

SCHOOL REGULATIONS - School Year 2021-2022

1. ADMISSION:

Prior to admission parents are required to meet with the head of the German Language School. Students (age depending) will have to take a placement test.

Classes are offered:

Wednesdays: 4:15 P.M. - 6:30 P.M.
and / or

Saturdays: 9:30 A.M. - 12:00 P.M.

Adult Class - Wednesdays: 4:30 P.M. - 6:30 P.M.

Please note that the final grade level for each school year will be assigned by the Head of the Language School.

2. COST OF LANGUAGE COURSES:

Registration Fee for new students:	\$150.00
2021/2022 German Language School Tuition:	\$1,500.00
2021/2022 German Language School Tuition Adult Class:	\$1,425.00
Second Child Discount:	\$50.00
Third Child and more Discount:	\$100.00

3. PAYMENT:

A \$300.00 non-refundable tuition deposit (for all students) is due when registering the Smart Tuition account.

Full payment is due by August 15, 2021. After that date a late fee of 1.5% per month (annual rate of 18 %) will be added. In the event that tuition is not paid when due, the German Language School at German International School New York reserves the right to prohibit a student's participation in any academic or school activity.

All German Language School registration and tuition payments should be remitted through SmartTuition.

4. WITHDRAWAL POLICY:

Requests for refunds must be made in writing to the German Language School at German International School New York. Registration fee and tuition deposit are not refundable on any withdrawal.

Our withdrawal policy provides for refunds as follows:

<i>100%</i>	<i>75 %</i>	<i>50 %</i>	<i>There will be no</i>
<i>prior to first class</i>	<i>prior to second class</i>	<i>prior to third class</i>	<i>refund after the</i>
			<i>third class.</i>

Allow 6-8 weeks for refunds. Your registration acknowledges the school's refund policy. (Please note: Failure to attend class does not constitute an official "DROP".)

5. ACKNOWLEDGMENT OF REGISTRATION

You will be notified only if a class is canceled.

6. TEXTBOOKS and/or Materials

There will be a charge on textbooks and/or materials. Please make check payable to:
German International School New York / Memo: Language School.

7. REPORT CARDS

The German Language School at German International School New York will present Report Cards to those who successfully meet course requirements and maintain 80% attendance.

8. ABSENCES

Absences have to be reported to the office of the German Language School by the child's/children's parent or legal guardian prior to the beginning of each lesson. Please send E-Mail to: languageschool@gisny.org

9. CLASS CANCELLATIONS

Parents/ Guardians will be informed via E-mail and/or school closings will be posted online:
[German Language School](http://GermanLanguageSchool.com)

10. DAMAGE OR LOSS OF PERSONAL PROPERTY

Damage to or loss of personal property or injury on premises or off-site:

We do not assume any responsibility, either real or imposed, for the loss of personal property or injury of any student.

11. DISMISSAL

The German Language School reserves the right to dismiss students due to improper conduct and/or lack of attendance.

12. RELEASE OF SCHOLASTIC RECORDS

Scholastic records will be sent to individuals or institutions within the United States upon written request. A service fee of \$25.00 for official documents will be charged.

13. Early DROP-OFF FEE and LATE FEE

An EARLY DROP OFF FEE and a LATE FEE of \$1.00 (per child) is charged for each minute to parents/guardians who drop off their child/children and leave before 4:15 PM on WEDNESDAYS, and 9:30 AM on SATURDAYS. Parents/Guardians who fail to pick up their child/children after 6:40 PM on Wednesdays and 12:10 PM on Saturdays will be charged a LATE FEE (\$1.00 a minute) as well.

Please do not drop off and pick up your child/children from ROGER PLACE.

14. School Rules

No bullying. No profanity or inappropriate gestures.

No play-fighting, wrestling, hitting, poking, climbing trees, no running in any of the passing areas.

Gum chewing is not allowed.

Cellular phones or personal pagers are not allowed in the building and during break time. Some personal items, such as skateboards, roller blades, iPods, electronic games, toys, collector cards, radios, CD/tape players, cameras, video cameras, aerosol sprays, matches, lighters, etc., must be left at home.