

APPLICATION FOR ENROLMENT SCHOOL YEAR 2023/2024 SECONDARY SCHOOL

Only applications completed **correctly and submitted in original form** will be considered

I/We, _____, the undersigned
mother/father/guardian(s) of the child, herewith request(s) the European School Frankfurt (ESF) to enrol:

I. Information concerning the pupil

1. Personal details

Surname _____

First name(s) _____

Date of birth _____

Place of birth _____

Country of birth _____

Gender female male

Nationality 1 _____

Nationality 2 _____

Please attach
a recent
photograph
of the pupil

2. Address of the pupil

Street _____ No. _____

Postal code/City _____ / _____ Country _____

Telephone _____ / _____ Mobile _____ / _____

Contact in case of urgency: Name (Relationship to pupil) – Tel.: _____

3. Year requested

For clarification about the year levels, please see the official 'Table of Equivalences' attached in Annex I.

Secondary: Year 1 2 3 4 5 6

Decision of the Directorate

Cat.: I II III

Year: 1 2 3 4 5 6

Section: DE EN FR IT

L I: L II: DE EN FR

Enrolment confirmed on: Enrolment rejected on:

Signature Director:

II. Language Section and choice of Language 1 (L1) and Language 2 (L2/1st Foreign Language)

Art. 47 e) General Rules of the European Schools (for category I and II only)

A fundamental principle of the European Schools is the teaching of mother tongue/dominant language as first language (L1).

This principle implies the pupil's enrolment in the section of his/her mother tongue/ dominant language where such a section exists.

This principle may be waived only where the child has been educated in a language other than his/her mother tongue/dominant language for a minimum of two years at primary or secondary level. The European Schools will presume in that case that the child will be capable of continuing his/her schooling in the language in question.

*In schools where the section corresponding to a pupil's mother tongue/dominant language does not exist, he/she will generally be enrolled in one of the vehicular language sections. He/She will attend the classes in his/her mother tongue/ dominant language organised for so-called **SWALS** (**S**tudents **W**ithout **A** **L**anguage **S**ection) as L1.*

Parents will not be free to choose their child's first language (L1), its determination being the responsibility of the school's Director. L1 must correspond to the child's mother tongue or dominant language, in the case of multilingual children, the dominant language being the one of which they have the best command.

Should there be any dispute about the pupil's L1, it will be the Director's responsibility to determine which language it is, on the basis of the information provided by the pupils' legal representatives on the enrolment form and by requiring the pupil to take comparative language tests, organised and under the control of the school's teachers. The tests will be organised whatever the pupil's age and teaching level, i.e. including the nursery cycle.

Determination of L1 at the time of the child's enrolment is definitive in principle. A change of Language 1 may only be authorised by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.

Mother tongue/dominant language of the child: _____

If your child's mother tongue/dominant language corresponds to one of the language sections listed above please complete part **1.1**.

If your child's mother tongue/dominant language does not correspond to one of the languages of the 4 language sections listed please complete part **1.2**

The Secondary School of ESF has 4 language sections:

German, English, French, Italian

1.1 Mother tongue/dominant language corresponds to the language of the section

i. Language 1 (L1)/Language section

- German
- English
- French
- Italian

In this case, Language I is the main language of instruction throughout the child's school career

ii. Language 2 (L2)/1st Foreign Language

Language 2 is taught to all pupils from year 1 primary onwards. Starting in year 3 of the secondary school Language 2 is also the language of instruction for the subjects Human Sciences (History & Geography) and Religion/Ethics. Starting in year 4, L2 is the language of instruction for the subjects History, Geography and Economics (optional subject).

- German
- English
- French

1.2 Mother tongue/dominant language does not correspond to the language of the section

i. Language 1 / Mother Tongue Tuition*

Other official language of the EU:

Please indicate language

* Pupils of category I and category II are entitled to tuition in their mother tongue/dominant language in one of the official languages of the EU until the European Baccalaureate.

Category III pupils are entitled to language 1 tuition if a course already exists and if it does not create a new group.

Should the course have to be terminated, the category III pupils would have to replace their L1 with their L2 and would have to choose a new L2. They would be allowed two-year time to catch up. (see doc. 2019-01-D19-en-Annex III)

ii. Language 2** (L2 = 1st Foreign Language and is the language of the section)

Please select one of the following language sections:

- German
- English
- French

**In this case the language 2 is automatically the main language of instruction throughout the child's school career.

2. Other National Language ONL

(Available only for Irish/Maltese nationals in the English section - from the nursery up to secondary year 7.)

- Irish
- Maltese

3. Languages & language competence (as indicated in Part 1)

Language	Number of years of practice (if applicable)	Competence (++ / + / o / -)
Language 1:		
Language 2:		
Other languages:		
.....		
.....		

(++ =mother tongue or equivalent / + = very good / o = basic knowledge / - = no knowledge)

Languages spoken at home:

Father: _____

Mother: _____

III. General information previous Education

The child has attended the following schools. Please list **all** institutions attended and provide a copy of the reports.

School Year	Name of School	Type of School	Country	Grade	Language of Instruction
2022/2023					
2021/2022					
2020/2021					
2019/2020					

If yes, please specify:

Did your child repeat a year? *

- yes
 no

Did your child skip a year? *

- yes
 no

Does your child have a learning disability or special needs? **

- yes
 no

Does your child receive learning support? *

- yes
 no

Does your child have a disability which requires specialised support? **

- yes
 no

Does your child receive the following care? *

- Child psychologist
 Child psychiatrist
 Speech therapist
 other

If yes, how long?

