



ADMISSIONS PROCEDURE 2017-2018

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Standard Enrollment Terms and Conditions

To all Parents and students new or returning to Gifted Minds International School, we would like to extend a warm welcome to you and we are pleased you have chosen to be part of our school community.

In order for the school and staff to carry out the duties more efficiently and effectively, we hope to have your compliance and support with the following terms and conditions. The policy/policies will be reviewed and revised annually and subjected to changes if applicable.

New Student Registration

Please complete the registration form and submit with the following documents.

Required Documents:

- Original certified copy of the birth certificate
- Current Immunization record
- Parent / Guardian proof of identification (i.e. driver's license)
- Proof of residency - **mandatory** to register (i.e. utility bill, mortgage, tax bill, lease or rental agreement, pay stub, etc.)
- Official Withdrawal form with a Report card/Transcript or withdrawal grades (*if applicable*)
- Custody documents, IEP, 504 report, or Gifted information (*if applicable*)



Registration

Upon registration, all the stated fees below need to be paid. With the exception of the Security Deposit, all fees paid are **non-refundable** under any circumstances. The registration fee and security deposit are applicable to new students only. Failure to pay school fees by payment due date will not guarantee the availability of a space in the school for your child.

Due to the overwhelming response and limited seats available (24 students per class), GMIS has a strict policy of first come, first serve. Therefore, your child will be put in the waiting list if the class is full.

*** Short Term enrollment (Maximum 8 months) is available with terms and conditions apply for self-funded and company-funded parents.** Parents, whom are registering their child/children for short term period of **Maximum 8 months** due to uncertain work contract/lease, can opt for this package. Parents will be charged an additional of 35% with the monthly tuition fees from the beginning of the enrollment till the end of withdrawal.

School Fees and Miscellaneous Costs

The school fee covers all educational costs, books, *one time tablet fees upon registration, school materials, to and fro field trip excursions, lunch and afternoon snacks, extra-curricular activities, photographs and Year End Concert. Green Room Special Needs Support (SNS) and Additional Language Support (i.e. EAL: English as an Additional Language) are not included in the tuition fees. The school will make an annual adjustment to the fees, on an index-linked basis. The school reserves the right to revise its fees at any time as it deems fit. All changes will be notified via school website and email. (*Tablet: Not applicable for Half day Nursery students only)

Free transportation will be provided at specific locations for pick up and drop off for the students.

Additional Charges:

EAL SUPPORT: This service is especially designed for English Language Learners whom have little or no ability to speak English language in an academic or social setting. To help English language learners thrive better in the mainstream, intensive EAL is held at GMIS. It is mandatory for children from Kindergarten 1 and above whom English is not their first language to have language assessment done with a



150 Euro surcharge imposed for new students. In the event of unsuccessful result in the assessment, the child has to be enrolled in the EAL support program after school (twice per week). Current students have already been given the language assessment. However, she/he will still be required to attend the EAL support based on the language competence (speaking skills) recommended by the Homeroom Tutor. The EAL support fee would be 200 Euros per month. A quarterly and/or bi annual assessment will be conducted to assess her/his language development. After which parents will be informed if the child requires further additional EAL support.

***Please take note that an EAL Specialist will conduct the EAL course.**

Green Room Special Needs Support (SNS): GMIS believes in an inclusive program for children who require additional support. As GMIS isn't a special needs school, we accept children based on case-to-case basis. An initial assessment with a surcharge fee of 250 Euros would be done to evaluate the child if GMIS special needs specialist staff have the resources to accept the child into the main stream program. The services provided will be to support the child in the main stream. Shadowing, assessment and one on one therapy will be required for this intervention program. Parents will have to give all psychological and medical reports to assess the child's abilities, and areas of concerns. Children with Speech delay, Behavioral issues, Dyslexia, Autism (higher functioning) may be accepted after an intensive evaluation done with special Ed staffs. An individualized educational plan (IEP) will be created to meet the educational, social, emotional needs of the child and the school expectations. The Parents will be required to attend all monthly meetings to update on the progression of the child's individual development and with her/his peers interaction and communicative skills.



