



Application for Admission

To be completed by the parent or guardian.
Please make sure to sign the application on page 3.

For School Use Only

Application received Applic'n fee received Provisional grade placement

Student questionnaire..... Transcripts/records

Health card Student ID No.

Full Name of Student
(As shown on passport) Last Name First Name Middle Name Name Used

Date of Birth: / / Sex M F Proposed date of entry to school / /
Day Month Year Day Month Year

Arrival date in Belgium / /
Day Month Year

1st Nationality 2nd Nationality

Language(s) spoken at home

Name of Parent/Guardian father nationality first language

..... mother nationality first language

Current Address

Current Home Phone..... Current Mobile.....

Current Email

father

Employer in Belgium

.....

Business Title

.....

Business Address.....

.....

Telephone/fax

.....

E-mail.....

mother

Employer in Belgium

.....

Business Title

.....

Business Address.....

.....

Telephone/fax

.....

E-mail.....

Invoice Billed to: Employer Parent

Brothers/Sisters:	Name	Age	Current School attending and grade level
.....
.....
.....

Any other information on family circumstances you wish the school to have:

.....

.....

Bus Service (not for N & PK): Yes No

Please return to the Admissions Office at The International School of Brussels a.s.b.l.

Kattenberg 19, 1170 Brussels, Belgium Tel: +32 (0)2 661 42 11 Fax: +32 (0)2 661 42 00 www.isb.be admissions@isb.be

Present school

Address
Street City Country

Grade level successfully completed in that school Date completed

Language(s) of instruction..... Curriculum (eg American, British, Japanese)

Other schools attended by the applicant over the past three years:

School and Country	Grade(s) Completed	Dates Attended	Language of Instruction
.....
.....
.....

Which languages can the student with reasonable fluency understand, speak, read and write?

	understand	speak	read	write
First language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of previous years of instruction in English.....
 Other.....

Has the student ever participated in a special education or learning support programme (i.e. gifted & talented, learning difference/ disability, speech/language therapy, occupational therapy) in the last five years? If so, please describe. Yes No

Please enclose any test results including his or her Individual Education Plan (IEP).

Has the student ever had any educational testing (ie WISC,WIAT) in the last five years? Yes No
 If yes, please enclose copies or let us have the address where the testing was done.

Does the applicant require any physical or emotional support as part of his or her learning programme (e.g. mobility issues, allergies, recent family changes or personal difficulties, present counselling support)? If so, please describe. Yes No

.....

The signature of the parent, or legal guardian, below reflects an acceptance of the school's admissions policy, and the term and conditions attached. School attendance is subject to the timely payment of all applicable fees and to the provision of accurate and complete student records.

I/We hereby apply for enrolment and certify that the information provided is accurate, true and complete. I/We have read, agreed to and accepted the general terms and conditions.

Signature of Parent or Guardian Date of Application

General terms and conditions

A. Enrolment and its consequences

- 1 The enrolment of a new student (hereafter called "First Enrolment") will only be taken into consideration by the school upon receipt of (1) a completed application form which is published on the school's website www.isb.be or is available upon simple request (hereafter called "Application Form"), (2) the documents requested in the Application Form, and (3) the payment of the fee (hereafter called "Application Fee"). The amount of the Application Fee is published on the school's website or is available upon simple request.
- 2 The Application Form must be filled in upon the application for a First Enrolment.
- 3 The requested start date of the new student must be indicated on the Application Form. The start date can be at the beginning of the school year (which typically starts the last week of August and ends the last week of June (hereafter "School Year") or at any other date during the School Year (hereafter "Start Date").
- 4 The Application Fee is payable once only upon application for the First Enrolment. Even if the application is withdrawn, the full Application Fee must be paid regardless of the reason for such withdrawal. The Application Fee is nonrefundable, except as indicated in article 6 and in the information form related to the Assisted Place Programme. The application for the First Enrolment will not be processed until the full Application Fee has been paid.
- 5 The school has no obligation to admit a student who applies for a First Enrolment and is not obliged to justify its decision not to admit a student.
- 6 The First Enrolment is subject to availability. A waiting list is established when the school is unable to determine if a place will be available on the requested Start Date. If a place is not available 60 days after the requested Start Date, the parents may cancel the application and request the full refund of the Application Fee for the student on the waiting list.
- 7 The enrolment of a student constitutes an agreement with the school valid for a complete School Year (hereafter "Enrolment Agreement") or the remainder thereof depending on the Start Date.
- 8 The school has the right to suspend the student from attending school for a period of not more than 30 days if the student does not respect the school's rules of behavior as mentioned in the Student Handbook which was communicated to and accepted by the student/the parents. The suspension does not affect the Enrolment Agreement or the parent's financial obligations to the school.
- 9 During a School Year, the school has the right to terminate the Enrolment Agreement with immediate effect, leading to the immediate expulsion of the student from the school, in case the student/the parents do not respect the school's rules of behavior as mentioned in the Student Handbook which was communicated to and accepted by the student/his parents. The notice shall be given in writing without any recourse to the courts and without any damages whatsoever to the student/the parents.
- 10 In the case of students receiving Learning Support, as described on our website www.isb.be, the school has the right to prematurely terminate the Enrolment Agreement without any recourse to the courts and without any damages whatsoever to the student/the parents should: (a) the parents fail to disclose information relevant to learning and emotional issues that affect the learning abilities of the student; (b) the parents fail to collaborate in following up the recommendations of the school (i.e. assessments, counseling, additional therapies); (c) the school considers it is no longer able to meet the student's needs. In each of the aforementioned cases the decision to terminate the Enrolment Agreement is taken by the school's Learning Support Council after the student/the parents are heard. The school will inform the parents in writing providing a notice period of not less than 3 months.
- 11 The school has the right to terminate the Enrolment Agreement with immediate effect, without any recourse to the courts and without any damages whatsoever to the student/the parents if the student/the parents fail to pay the Tuition Fees or Other Fees, provided that no payment was made within one month after a written notice was sent by the school to the student/the parents. The termination of the Enrolment Agreement will result in the immediate expulsion of the student from the school.
- 12 Students who were enrolled for the previous School Year are enrolled automatically for the next complete School Year with all consequences related thereto. However, the school or the student/the parents have the right not to enroll the student for the next School Year by a notification to the other party in writing not later than May 15 of the preceding School Year. Such decision by the school or the student/the parents will not give rise to any damages.

