



# German International School of Houston

German-English Dual Language Immersion Preschool Program

**ONE CHILD. TWO LANGUAGES. UNLIMITED POSSIBILITIES.**

## ENROLLMENT CONTRACT 2018 – 2019

Offered by **GAES dba German International School of Houston**, located at **6221 Main Street, Rooms C110 - C112, Houston, TX 77030**. The *German International School of Houston (GISH)* has a Priority Placement Policy for currently enrolled students and siblings. All other enrollment requests will be allocated after the completion of enrollment requirements and payments in the order received.

Please print, complete, initial each required section and sign this form.

Father's Name:

Mother's Name:

**Child's Name:**

Date of Birth:  Child's Native Language:

All children regardless of race, color, creed, nationality, or ethnic origin are eligible for enrollment.

Address:

City/ State/ Zip:

Father's Work Phone:

Mother's Work Phone:

Father's Cell Phone:

Mother's Cell Phone:

Father's E-mail:

Mother's E-mail:

Home Phone:

Other:

**We would like to know:**

Father's Occupation:

Mother's Occupation:

Father's Language:

Mother's Language:

Child's Ethnicity:

Child's Siblings + Age:

**GAES dba German International School of Houston does not give or sell personal information to third parties.**



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## Enrollment Fees

<b>Administration Fee:</b>	<b>\$ 250.00</b>	<b>non-refundable, annually</b>
<b>Supply Fee:</b>	<b>\$ 300.00</b>	<b>non-refundable, annually</b> Possibility of 2 payments of \$150.00 at enrollment and in January 2019 <input type="checkbox"/>
<b>Total Fees/Student:</b>	<b>\$ 550.00</b>	<b>non-refundable, annually</b>
<b>New Family Fee:</b>	<b>\$ 550.00</b>	<b>non-refundable, one-time payment per new family</b>

## Tuition and Program Selection

<b>1. Preschool Program</b> Monday – Friday: 7:30 am - 2:30 pm	<b>Family Tuition</b> (10 hours of volunteering per family per year expected)	<b>Supporters of GISH &amp; Corporate Sponsorship</b> (Your support will show on our Website!)	
<input type="checkbox"/> <b>Children 2-3 years</b> 2-day program (Tue/Thu) 3-day program (Mon/Wed/Fri) (3-day or 2-day program based on availability)	<input type="checkbox"/> \$ 1,070.00 (5-day prog.) <input type="checkbox"/> \$ 650.00 (3-day prog.) <input type="checkbox"/> \$ 430.00 (2-day prog.)	<input type="checkbox"/> \$ 1,340.00 (5-day prog.) <input type="checkbox"/> \$ 800.00 (3-day prog.) <input type="checkbox"/> \$ 540.00 (2-day prog.)	
<input type="checkbox"/> <b>Children 4+ years</b> (4 years by 9/1/2018)	<input type="checkbox"/> \$ 995.00 (5-day prog.)	<input type="checkbox"/> \$ 1,245.00 (5-day prog.)	<b>Monthly Fee:</b> <input type="text"/>
<b>2. Extended Day Program</b> <input type="checkbox"/> 2:30 pm - 5:30 pm	<input type="checkbox"/> \$ 225.00 (5-day prog.) <input type="checkbox"/> \$ 135.00 (3-day prog.) <input type="checkbox"/> \$ 90.00 (2-day prog.)		<b>Monthly Fee:</b> <input type="text"/>
<b>Monthly TOTAL:</b>			<input type="text"/>

<input type="checkbox"/> <b>One Time Donation</b> (tax deductible / receipt provided)	<b>THANK YOU</b> <b>for supporting the Growth of our School!</b>	<input type="text"/>
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<b>3. Waiting List Placement: Fee due with contract</b> - As soon as an opening becomes available: <input type="checkbox"/> - At a later date: _____	<input type="checkbox"/> <b>\$ 150.00</b> (one-time / non-refundable / credited towards the Administration Fee at enrollment)	Openings are distributed on a first-come, first-served basis. Siblings of currently enrolled students receive priority over the Waiting List.
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## Tuition Payment

**Monthly Tuition Payment Plan:** The *German International School of Houston* offers monthly tuition payments.

**Enrollment by June 15, 2018:**

Total Enrollment Fees + 1 month of Tuition (incl. Extended Day Program if applicable) + 9 monthly payments starting on July 15, 2018.

**Enrollment after June 15, 2018:**

Total Enrollment + 2 months of Tuition (incl. Extended Day Program if applicable) + monthly tuition payments starting on the 15<sup>th</sup> of the month following the enrollment.

