

SCHOOL REGULATIONS - School Year 2022-2023

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.

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| Classes offered | |
| Wednesdays | 4:15 to 6:30 pm |
| Saturdays | 9:30 am to 12 pm |
| Adult classes: Wednesdays | 4:30 to 6:30 pm |
| DSD II: Saturdays | 12:30 to 3 pm |

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

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| Registration fee for new students: | \$150.00 |
| 2022/2023 German Language School Tuition | \$1,500.00 |
| Second Child Discount | \$50.00 |
| Third Child and more Discount | \$100.00 |
| 2022/2023 German Language School Tuition Adult Class | \$1,425.00 |

3. PAYMENT

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

Full payment is due by August 15, 2022. 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 Blackbaud/Tuition Management.

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:

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| 100% prior to first class | 75 % prior to second class | 50 % prior to third class | There will be no refund after the third class. |
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Allow 6 to 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. 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.

6. 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 email to languageschool@gisny.org.

7. CLASS CANCELLATIONS

Parents/ Guardians will be informed via email.

8. DAMAGE OR LOSS OF PERSONAL PROPERTY

We do not assume any responsibility, either real or imposed, for the damage or loss of personal property or injury of any student on premises or off-site.

9. DISMISSAL

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

10. 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.

11. Early DROP-OFF FEE and LATE FEE

Parents/Guardians dropping off/picking up their child(ren) before 4:15 p.m. and after 6:40 p.m. on Wednesday and before 9:30 a.m. and after 12:10 p.m. on Saturday will be charged a \$30.00 flat fee for the first 30 minutes for each instance.

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

12. STUDENT PHOTO USAGE POLICY

From time to time, we take photographs and videos of a variety of German Language School events and activities. We may post these photographs and videos to our website, our media gallery, on our social media, in school newsletters, and in other print and digital marketing materials to promote the German Language School.

When your child appears on our website, in the media gallery, on our social media, and/or in print and digital marketing materials, we will NOT refer to him/her by name or include any other personally identifiable information. In the event we would like to include his/her name along with a photograph -- for example, to personally recognize him/her on the school website for an achievement -- we will first obtain your written approval.

13. USE OF THIRD-PARTY ONLINE PLATFORMS

To facilitate the educational experience, the German Language School at German International School New York utilizes various third-party online platforms, including during periods off on campus and distance learning. Such third-party online platforms may collect personal information about the student, such as the student's name, email address and platform username. Parents/legal guardians may contact the German Language School to review the School's privacy policy, as well as the privacy policies of each platform the School uses. By enrolling your child/children, parent(s)/legal guardian(s) consent to the student's use of third-party online platforms provided by the German Language School.

14. COMMUNITY HEALTH AND SAFETY

Parents/legal guardians understand that the safety and security of all students is the German Language School's highest priority. Parents/legal guardians understand and agree that the German Language School reserves the right, in its sole and exclusive discretion, to implement any and all policies or procedures which it deems necessary to protect the health and safety of the German Language School

community. Examples of such policies or procedures may include, but are not necessarily limited to, modifying the method of delivery of its program, restricting, or limiting access to campus, and/or requiring additional health screenings or immunizations. Parents/legal guardians specifically agree to comply with any and all such policies or procedures as the German Language School may implement.

15. 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.