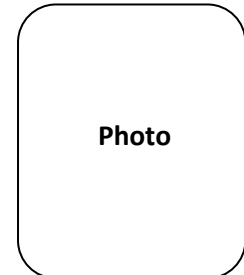


APPLICATION FORM 2011 / 2012

This application should be returned with (please check off the following list):

- a recent photograph attached
- copy of passport / ID
- the latest school year report in English/German
- completed teacher referral form (see addendum)
- copies of any previously administered educational tests and results



In order to reserve a place for your child we require you to complete and sign this application; have a firm written offer of a school place and send a proof of payment of the non-refundable registration fee.

APPLICANT'S DETAILS

Last name: _____ Date of birth (day/month/year): _____
 First name: _____ Place of birth: _____
 Middle name: _____ Nationality: _____
 Gender: Male / Female
 Requested entry date: _____ Expected length of stay: _____

FAMILY INFORMATION

Father (or guardian)

Mother (or guardian)

Last name: _____	Last name: _____
First name: _____	First name: _____
Date of birth (day/month/year): _____	Date of birth (day/month/year): _____
Nationality: _____	Nationality: _____
Home address: _____	Home address: _____
_____	_____
Home phone: _____	Home phone: _____
Mobile phone: _____	Mobile phone: _____
E-mail: _____	E-mail: _____

EMERGENCY CONTACT: _____

Parent's marital status:

married separated divorced

If "separated" or "divorced" with whom does the child live?

mother father

Children in Family (Eldest at the top, please)

Name	Date of birth/age	Intended school for siblings

PREVIOUS EDUCATION

Please enter most recent school first

Class	School (name/ city)	From	Until	Language

Email contact from two teachers that we can contact for background information.

_____ @ _____
_____ @ _____

If you are coming from another school/ kindergarten please ask the child's teacher to complete the teacher referral form.

LANGUAGE PROFILE

Mother tongue: _____ Language/s spoken at home: _____

Predominant language for thinking and expressing ideas: _____

Language of instruction at present school: _____

Number of years child attended a school where English is the language of instruction: _____

Please tick (✓) one of the options below to indicate your child's level of English

Understanding	Beginner	Intermediate	Advanced
Speaking	Beginner	Intermediate	Advanced
Reading	Beginner	Intermediate	Advanced
Writing	Beginner	Intermediate	Advanced

Other Languages

Orally fluent in: _____

Can read confidently in: _____ Can write confidently in: _____

Do you think your child will need extra support in English (English as an Additional Language – at extra cost)?
Yes / No

If yes, please comment: _____

Please note EAL carries an additional fee (see page 4).

ADDITIONAL INFORMATION:

Strengths and Challenges:

Student's particular interests or aptitudes at this time:

Any challenges that might discourage or hinder your child's integration or learning, at this time:

Cultural and educational influences:

Are there any cultural or religious considerations you would like us to know about your child?

What kind of educational influences has your student been accustomed to?

Are there any social / emotional issues, at this time of change, which you would like us to take into account?

Health provisions:

Does your child have any physical disabilities or a history of health problems? (allergies, asthma, etc.)

Please specify what provisions the school might have to have or put in place in order to accommodate your child's needs. You will be required to complete a detailed health form upon registration.

Special Educational Needs:

Has your child ever been tested or received any specialised educational support*? Yes/No

Has special educational/ speech/ sensory/emotional evaluation been suggested on any occasion? Yes/No

If yes to either, please describe them below and attach any relevant documentation including educational or psychological evaluations:

*** Please note:** We refer to Special Educational Needs in the widest possible sense and we include speech therapy, occupational therapy, social /emotional counselling and any other forms of support in or outside of the classroom environment in our considerations.

All students may be given a basic screening to give us an insight into your child's basic cognitive abilities: it may include a general assessment for visual and auditory memory and sequencing; cognitive processing and phonological awareness. We use this to help us determine how best we can meet our student's needs at the earliest opportunity. If your child requires any type of specialised educational support, it is imperative that you make a full disclosure of his or her needs. This information will enable us to determine whether and how we can offer suitable support for your child. Failure to make a full disclosure may result in our asking you to withdraw your child at your cost. In the event that we discover that your child requires assessment or support for specific learning or social needs the school will either seek relevant specialist support on your behalf (this will incur additional costs) or suggest alternative schooling.

