



# GERMAN LANGUAGE SCHOOL

5001 NE 50th St., Seattle, WA 98105

## REGISTRATION FOR THE 2016/2017 SCHOOL YEAR

### REGISTRATION FOR CHILDREN

Child	#1	#2	#3
<b>Name</b> (first and last)			
<b>Date of birth</b>			
<b>Place of Birth *</b>			
<b>Grade in fall 2016</b>			
<b>Medical issues **</b>			
<b>German Proficiency***</b>			

\* Information needed for A1, A2 and DSD 1 and 2 testing.

\*\* For example: Allergies, required medications and other issues the school should be aware of.

\*\*\* B=Beginner, I=Intermediate, A=Advanced

Parents	Parent #1	Parent #2 (if different contact)
<b>Name</b>		
<b>Address</b>		
<b>Email</b>		
<b>Phone number</b>		
<b>Emergency contact ***</b>		
<b>Native German Speaker?</b>		

\*\*\* Please list name and a phone number at which a parent or your emergency contact can be reached during class time.

**How did you hear about us?**  
(Please check all that apply)

- Print ad  
 Flyer  
 Word of mouth  
 Fair  
 Web ad  
 Web search  
 Facebook / Twitter  
 Current student  
 Other:

**Please check:**

- I DO NOT agree to occasionally have pictures taken of my child while at GLS and DO NOT agree that pictures of my child are used on the school's webpage, FB page and for other school publications.
- I give permission to GLS to share the email address given above with other class parents.

I understand that the Registration Fee is non-refundable. All payments are due by the first day of school unless I choose to make tuition installment payments. A late fee of \$35 applies to all payments received after their due dates. It is my sole responsibility to submit payments by their due dates.

- I would like to pay in full.
- I would like to pay in three installments. (See page 6 for payment options)

I have read and agree to abide by the Important GLS School Policies outlined on page 7 and 8 of this registration package. I agree to the GLS cancellation policy and understand that I am responsible for the tuition for the full school year.

I hereby give permission that my child(ren) may be given emergency treatment by a staff member at the German Language School. I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment. In the event that I cannot be contacted, I further consent to medical, surgical, and hospital care, treatment, and procedures to be performed for my child by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard my child's health.

<b>Amount enclosed</b>	\$	<b>Date &amp; Signature</b>	
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Please write your check to "**GLS**" and send it with page 1, 2 and 5 of this Registration Package to:

**German Language School**

Registrar  
5001 NE 50<sup>th</sup> St  
Seattle, WA 98105



# GERMAN LANGUAGE SCHOOL

5001 NE 50th St., Seattle, WA 98105



## REGISTRATION FOR THE 2016/2017 SCHOOL YEAR

### REGISTRATION FOR ADULTS

Adults	#1	#2
Name		
Address		
Email		
Phone number		
Emergency contact **		
Medical issues*		
German Proficiency***		

\* For example, allergies and other issues the school should be aware of.

\*\* Please list a phone number at which your emergency contact can be reached during class.

\*\*\* B=Beginner, I=Intermediate, A=Advanced

#### How did you hear about us?

(Please check all that apply)

- Print ad  
 Flyer  
 Word of mouth  
 Fair  
 Web ad  
 Web search  
 Facebook / Twitter  
 Current student  
 Other:

#### Please check:

- I DO NOT agree to occasionally have pictures of taken of myself at GLS events and DO NOT want any pictures of myself used on the school's webpage, FB page or for other school publications.
- I give permission to GLS to share the email address given above with other students in my class.

I understand that the Registration Fee is non-refundable. All payments are due by the first day of school unless I choose to make tuition installment payments. A late fee of \$35 applies to all payments received after their due dates. It is my sole responsibility to submit payments by their due dates.

- I would like to pay in full.
- I would like to pay in three installments. (See page 6 for payment options)

I have read and agree to abide by the Important GLS School Policies outlined on page 7 and 8 of this registration package. I agree to the GLS cancellation policy and understand that I am responsible for the tuition for the full school year.

<b>Amount enclosed</b>	\$	<b>Date &amp; Signature</b>	
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Please write your check to "**GLS**" and send it with page 3, 4 and 5 of this Registration Package to:

**German Language School**  
Registrar  
5001 NE 50<sup>th</sup> St  
Seattle, WA 98105



# GLS VOLUNTEER AGREEMENT



(Please submit this form with your application)

GLS depends on the support of our GLS families to offer a rich German Language Program and an exciting cultural experience. There are lots of opportunities for parents to contribute both during school hours and at other times during the week and throughout the school year.

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**Name of Family or Student:**

\_\_\_\_\_

Please check what you would like to help with:

- Serve on the GLS School Board of Directors
- Distribute marketing flyers around town
- Volunteer to help plan or run events (such as the Nikolausfeier or the Year-End-Picnic)
- Prepare for and help out at events (such as our Silent Auction)
- Assist with and/or participate in classroom activities
- Other (please explain): \_\_\_\_\_

\_\_\_\_\_

Please select one of the options described:

- We will contribute at least two hours of volunteer time towards the school during the 2016/2017 School Year.
- We can't volunteer during the 2016/2017 School Year but will donate \$20 per hour or a total of \$40 towards the school.