The annual **school fees** for the academic year **(August 2017 - July 2018)**

Grade(US/UK)	Age	Tuition Fees	Security Deposit (refundable)	Registration Fee (non-refundable)	Total
(Pre-K)Nursery 2 /- Full-Day	(3 - 4 yrs)	(950*12) € 11400	€ 1000	€ 300	€ 12700
(Pre-K)Nursery 2 /- Half-Day *	(3 - 4 yrs)	(800*12) € 9600	€ 1000	€ 300	€ 10900
(Pre-K)K 1 /Reception	(4 - 5 yrs)	(950*12) € 11400	€1000	€300	€ 12700
K2 /Year1	(5 - 6 yrs)	(950*12) € 11400	€ 1000	€ 300	€ 12700
Grade 1 /Year 2	(6 - 7 yrs)	(1100*12) € 13200	€ 1000	€ 300	€ 14500
Grade 2 /Year 3	(7 - 8 yrs)	(1100*12) € 13200	€ 1000	€ 300	€ 14500
Grade 3 /Year 4	(8 - 9 yrs)	(1100*12) € 13200	€ 1000	€ 300	€ 14500
Grade 4 /Year 5	(9 -10 yrs)	(1200*12) € 14400	€ 1000	€ 300	€ 15700
Grade 5 /Year 6	(10-11 yrs)	(1200*12) € 14400	€ 1000	€ 300	€ 15700
Grade 6 /Year 7	(11-12 yrs)	(1200*12) € 14400	€ 1000	€ 300	€ 15700

* Half-Day Program applies to Nursery only



Payment Policy

School fee is due for the full year. If your child is absent for any period of time for any reason whatsoever or in the event of school closures mandated by the government (e.g. HFMD), **NO refund of school fees or rebates of any kind will be given.**

Definition:

- **Self-funded parents:** A parent whose child's tuition fees is not supported by an employer (less than 10% reimbursement support).
- **Company-funded Parents:** A parent who receives 10% or more tuition fees reimbursement from their employer.

Self-funded Parents:

Bi-monthly: A parent whose child's fees are not supported by an employer may choose bi-monthly payments of one sixth of the year's fee, provided that the following due dates are observed. This is done for self-funded parents and parents waiting for company approval (invoicing directly to company or company payment via employee).

Payment:

- July 15th: Advanced payment (in full) of August & September bi-monthly fee
- September 1st: Advanced payment (in full) of October & November bi-monthly fee
- November 1st: Advanced payment (in full) of December & January bi-monthly fee
- January 1st: Advanced payment (in full) of February & March bi-monthly fee
- March 1st: Advanced payment (in full) of April & May bi-monthly fee
- May 1st: Advanced payment (in full) of June & July bi-monthly fee

Company-funded Parents:

Yearly payment: A parent whose employer pays the tuition fees and allows the full school fees to be invoiced directly to the company, or allows employee to claim the full school fees in one claim request.

The year's fee will be due in June (start of the school year). Please note that bi-monthly payment arrangements cannot be accepted when a pupil's fees are (partially) supported by an employer. Please contact our Admissions Office if your employer raises issues on refunding yearly payment of school fees.

Payment: Fees for the full year (or remainder of the year) upon registration. If new entry to the school, the first payment includes **one-time refundable security deposit and non-refundable registration fee.**

Quarterly: A parent whose employer pays for the tuition fees requires the school fees to be paid in 4 installments (quarterly).



- **First payment:** Fees for three months upon registration. If new entry to the school, the first payment also includes the security deposit.
- **Second payment:** Latest by 1st October for three months.
- **Third payment:** Latest by 1st January for three months.
- **Fourth Payment:** Latest by 1st April for three months.

Late payment

We respectfully remind parents that late payments will be handled in accordance with the payment protocol below.