FINANCIAL REGULATIONS

Overview of International School of Central Switzerland Fees for 2011/2012

Registration Fee*

Once we have confirmed in writing the offer of a place for your child you will receive an invoice for the onetime, non-refundable registration fee per child. CHF 4'000.-

Tuition Fees for 2011-2012*

N.B. All ages from 1st September

Early Years mornings only (ages 3 and 4 years)	CHF 14'000.-
Early Years full time (ages 3 and 4 years)	CHF 22'000.-
Kindergarten to Third Grade (ages 5 to 9 years)	CHF 23'000.-
Fourth to Fifth Grade (ages 9 and 10 years)	CHF 25'500.-
Sixth to Eighth Grade (ages 11 to 13 years)	CHF 27'000.-
Extra English Support (English as an Additional Language)	CHF 2'000.-

Enrolments during the School Year

Students beginning After	And before:	Pay % of the Annual Tuition Fees
The start of the first term	1st October	100%
1st October	1st November	90%
1st November	1st December	80%
1st December	1st January	70%
1st January	1st February	65%
1st February	1st March	60%
1st March		Additional 10% Reduction per Month

Tuition Fees

An invoice for annual tuition fees will be issued in August of the current academic year. Payment must be made within 30 days of receipt of this invoice. Otherwise late payment fees will be levied.

Tuition fees include books, stationery items and all mandatory curriculum trips, with the exception of:

- additional and/or replacement of lost, stolen, or damaged school materials (including personal laptops from grade 2 upwards) which are charged at the cost of replacement;
- before and after school care. Hours are charged separately in accordance with the specific arrangements for the child.
- optional transportation or meals. These are charged separately in accordance with the specific arrangements for the child.
- Extra lessons in English as an Additional Language (EAL) and Learning Support.

Optional extras

Optional home cooked lunches are provided at Teuflibach for CHF 11.- per meal

Afterschool care can be arranged at CHF 20 per hour

Transport and various after school activities may be arranged at additional cost.

* The school reserves the right to alter the financial regulations and the fees on an annual basis.

Enrolment

Enrolment is for the entire school year and the full annual fee is payable in advance for each child enrolled. If written confirmation of withdrawal is given prior to October 31st of any given school year that a child will leave the school before 31st December of the same year, 50% of school fees are redeemable.

If a new student is enrolled or re-enrolled and thereafter does not take up the place on the confirmed starting date, 25% of the annual tuition fees will be deemed payable immediately.

Cantonal Support

Students of obligatory school age (set by Canton Zug) and who are resident in the Canton of Zug will receive a small cantonal subsidy, per child, per year. These amounts will be credited to your account unless otherwise specifically advised in writing.

Insurance

By law, all children attending formal education in Switzerland must have their own liability, accident and health insurances. Evidence of this must be submitted before registration is complete and before a student is admitted to school.

Re-enrolment

Students are **automatically re-enrolled** for the following academic year unless written confirmation to the contrary is received by registered mail before **March 31st** of each current school year. Thereafter if this contract is terminated 25% of the annual tuition fee will be deemed payable.

Consent to participate fully in School activities

During the course of regular studies, students of the International School of Central Switzerland deliberately utilise many locally available human, physical and technological resources to gain the greatest benefit from our educational and social learning programme. The fulfilment of our mission and curricular expectations therefore requires that students regularly participate in activities that extend beyond the classroom walls.

By enrolling your child at ISOCS you give the staff of ISOCS your explicit permission to involve your child in these varied and local opportunities.

By enrolling my child at the International School of Central Switzerland, I support its philosophy of education and curriculum, and therefore:

