

April 2018



## **NOTICES CONCERNING THE 2018-2019 SCHOOL YEAR**

### **ADMISSION AND ACCEPTANCE TO THE SCHOOL**

Applications for admission of a student to the school should be directed to the Admissions Office online. The application should be accompanied by a birth certificate and report cards of the previous two years, if applicable, from the school(s) attended last as well as a \$350.00 application fee. Upon acceptance by the Head of School/Head of Lower School of a first-time student, an acceptance fee of \$1,000.00 becomes due.

In addition, the school requires immunization records and a physician's health certificate as per the current New York State Education laws.

The Rules and Regulations (*Schulordnung*) are available on the school's websites: [www.gisny.org](http://www.gisny.org) (under SCHOOL LIFE – SCHOOL Regulations & Policies) and <https://gisny.myschoolapp.com>. By signing the Enrollment Agreement, parents are confirming that they have been notified and understand the "*Schulordnung*" as amended and put in effect by the Board of Trustees and published by the School.

### **ENROLLMENT AGREEMENT**

It is understood that this agreement is for the entire academic year from September 2018 through June 2019, without deductions for absence, withdrawal or dismissal. The tuition can be increased retroactively up to the end of the school year, if the actual expenses exceed the budgeted amount and/or there is a shortfall in actual revenues compared with the budgeted amount.

Please sign and submit the Enrollment Agreement online by May 15, 2018.

### **TUITION**

The Board of Trustees has established the following tuition for the 2018-2019 academic year:

GRADE	ANNUAL TUITION	DUE BY MAY 15	DUE BY AUGUST 15
Pre-Kindergarten	\$19,150	\$9,575*	\$9,075 if first payment was received by 5/15. Otherwise, \$9,575
Grades ES - 12	\$22,150	\$11,075*	\$10,075 if first payment was received by 5/15. Otherwise, \$11,075

**\*These payments are non-refundable.**

German International School New York has partnered with **Blackbaud/SmartTuition** to service your tuition account. All tuition payments for the 2018-2019 school year must be remitted through **Blackbaud/SmartTuition**.

After August 15, 2018 a finance charge of 1.5% per month (annual rate of 18%) will be added. In the event that tuition is not paid when due, the School reserves the right to prohibit a student's participation in any academic or other school activity.

### **EARLY PAYER DISCOUNT**

An Early Payer Discount of \$500 for Pre-K and \$1,000 for Grades ES - 12 will be applied to the second payment only if the first payment is received on or before **May 15, 2018** and the second payment is received on or before **August 15, 2018**.

## **ADDITIONAL FEES**

- A one-time non-refundable application fee of \$350 is due at the time of application.
- A one-time non-refundable acceptance fee of \$1,000 is due upon acceptance.

## **MEMBERSHIP IN THE GERMAN INTERNATIONAL SCHOOL NEW YORK CORPORATION**

Parents or legal guardians of a **new** student will become members of the GISNY Corporation unless membership is expressly declined in writing to the school in the initial year. Membership in the Corporation shall be for life unless otherwise terminated. Annual dues of \$50.00 per person will be invoiced separately. If you would like to opt out of becoming a member of the corporation, please complete and submit the opt out form, found on our website under "Forms & Permission Slips", to the Front Office.

If parent(s) initially opt out of becoming a member of the corporation, a written application must be submitted and approved by the Board of Trustees.

## **FINANCIAL AID**

German International School New York has limited funds for tuition assistance in case of financial hardship. A written request for tuition assistance must be submitted to the **Tuition Assistance Committee**, c/o German International School New York, by May 1, 2018 together with the applicant's complete tax return (Form 1040 with all applicable schedules and forms as well as a signed IRS Form 4506 "Request for Copy of Tax Return"). Form 4506 can be downloaded from the IRS website at [www.irs.gov](http://www.irs.gov). Tuition assistance is based on the family's financial evaluation by **School and Student Service for Financial Aid (SSS)** in Princeton, NJ (income and number of siblings are considered in the evaluation process). Applications are filed electronically each year (<http://sss.nais.org>) by the applicant. The Tuition Assistance Committee can finalize tuition assistance only after receipt of **SSS** recommendations. Please contact the Administrator for further details.

## **TUITION REFUND POLICY**

The tuition is non-refundable. However, when special hardship cases occur, the school can consider refunding part of the tuition. A written application should be submitted to the Tuition Assistance Committee.

## **TRANSPORTATION OF STUDENTS**

German International School New York does not provide transportation for students to and from school, nor can it assume any responsibility for transportation.

German International School New York has made a commitment to the City of White Plains to implement a Traffic Management Plan, TMP. The goal of the Traffic Management Plan is to control the number of private vehicles entering and leaving the school premises. For this reason, the School requires every student, who qualifies for the use of the public school bus system provided by the school district of his/her residence, to actually use this form of transportation to and from the School.

If public school buses are available, other means of transportation are not permitted. Therefore parents must contact their respective Board of Education for details and an application.

For students from Manhattan, a group of parents living in these areas has privately organized bus transportation through a third party bus company, which bills the parents directly. Such private bus transportation is the responsibility of the parents.

For those students who do not qualify for the public school bus system, the School reserves the right to request that car pools be organized.

Parents who use taxis, buses or car pools in transporting their children to and from school are responsible for all such arrangements and should exercise such supervision of the details as is necessary. Details can be found in the Building and School Grounds Regulations (*Haus- und Hofordnung*) which is part of the "*Schulordnung*".