

# ISF Internationale Schule Frankfurt – Rhein – Main

Verwaltungs-GmbH  
Strasse zur Internationalen Schule 33, 65931 Frankfurt

## ENROLMENT CONTRACT for enrolment in \_\_\_\_\_ / \_\_\_\_\_ Month School Year

<b>STUDENT INFORMATION</b>						
<b>Name</b> _____		_____		_____		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 _____		Fax _____		Parents' 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 _____

<b>ADDRESS FOR IMMEDIATE CORRESPONDENCE (if different from above)</b>	
_____	
Tel. No. _____	E-mail _____ until when? _____

<b>PREVIOUS SCHOOLS (last 2 schools)</b>		
Name of School	Country	Dates attended
_____	_____	_____
_____	_____	_____
<input type="checkbox"/> I/we hereby give ISF permission to contact previous schools.		
Has a grade/class/year ever been repeated? <input type="checkbox"/> Yes <input type="checkbox"/> No    or skipped? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the student, to your knowledge, have any particular learning disabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>LANGUAGE BACKGROUND</b>						
	English	German	French	Spanish	Korean	Other
Native speaker	_____	_____	_____	_____	_____	_____
How many years	_____	_____	_____	_____	_____	_____
No knowledge	_____	_____	_____	_____	_____	_____
Students applying for Grades 6 and up should indicate their preferred language choice: French <input type="checkbox"/> Spanish <input type="checkbox"/>						
(French and Spanish are offered as a foreign language only)						



## APPLICATION DOCUMENTS

Applications for enrolment should be addressed to:

ISF Internationale Schule 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)
- A recent passport-size photograph

## GENERAL CONTRACT CONDITIONS

1. When signed by the parents or guardians and ISF Internationale Schule 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 Internationale Schule Frankfurt-Rhein-Main Verwaltungs-GmbH with regard to the Tuition Fee.
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 Internationale Schule 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 **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.
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, Bärenstrasse 8, 65183 Wiesbaden. Tel. +49 (0)611 4475350 – see page 4.**

P.T.O.