B. Fees

- 13 The enrolment of a student for a particular School Year obliges the student/the parents to pay the tuition fees applicable for that particular School Year (hereafter "Tuition Fee"). The Tuition Fee is specified in the Tuition Fees Schedule, published on the school's website and provided to the student/the parents upon the First Enrolment. The full Tuition Fee is payable in advance. The Tuition Fee invoice for a particular school year is issued in May.
- 14 The Tuition Fee covers all curricular activities that are a compulsory element in the student's learning programme. The school reserves the right to modify the Tuition Fees should this prove to be necessary to reflect increased costs. The modification of the Tuition Fees shall be published on the school's website and the student/the parents will be notified in writing.
- 15 In case the student/the parents sign up for services offered by the school that are not a compulsory element in the student's learning programme, (such as but not limited to the bus service, extracurricular field trips, afterschool extracurricular activities programme, lunch service, etc), the student/the parents agree to pay the fees related thereto (hereafter "Other Fees").
- 16 The amount of the Other Fees and the signup procedure for these additional services are published on the school's website and available upon request. The signup procedures and the amount of the Other Fees are hereby accepted by the student/the parents.
- 17 In case the student/the parents sign up for the lunch service the student will be given a lunch card. Lunch cards are distributed to the students by the divisional offices at the start of the school year. The lunch card will only be valid if the direct debit form is duly completed and signed.
- 18 For a particular School Year, the entire Tuition Fee is due by the student enrolled for that School Year. If the student leaves the school before January 31 of the School Year concerned (other than for one of the reasons as set out in Articles 9, 10 and 11), the school will reimburse 25% of the Tuition Fee and of the Other Fees where applicable to the student/the parents.
- 19 All invoices of the school shall be due and paid in full within 30 days from the date of the invoice. After the due date for payment the unpaid invoices shall automatically carry an interest of 10% per year without any written notice from the school. A fixed indemnity of 125 EUR for administration costs for each unpaid invoice shall also be due to the school. The school also has the right to retain the student's school report cards in case the Tuition Fees or Other Fees are not paid in full.
- 20 Upon request of the parents the school accepts to send the invoice for Tuition Fees and/or Other Fees due to the school to a third party such as the employer of one of the parents. Notwithstanding any payment arrangements between the parents and third parties, the parents remain jointly and severally liable for the full payment of all invoices.

C. Assisted Place

- 21 The school provides a special programme that offers students/the parents the possibility to apply, if certain criteria are met, for a reduced Tuition Fee (hereafter called "Assisted Place").
- 22 The criteria and the application procedure for Assisted Place are published on the school's website and are available upon simple request. The criteria and the application procedure are hereby accepted by the student/the parents.
- 23 Applications for an Assisted Place must be made together with the application for a First Enrolment. Once the student has been admitted the student/the parents can no longer validly apply for an Assisted Place for the School Year for which the student has been enrolled.

D. Application of the general terms and conditions

- 24 These general terms and conditions apply from the moment the student/the parents submit an application for a First Enrolment until the student is no longer enrolled in the school and all outstanding issues between the school and the student/his parents related to the student's enrolment are finally settled, and to each Enrolment Agreement entered into between the school and the student/the parents.
- 25 These general terms and conditions as well as the Enrolment Agreements to which they apply will be governed by Belgian law. All disputes arising out of or in connection with these general terms and conditions and with the Enrolment Agreements to which they apply, shall be submitted to the exclusive jurisdiction of the courts of Brussels.
- 26 The invalidity or unenforceability of any provision(s) of these general terms and conditions shall in no way affect the validity or enforcement of any other provision(s) or any part thereof.