The School must conduct its financial affairs in a correct and business-like manner, in the interest of all parents. If payment of fees and other charges falls into arrears, the School will follow the procedure laid out below.

1 week after due date	Written reminder
2 weeks after due date	Interest charged at school's authorized overdraft rate + 1.5%
4 weeks after due date	Debt passed to lawyer or collection agency. All charges plus interest to be met by debtor. Interest charged at school's authorized overdraft rate + 1.5%

Please note: No School record or report will be issued until all fees and other charges have been satisfactorily settled. The due date of invoices will not change if a request for a change in the invoice is made.

Withdrawal Policy

Self-funded Parents:

In the event of withdrawal, only security deposit is refundable with **2 months written notice given**. As GMIS allows conducive flexible payment to self-funded parents, **the following 3 months school fees** after withdrawal will be invoiced to the parents. Before leaving the school, outstanding tuition fees has to be paid in full.

If the whole academic year tuition fees have been paid in advance and the parent wishes to withdraw the student, **the school fees are not refundable**. Two months written notice should be served so that the security deposit (1000 Euros) can be refunded.

“Short Term Enrollment” will not be required to pay the tuition fees for the following 3 months tuition fees.

Failure to pay the school fees before the start of the term will leave the school with no option but to refuse admission of the student and initiate the late payment protocol.

Company-funded Parents:

As the school reserves a place for your student throughout the whole year and GMIS allows conducive plus flexible payment to all students, in the event of withdrawal during the academic year, the outstanding tuition fees for the rest of the academic year has to be paid in full amount before withdrawal from the school. Two months written notice should be served so that the security deposit (1000 Euros) can be refunded.

“Short Term Enrollment” will not be required to pay the tuition fees for the whole academic year.

If the whole academic year tuition fees have been paid in advance and the parent wishes to withdraw the child, **the school fees are not refundable**. Two months written notice should be served so that the security deposit (1000 Euros) can be refunded.

Failure to pay the school fees before the start of the term will leave the school with no option but to refuse admission of the student and initiate the late payment protocol.



Deposit Refund

The Deposit will be refunded upon graduation of your child in the event of withdrawal, subject to meeting the condition that an **eight weeks written Withdrawal Notice** has been served. The Deposit cannot be used to off-set any school fees. Only refund of the Security Deposit amount will be credited into the respective bank account at the end of the week eight written Withdrawal Notice. The Deposit shall be forfeited in the event you decide to withdraw your child/ward from the school before the agreed signed date of admission of your child/ward.

*Please note that it is mandatory for parents to declare their employer's name, contact details and source of funding (self-funded or company-funded). Any false information is subjected to unlawful act which has serious consequences that would lead to immediate expulsion of student. GMIS has the moral obligation to inform the relevant authorities.



* I hereby acknowledge that I have read all the terms and conditions mentioned in the GMIS Admissions Procedure and fully accept them by signing the form below.

Acknowledgement by Parent/ Guardian:

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.....

Name of Parent/ Guardian

Student's Name: Class:

Signature Date.....

Acknowledgement by School:

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.....

Name of Advisor:

Signature Date.....

For Official Use:

GMIS School Stamp

2. Mother / Guardian's Particulars

Name of mother/guardian:

Title and initials:

Date of birth:

Place of birth:

Nationality:

Second nationality:

Home Address:

(if different from above)

Zip/Postal code:

City:

Telephone:

Mobile:

Email:

Company Contact Details:

Profession:

Email:

Daytime telephone:

Mobile:

3. Father / Guardian's Particulars

Name of father/guardian:

Title and initials:

Date of birth:

Place of birth:

Nationality:

Second nationality:

Home Address:

(if different from above)

Zip/Postal code:

City:

Telephone:

Mobile:

Email:

Company Contact Details:

Profession:

Email:

Daytime telephone:

Mobile:

4. Emergency contact details

(additional contact details of a person who can be contacted in the event of an emergency)

Name of emergency contact:

Relationship to student:

Telephone:

Nationality:

Nationality:

Mobile:

Email:

City:

5. Doctor's contact details

Name:

Address:

Telephone:

Mobile:

Email:

6. Learning Support

Has your child received help in the following areas? Please enclose copies of all reports.