*Enrollment is for the entire 2018-2019 school year, as outlined in our Academic Calendar.*

## Policies

- **First Time Enrollment:**  
Parents submit a completed **GAES dba German International School of Houston Enrollment Contract** together with the **payment** corresponding to their choice of program.
- **Re-Enrollment:**  
Re-Enrollment is at the beginning of the calendar year for the upcoming school year. Returning students and siblings are given priority enrollment. Parents submit the **GAES dba German International School of Houston Enrollment Contract** together with the **payment** corresponding to their choice of program.
- **Siblings:**  
Siblings receive priority enrollment after currently enrolled students are placed. Siblings will receive openings on a first-come, first-served basis. Waiting list placement for siblings is recommended! Sibling status does not guarantee an opening.
- **Refund Policy:**  
**All paid tuition and fees are non-refundable.** Refunds or allowances in tuition cannot be made for absences in the event of illness, vacations and extended personal leaves, at the occasion of holidays, unexpected school closings, or other circumstances.
- **Dismissal:**  
Tuition may be refundable for school-initiated dismissal of a student or family while in attendance. The Board of Directors will decide upon each case, after gathering information from teachers and parents. The Board of Directors holds the right to not issue any refunds.
- **Withdrawal:**  
All withdrawals are to be submitted in writing to [office@gish-houston.org](mailto:office@gish-houston.org).
- **Payment Policy: Tuition Payments are due on the 15<sup>th</sup> of the month.**
  - **Enrollment by June 15, 2018: First Check (Enrollment Fees + 1 month of tuition) + 9 pre-dated checks/Automatic Bank Payments** for July 15, August 15, September 15, October 15, November 15, December 15, 2018, January 15, February 15 and March 15, 2019.
  - **Enrollment after June 15, 2018: First Check (Enrollment Fees + 2 months of tuition) + pre-dated checks/Automatic Bank payments** starting on the 15<sup>th</sup> of the month following the enrollment.
  - **The pre-dated checks (made out to GAES dba German International School of Houston), or the set-up confirmation for Automatic Bank Payments** are to be submitted by **June 15, 2018, or for later enrollment on the 1<sup>st</sup> day of attendance.** A \$25.00 penalty per month will be applied to your account until the pre-dated checks or the set-up confirmation for Automatic Bank Payments are submitted.
  - **Automatic Bank Payments** are to be set on the **5<sup>th</sup> of each month** to arrive on time. A set-up confirmation is to be sent to the office.
- **Additional Fees:**  
A 10% late fee will apply after the 25<sup>th</sup> of the month and will be enforced. A charge of \$50.00 will be assessed on each returned check.



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## Agreement

- ▶ I (First and Last Name/s)  hereby agree to defend, indemnify, and hold harmless **GAES dba German International School of Houston**, (the "School" or "**GISH**"), its board of directors, director, teachers, teacher assistants and all other staff members, as well as the Palmer Memorial Episcopal Church ("Palmer Church") and the Episcopal Diocese of Texas and their respective clergy, employees, contract staff, officers, directors or vestry members, and volunteers (each a "Palmer Church Party") from and against all liability, claims, demands, and lawsuits for bodily injury (including death) or property damage caused by an occurrence that actually or allegedly arises out of or results from: 1) **GISH** use of the Premises, 2) **GISH**'s breach of the Agreement, and 3) any occurrence on the premises of Palmer Church, the adjacent parking lots, or on the roadways caused in whole or in part by the act or omission of **GISH**, its teachers, staff, employees, volunteers, guests, agents, officers, directors or students while in the course of the **GISH** program or **GISH** activities.
- ▶ I understand that, as a parent, I am liable for any loss or damage to school or church property caused by my child.
  - ▶ I understand that a copy of the *Texas Department of Human Services "Minimum Standards"* and the school's Parent Handbook are available in the office of the **German International School of Houston** for parents who wish to review it. Parents receive a copy of the school's Parent Handbook via e-mail.
  - ▶ I understand that the obligation to pay tuition and fees is unconditional, and that all paid tuition and fees are non-refundable. Furthermore, I understand that it is important to make payments on time.
  - ▶ I accept that additional fees may apply for additional curriculum-related activities.
  - ▶ I accept that the use of my child's photograph and information in school publications or related websites is authorized and without compensation. **Any variation is to be submitted in writing.**
  - ▶ I understand my duty as a parent to be actively involved in school activities and school events. The Volunteer Families commit to volunteer a minimum of 10 hours per school year.
  - ▶ I am aware that the laws of the State of Texas require students to have specific records on file (immunization, physical, vision and hearing screening, etc.) and accept to submit the required forms before the first day of attendance and keep them updated.
  - ▶ I understand that the Director of the **German International School of Houston**, with the approval of the Board of Directors, has the right to suspend or terminate any enrollment contract.
  - ▶ I agree to abide by the procedures and policies stated above. Policies and regulations are subject to change. The **GAES dba German International School of Houston** reserves the right to modify contracts, policies and procedures during the school year. Parents will receive written notice prior to the initiation of change.
  - ▶ By signing this **Enrollment Contract**, I agree to be bound by the terms and conditions of this Contract.

I have read and agree to the Enrollment Contract:  YES

Signature of Parent or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and agree to the Enrollment Contract:  YES

Signature of Parent or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of **GAES dba German International School of Houston**:

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

GAES dba German International School of Houston is formally recognized as tax exempt under section 501(c)(3) EIN 26-2709647 and a licensed facility with TDFPS Operation Number 1657223.

Non-Discrimination Policy:

GAES dba German International School of Houston does not discriminate on the basis of race, gender, color, religion, national or ethnic origin, or handicap in administration of its educational policies, admissions policies or in its employment practices.

Information updated August 2018

832-831-6843 / [office@gish-houston.org](mailto:office@gish-houston.org)

**Initial:** \_\_\_\_\_