, this document aims to inform you about your obligations, appropriate measures and the standard procedure in accordance with the Infection Protection Act. As a rule, infectious diseases have nothing to do with a lack of cleanliness or carelessness. We therefore kindly request your frankness and trustful cooperation.

The law stipulates that your child is not allowed to attend schools or other community establishments

1. if he or she has fallen ill with a serious infection caused by diseases which are easily transmitted through low bacterial loads. This includes diphtheria, cholera, typhoid fever, diarrhoea through Enterohaemorrhagic Escherichia coli (EHEC), and active lung tuberculosis. These diseases generally occur in Germany only as isolated cases (the law also mentions viral haemorrhagic fever, the plague and poliomyelitis, but it is highly unlikely that these diseases would be transmitted in Germany);
2. in case of an infectious childhood disease, which in individual cases can take a serious and complicated course. These are meningitis through Haemophilus influenza bacteria, impetigo contagiosa, pertussis, measles, meningococcal infections, mumps, scabies, scarlet fever, hepatitis A and chicken-pox;
3. in case of head lice infestation. A community establishment can only be attended after successful treatment;
4. if your child has or is suspected of having infectious gastroenteritis and is under six years of age.

The modes of transmission for the above listed diseases differ. Many types of diarrhoea and hepatitis A are so-called "hand to mouth infections". They are transmitted due to insufficient hand hygiene, through contaminated food and, in rare cases, by objects (towels, furniture and toys). Infections such as measles, mumps, chicken pox and pertussis can be contracted through droplet or mucous (e.g., coughing). Scabies, lice and impetigo contagiosa are transmitted by hair, skin or mucous contacts. This explains why especially favourable conditions for transmission of the aforementioned diseases prevail in community establishments.

We therefore kindly request you to always obtain the advice of your general practitioner (GP) or paediatrician if your child has seriously fallen ill with high fever, exhaustion, repeated vomiting, diarrhoea, lasting longer than one day, or other symptoms which cause concern.

Your doctor will inform you whether your child has or is suspected of having an illness, which excludes attendance at community establishments in accordance with the Infection Protection Act.

If a child has to stay at home or needs hospital treatment, please inform us promptly about the diagnosis so that we, together with the local Health Office, can take all required measures to prevent the further spread of the infectious disease.

Many infectious diseases can be transmitted before typical symptoms occur. This means that your child might already have infected children or caregivers around him or her by the time the first symptoms of disease appear. In such a case we have to inform the parents of other children of the existence of an infectious disease while keeping the identity of the infected child anonymous.

Sometimes children or adults contract infections without falling sick. In other cases, germs are excreted over an extended period of time in the stool or discharged in droplets in the air. This poses a risk of infection to playmates, classmates or personnel. The Infection Protection Act therefore stipulates that the carriers of cholera, diphtheria, typhoid fever, EHEC, paratyphus and shigellosis bacteria are allowed to attend the establishment only on approval of the Health Office.

Also, in case a family member contracts a serious or highly contagious disease, other members of your household may excrete/discharge these organisms without having fallen ill. In this case too, your child has to stay at home.

You will be informed by either the attending physician or your Health Office whether a “carrier” or a possibly infected child who has not fallen sick is allowed to attend a community establishment. In these two cases you are also required to inform us.

Immunization is available for diphtheria, measles, mumps, rubella, polio, typhoid fever and hepatitis. If your child is immune through receipt of a vaccine, the Health Office can immediately lift the prohibition against attendance in individual cases. Please reflect that optimal immunization serves the individual as well as the general public.

Should you have any additional questions please contact your GP, paediatrician or your local Health Office. We would also be happy to be of assistance.

Date

Signature of the Parent / Guardian / Legal Representative

Date

Signature of the Student if full-aged (18 J)

Appendix 5

School Fees 2018-2019

Admission Fee

The Admission Fee for students applying for entry to Early Learning 3, 4 and 5 is **2,200.00 EUR**. These students are not required to pay an additional Admission Fee when moving to Grade 1.

The Admission Fee for students applying for entry to Grade 1 or higher is **4,400.00 EUR**.

The Admission Fee for additional children from the same family is **2,200.00 EUR**.

This is a once only fee.

Annual Tuition Fee

The annual tuition fee is:

EL 3 & 4	(ages 3 & 4)	10,112.00 EUR
EL 5	(age 5)	14,288.00 EUR
Grades 1-5	(ages 6-11)	16,275.00 EUR
Grades 6-10	(ages 12-16)	18,387.00 EUR
Grades 11-12	(ages 16-18)	19,148.00 EUR



Appendix 6

Federal Data Protection Act (Bundesdatenschutzgesetz – BDSG)

DECLARATION OF CONSENT

BIS maintains a community directory of all current students and their parents or guardians to enable contact between families for school-related and private matters.

This community directory is available in electronic form which is accessible in the password-protected area of the school website. The password is granted to that area to students, parents, guardians, teachers and employees of the school. Access to the community directory is available with your individual login to the school website's parent section.

May we include your

home address,

home telephone number,

email addresses

YES NO

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in the community directory for the above use?

May we include pictures / video of your child

- 1 on our internal display monitors
- 2 in print publications (such as yearbooks, school-brochures, annual reports, banners and other printed marketing material)
- 3 within the password-protected area of our website and class blogs
- 4 on our public website
- 5 on social media sites authorized by BIS?

YES NO

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Before publishing a picture or a video of your child in a public area or in documents accessible to the public, we will contact you and inform you about the pictures or videos we have chosen and the intended way of use. You then may refuse and/or opt out or ask for modifications within a two week period beginning on the day you have received our inquiry.

Place, Date, Signature of Father / Guardian / Legal Representative

Place, Date, Signature of Mother / Guardian / Legal Representative