- | | |
|--|---|
| <input type="checkbox"/> English as an Additional Language | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Speech & Language Therapy | <input type="checkbox"/> Emotional / Behavioral |
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> ADD / ADHD |
| <input type="checkbox"/> Other : | |

Additional information: _____

Failure to inform us of any known condition at this stage may result in the school withdrawing any offer of a place at the school.

Documentation enclosed: Yes No

7. Medical Details

Does your child suffer from any of the following?

- Asthma
- Diabetics
- Hearing Impairment
- Visual Impairment
- Special Dietary Requirements
- Allergies
- Other Information:

Is your child vaccinated? Please enclose copies of medical records.

Yes Date of vaccination: _____

No

8. Personal Information

Please give some details on the children (brother, sister) in your family (name, date of birth) and which school they attend?

Name	Date of Birth	School details

9. Educational Background

Name of current school: _____

Address: _____

Language of instruction: _____

School year: _____ Grade: _____

Contact person: _____ Phone Number: _____

Email contact person: _____

Please, submit two years of school records with application, including proof of admittance to the following year (if applicable).

10. School Details

Please give details of schools previously attended: _____

Language of instruction: _____ School year: _____

11. Person Responsible for School Fees

◇ Mother ◇ Father ◇ Guardian ◇ Company

Note: If the company is paying for the school fees please forward the bank details to the Business Manager of the school.

Name of the Company: _____

Contact Details of the Company: _____

12. Gifted Minds International School – Bank Details

Bank Name: **RABO Bank**

Make Payable to **NL32 RABO 0188 6574 95 Rekening-courant Stichting Gifted Minds**

Account Number: **NL32 RABO 0188 657495**

When transferring the fees, please state “**Name of Student**” & “**Reference Number**”

13. Application Requirements

Please be aware that an application will not be processed for admission until the school has received all documents.

- A completed application form
- Copy of the passport of the applicant
- Copy of academic records for the previous school years (in English)
- Passport size photo of the student
- Payment of € 300 registration fee and proof of transfer

14. Declaration

By signing below, you are agreeing that:

- I / we have read and will abide by the Gifted Minds International School Standard Terms and conditions

All information given in this form is true and correct to the best of my knowledge

Signature of both parents (if possible) or guardian(s):

Date:

Signature of mother / guardian

Signature of father / guardian

15. Illnesses & Allergies

Kindly state in the application form of any illnesses or allergies. If your child is unwell, please keep your child at home. The school reserves the right to send a sick child home by contacting the parents/ guardians to do so, in order to prevent the spread of infectious diseases. In the best interest and protection of children in the school, we have a strict policy of only accepting children whom are vaccinated. (*Documents need to be produced.*)

16. Drop-off Policy

Parents and caregivers are strictly not allowed to join the class during lesson time, giving exceptions for accompanied enrichment programs.

17. Special Medication Requirements

The school cannot administer any forms of medication to the students in school. If your child needs to take medication in school, a signed consent form is required. Otherwise, if he/ she is unwell, please kindly keep child at home.

18. Food Consumption in School

Simple snacks are served during break time.

→ Would you like your child to consume snacks served by the school? (*please circle one*): **YES / NO**

→ Is Your child vegetarian? **NO / YES**

→ Does your child have any food allergy? **NO / YES** (*please state*): _____

19. Photography Consent

I grant do not grant permission to Gifted Minds International School staff, to take and use photographs and/ or digital images of my child in news releases and/ or educational materials as follows: printed publications or materials, electronic publications, or Web sites. My child's name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images without compensation to me. All negatives, prints, digital reproductions, and recordings shall be the property of Gifted Minds International School.

Acknowledgement by Parent/ Guardian

Name of Parent/ Guardian

Signature

Date

Acknowledgement by school

Name of advisor

Signature