

## Application for Enrolment Information<sup>1</sup>

1. Applications must be submitted using the official online application form A1 which are available on the School's website as soon as possible to enhance the prospect of entry (<https://enrol.giss.nsw.edu.au/application-for-enrolment/start>).
2. An application Fee of \$220 will be invoiced at the end of your online application. This is required to be paid prior to the school further progressing with your application.
3. After the close of each application round (**31 March for round 1, 31 May for round 2 and 31 August for round 3** for the following year), all valid applications will be assessed. This is expected to be completed within 6 weeks after applications close.
4. Priority will be given to siblings of children already enrolled at GISS and children of alumni of GISS. When applying for Kindergarten, priority will be given to students enrolled at GISS' Preschool. When applying for Preschool, priority will be given to students attending the GISS Playgroup.
5. After completion of the assessment, the School will:
  - a. offer a place; or
  - b. offer a place on the waiting list; or
  - c. decline to accept the application for enrolment.
6. Should a definite place be offered, a Letter of Offer of Enrolment will be sent for completion and payment of the Enrolment Fee will be required.
7. Enrolment is only completed if the Acceptance of Offer is returned and the Enrolment Fee paid within the period of offer as stated on the Letter of Offer of Enrolment.
8. By signing the application form parents / guardians confirm that all information provided are complete and correct, especially in regards to disclosure of medical and other considerations for inclusion. Failure to fully disclose all information requested with the application may result in the School declining, delaying or terminating a student's enrolment.
9. If the parent of a student wishes to withdraw their child from the School, 2 months' notice in writing must be given to the Principal, otherwise full 2 months' fees will be payable.
10. In the event that if, prior to commencement, an enrolment is cancelled for any reason, written notice is requested as soon as possible.
11. Entry is available in all grades depending upon vacancies; main entry grades to the School are the Preschool, Kindergarten, Years 7 and 11.

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<sup>1</sup> In accordance with the School's Enrolment Policy as determined from time to time by the School Board and Terms and Conditions as published on the GISS website.

12. Any change of address and/or telephone number must be notified to the School Registrar in writing. The School cannot guarantee to maintain any place on respective lists if correspondence concerning enrolment is unanswered.
13. All communication with the School concerning enrolment must be directed to the Registrar.

### Privacy Notice:

The information you supply on this form is required by the German International School Sydney to manage your application for enrolment. No personal information will be disclosed outside the School without your express consent, except where required by law.

Please note that unless in cases of sole custody (evidence must be provided to the school), both parents of a child are allowed full access to all information which the school holds about that child.

Please keep this sheet for information.

### Application Checklist

- application form A1 (to be filled out online - <https://enrol.giss.nsw.edu.au/application-for-enrolment/start>)
- copy of student's Birth Certificate
- copy of passport of student
- progress report of Kindergarten / Preschool (if applicable)
- NSW Transition to School Statement (if applying for Kindergarten)
- a copy of previous two school reports / transcripts / development assessments / progress reports (if available)
- a copy of last NAPLAN test results (if applicable)
- reference from the Class Teacher or Head of School/Section (if enrolling in IB Diploma Programme Year 11)
- English proficiency statement (if enrolling in IB Diploma Programme Year 11 and the applicant indicates their level of English is less than 'native fluency')
- copies of medical, psychological or educational reports (if applicable)
- sole custody advice (if applicable)
- written confirmation of debtor balance at current school