



March 2010

NOTICES CONCERNING THE 2010-2011 SCHOOL YEAR

ADMISSION TO THE SCHOOL

Application for admission of a student to the school should be directed to the Head of School, who will decide upon acceptance for admission. The application should be accompanied by a birth certificate, immunization record, and an interim and/or final report card from the school attended last. In addition, the school requires a physician's health certificate as per the current New York State Education laws. Only upon receipt of these documents will the student be admitted.

Essentially German School New York can offer remedial instruction to students for the purposes of overcoming gaps in subject knowledge and skills and transitional difficulties only on a limited basis. For this reason, we expect parents to provide for their children's additional needs. We do, however, offer assistance in finding suitable solutions.

The Rules and Regulations (Schulordnung) are available on the School's website (www.dsny.org). By signing the Enrollment Agreement parents are verifying 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.

FEES

1. A one-time non-refundable registration fee of \$350.00 is required for all new students.
2. A non-refundable deposit of \$300.00 together with the signed Enrollment Agreement for each student must be received by the school no later than May 15, 2010 for the 2010/2011 school year. The deposit shall constitute a credit against the tuition.

TUITION

Tuition for the school year will be billed prior to the beginning of school and is due by August 15, 2010. 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 School reserves the right to prohibit a student's participation in any academic or school activity.

The Board of Trustees has established the following tuition fees for the 2010-11 academic year:

Entry Stage – Grade 4	\$14,500.-
Grades 5 - 9	\$15,700.-
Grades 10 - 12	\$16,800.-

ENROLLMENT AGREEMENT

It is understood that the Enrollment Agreement may be cancelled in writing (except for forfeiture of the non-refundable deposit) on or before June 15, 2010. It is further understood that this agreement is for the entire academic year from September 2010 through June 2011, without deductions for absence, withdrawal or dismissal and that it may not be cancelled without liability for the full amount of the tuition after June 15, 2010. The tuition fee 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.

FINANCIAL AID

German School New York receives limited funds from the Federal Republic of Germany for tuition assistance in case of financial hardship. Written requests for tuition assistance must be submitted to the **Tuition Committee**, c/o German School New York, by May 1, 2010. 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). Application forms for SSS are available as early as February from the Administrator and must be submitted annually by the applicant. The Tuition Committee can finalize tuition assistance only after receipt of the recommendation from *School and Student Service for Financial Aid*. Please contact the Administrator for further details.

TUITION REFUND POLICY

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

TRANSPORTATION OF STUDENTS

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

German 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 New Jersey, a group of parents living in this area 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 "Haus- und Hofordnung / Building and School Grounds Regulations " which is part of the "Schulordnung".