Please write your check to "GLS" and send it with your registration form to:

**German Language School**  
Registrar  
5001 NE 50<sup>th</sup> St  
Seattle, WA 98105

<b>Amount enclosed</b>	\$	<b>Date &amp; Signature</b>	
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# TUITION AND FEES



## FOR CHILDREN

Tuition (incl. books/supplies)	In Full	In Installments (includes a \$90 convenience charge for the first child)		
		1 <sup>st</sup> day of school	1 <sup>st</sup> : 1 <sup>st</sup> day of school	2 <sup>nd</sup> : 11/12/16
One child	\$890	\$350	\$330	\$300
Each additional child	\$810	\$300	\$300	\$300

### NON-REFUNDABLE REGISTRATION FEE:

Early registration – **payment of fee due until June 30<sup>th</sup>, 2016** – \$100 per **family** (in addition to tuition in table)

Registration – **payment of fee after June 30<sup>th</sup>, 2016** – \$150 per **family** (in addition to tuition in table)

## FOR ADULTS

Tuition (incl. books/supplies)	In Full	In Installments (includes a \$90 convenience charge)		
		1 <sup>st</sup> day of school	1 <sup>st</sup> : 1 <sup>st</sup> day of school	2 <sup>nd</sup> : 11/12/16
Per adult	\$950	\$360	\$350	\$330

### NON-REFUNDABLE REGISTRATION FEE:

Early registration – **payment of fee due until June 30<sup>th</sup>, 2016** – \$100 per **family** (in addition to tuition in table)

Registration – **payment of fee after June 30<sup>th</sup>, 2016** – \$150 per **family** (in addition to tuition in table)



# IMPORTANT GLS SCHOOL POLICIES

For a complete version of our School Policies, please visit our website.

## Nondiscrimination Policy

GLS does not discriminate against any person on the basis of race, color, sex, gender identity, sexual orientation, religion, creed, age, national or ethnic origin, ancestry or disability in admission to, access to, treatment in, or employment in its programs and activities. Every effort will be made to ensure fairness and consistency in the school's relations with its students and staff.

## On Students

- 1) We accept children as young as 4 years of age into our classes. Kindergarten students must be potty-trained and mature enough to participate in the class without a parent present.
- 2) The principal has the responsibility to assign the children to a certain class, according to their age and German language ability.
- 3) Students with communicable diseases will not be permitted to attend class to protect the other students from exposure.
- 4) It is the responsibility of the parent/guardian to transport the children to school in a timely manner, to supervise them until school officially begins, and to pick them up promptly at the end of the school session. Students must be dropped off and picked up at the classroom by the parent/guardian or a previously designated person.
- 5) Students are expected to act respectfully toward teachers and behave appropriately toward other students. The responsible adult(s) agree to support the teaching staff in these matters.

## On Fees and Obligations

- 1) The registration fee is not refundable.
- 2) Tuition is based on annual costs per child and is paid in full at the beginning of the school year or in three installments as specified on the registration form.
- 3) No refunds are offered for missed days.

## Withdrawal Policy

- 1) If a student is to be withdrawn from school for any reason, the responsible adult is required to notify the principal or treasurer in writing **at least 30 days ahead of time**. The responsible adult will still be responsible for tuition due and a return of all materials, including textbooks and any materials checked out from the library (books, movies, etc.).
- 2) If the withdrawal is requested before the half year mark (up to and including January 28<sup>th</sup>, 2017), half of the tuition for the remaining Saturdays will be refunded.

- 3) If the withdrawal is requested after the half year mark (January 28<sup>th</sup>, 2017 or later), there will be no tuition refund of the yearly tuition.
- 4) Unpaid tuition installments are due in full at the time of withdrawal.
- 5) Our withdrawal policy is intended to protect the long-term operation of GLS as a non-profit organization. Should a student need to be withdrawn due to a medical emergency or other exceptional circumstances, please contact and talk with the principal.

### **On Disagreements**

Parents/guardians and adult students agree to settle all disagreements arising from GLS attendance by mature discussion and by mediation if necessary, specifically waiving any other outside means, excepting binding arbitration as outlined on our webpage and Parent Handbook, to settle differences.

### **Procedures for Disruptive Students**

- 1) If a student disrupts or acts inappropriately in class, the teacher will talk with the student and, if necessary, will inform the parents/guardians.
- 2) If, after several disciplinary steps, the behavior of a student does not improve and he/she continues to behave in inappropriate manners, the student may eventually be dismissed from class. No refund of tuition will be granted in such a case.

### **For further Information**

German Language School (GLS)  
5001 NE 50th St  
Seattle, WA 98105  
Phone: (360) 297-3674

Board President: Chuck Rabura ([president@germanlanguageschool.org](mailto:president@germanlanguageschool.org))  
Principal: Sandra Fenzl ([principal@germanlanguageschool.org](mailto:principal@germanlanguageschool.org))  
Website: [www.germanlanguageschool.org](http://www.germanlanguageschool.org)  
Facebook: [www.facebook.com/GermanSchoolSEA](http://www.facebook.com/GermanSchoolSEA)  
Twitter: [www.twitter.com/GermanSchoolSEA](http://www.twitter.com/GermanSchoolSEA)