- I/ we give our explicit permission for our child's photographic image or schoolwork to be used anonymously for the purpose of communication, assessment and promotion.
- I/we give our explicit permission for our child to use the internet during supervised school time in order that they can complete their studies. Students using the internet out of school time are the responsibility of the parent or designated carer.
- I/ we give our explicit permission for our child to participate in local trips utilizing a short walk or a short trip on the school bus (These trips include but are not restricted to include trips to The Teuflibach "Mittagstisch" and playground, local gymnasia, the Cham swimming pool, local libraries, parks and playgrounds within the Canton of Zug). I realize that our child will travel and play under the supervision and guidance of ISOCS staff who will act in the best interests of our students in all situations, but who are not liable for accidents or injury incurred during these outings.
- We recognise that ISOCS staff will always try to contact families directly in the case of illness, injury or anomaly. However, when the situation is judged to be urgent ISOCS staff may administer any appropriate care as deemed necessary, that staff believe will benefit the well-being of your child. Our staff receives First Aid training, however ISOCS must refer to the "Good Samaritan Law" in administering first aid, without fear of legal consequence, in order to be effective in an emergency.
- I/ we give our explicit permission for our child to meet, play and exchange ideas with children and adults in our local community under ISOCS supervision, with the intention of gaining varied and expert perspectives on relevant studies and to aid integration into our Swiss community.
- I/we understand that when students are required to travel beyond our canton a letter of permission will be sent to families. Families who do not complete the form will effectively exclude their student from the curricular experience and jeopardize the completion of their learning experience.
- I/ we understand that full participation in the ISOCS curriculum is expected, and that a medical certificate is generally required in order for students to be excused from a specific lesson.

EMPLOYER COMPANY INFORMATION

Father's business affiliation

Employer: _____

Title: _____

Business address: _____

Business phone: _____

E-mail: _____

Mother's business affiliation

Employer: _____

Title: _____

Business address: _____

Business phone: _____

E-mail: _____

Payment of school fees / Invoicing instructions

Invoice for school fees should be sent to: Father's employer Mother's employer Parents Other

If you ticked other please specify: _____

Does your sponsoring company have a current preferential cooperative agreement with the International School of Central Switzerland Yes/No

If No – please provide contact details of who at your company would like to discuss this with us:

Please note that the parent/guardian(s) who sign(s) this declaration form is responsible for all financial matters, regardless of the billing address stated.

Changes

The International School of Central Switzerland reserves the right to amend the fees, terms and conditions as deemed necessary.

Governing Law and Jurisdiction

The governing law for any disputes is exclusively Swiss law. Jurisdiction is the Canton of Zug.

Completion of the Application

I hereby apply for enrolment at the International School of Central Switzerland and certify that the information provided in this document is accurate, true and complete. If my child is offered a place at ISOCS I agree to ensure all payments as outlined above.

Place and Date

Signature of parent or guardian

Have you remembered to submit all of the required documentation as specified on page 1?

Please note that failure to disclose any relevant information pertaining to your child's learning profile may jeopardise your child's place at ISOCS now and in the future.

Addendum: Teacher Referral Form

Parent/Guardian instructions for this form:

Please print and give this section to the referring teacher/s.

Teacher instructions for completing this form:

The student named below is an applicant for admission to the International school of Central Switzerland. We have asked the parents to send the last two school reports and provide us with full disclosure of any educational or behavioural issues, so that we ensure that we have the appropriate programme for the applicant concerned.

The final decision on admission is taken after the teacher evaluation form and any other relevant information is received. In most cases a minimum two day school trial is preferred.

You will best assist the student's future education by completing the form fully and honestly. We thank you for your time and professional consideration in this matter. We are happy to speak to you personally on +41 41 781 44 44 or at office@internationalschoolswitzerland.ch

This form is confidential. After you have completed and signed the form please send it **directly** to our office at the address above.

Thank you very much for your time and professional consideration.

Applicant and teacher information

Name of student: _____ Current Grade: _____ Student's age: _____

Name of present school: _____

School address: _____

Name of teacher submitting evaluation: _____

Position: _____

Telephone: _____ Email address: _____

Length of time acquainted with student: _____

Name of student: _____

Please evaluate the named student by checking the appropriate box

	No evidence so far	Below average	Satisfactory	Good	Excellent
Academic ability in arts related activities					
Academic ability in maths and science related activities					
Motivation to succeed in tasks					
Study habits and organization					
Self confidence					
Ability to relate well to peers					
Respect for authority					
General behaviour					
General maturity					
Respect for authority					
Ability to relate well to peers					
Diet includes all food groups					
General auditory and visual perception					

General comments: _____

Comments on anything you marked below good: _____

In your opinion, how best can our school best meet this child's individual needs? : _____

To what extent have you found the parent/ s to be constructive in their child's school experience (please circle - 10 best)?

1 2 3 4 5 6 7 8 9 10

Any additional comments you think might be relevant about the student, family or the student's schooling:

Date/ place: _____ Signature _____