* Please attach the relevant documentation translated into one of the vehicular languages (DE, EN, FR).

** Please attach a copy of the relevant medical assessments/documents from the last 6 months and translated into one of the vehicular languages (DE, EN, FR).

IV. Information concerning the parents/guardians

The child lives with the parents mother father guardian (as indicated on page 1)

Please inform the school immediately of any changes regarding the data provided below

	Mother	Father	Guardian
Surname			
First name(s)			
Nationality			
Street, No.			
Postal code/City			
Country			
Telephone, private			
Mobile phone, private			
Profession			
Employer			
Telephone at work			
E-mail for official school communications (Log-in SMS Announcements, school bill)			
Cat. III: Payer (only one Person)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required for students in S6 and S7	Mobile phone of the student:	E-Mail address of the student:
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If parents are separated or divorced please provide detailed information on legal custody. Please inform the school immediately of any changes	
Parental custody	<input type="checkbox"/> Father and mother (common custody) <input type="checkbox"/> Father (sole custody) <input type="checkbox"/> Mother (sole custody)
Other guardian _____	
Relationship to the pupil (only if the child does not live with the parents) : _____	

Information on siblings:

A - already attending the European School Frankfurt:

Name	First name(s)	Date of birth	Grade

B - submitted application(s) at the European School Frankfurt for school year 2023/2024

Name	First name(s)	Date of birth	Grade

V. Subject Choices for the Secondary School

Please complete only the relevant year.

N.B. If the total number of pupils registered for a course does not reach the minimum required, courses may be grouped horizontally or vertically, teaching hours may be reduced or the course may not be taught at all (ref. Document 2013-09-D-17-en-3).

Secondary → Year 1	
Language section requested:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian
Subjects	Periods (45 Min.)
Language 1 (Mother Tongue / L1) <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian <input type="checkbox"/> other official language of the EU: _____	5
Language 2 (1st Foreign Language L2) <i>Starting in year 3 Language 2 is also the language of instruction for the subjects Human Sciences (History & Geography), Religion/Ethics and starting in year 4 for the subjects History, Geography and Economics (optional subject).</i>	5
Language 3 (2nd Foreign Language L3) <i>Language 3 is offered for beginners starting in S1.</i>	2
<input type="checkbox"/> English <input type="checkbox"/> German <input type="checkbox"/> French <input type="checkbox"/> Italian <input type="checkbox"/> Spanish <input type="checkbox"/> Other official language of the EU _____	
Mathematics	4
Integrated Science (Biology, Physics, Chemistry)	4
Human Science (History, Geography)	3
I.C.T. (Information and Communication Technology)	1
Art	2
Music	2
Physical Education	3
Religious instruction <input type="checkbox"/> Catholic <input type="checkbox"/> Protestant <input type="checkbox"/> non-confessional ethics <input type="checkbox"/> other _____	2
Total periods/week	
33	
Optional:	
ONL (Other National Language): <i>only for Maltese or Irish nationals in the English section from nursery through to S7.</i> <input type="checkbox"/> Maltese <input type="checkbox"/> Irish	2
Total periods/week	

Please complete only the relevant year.

N.B. If the total number of pupils registered for a course does not reach the minimum required, courses may be grouped horizontally or vertically and teaching hours may be reduced, or the course may not be taught at all (ref. Document 2013-09-D-17-en-3).

Secondary → Year 2	
Language section requested:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian
Subjects	Periods (45 Min.)
Language 1 (Mother Tongue / L1) <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian <input type="checkbox"/> other official language of the EU: _____	5
Language 2 (1st Foreign Language L2) <i>Starting in year 3 Language 2 is also the language of instruction for the subjects Human Sciences (History & Geography), Religion/Ethics and, starting in year 4, for the subjects History, Geography and Economics (optional subject).</i> <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German	4
Language 3 (2nd Foreign Language L3) <i>Language 3 is offered for beginners starting in S1.</i> <input type="checkbox"/> English <input type="checkbox"/> German <input type="checkbox"/> French <input type="checkbox"/> Italian <input type="checkbox"/> Spanish Other official language of the EU <input type="checkbox"/> _____	3
Mathematics	4
Integrated Science (Biology, Physics, Chemistry)	4
Human Science (History, Geography)	3
I.C.T. (Information and Communication Technology)	1
Art	2
Music	2
Physical Education	3
Religious instruction <input type="checkbox"/> Catholic <input type="checkbox"/> Protestant <input type="checkbox"/> non-confessional ethics <input type="checkbox"/> other _____	2
Total periods/week	
33	
Optional: <input type="checkbox"/> Latin (minimum 2 years required, in S2/S3) <input type="checkbox"/> Ancient Greek (only in combination with L1 Greek)	2
ONL (Other National Language): <i>only for Maltese or Irish nationals in the English section</i> <input type="checkbox"/> Maltese <input type="checkbox"/> Irish	
Total periods/week	

Please complete only the relevant year.

N.B. If the total number of pupils registered for a course does not reach the minimum required, courses may be grouped horizontally or vertically and teaching hours may be reduced or the course may not be taught at all (ref. Document 2013-09-D-17-en-3).

Secondary → Year 3	
Language section requested:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian
Compulsory Subjects	Periods (45 Min.)
Language 1 (Mother Tongue / L1) <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian <input type="checkbox"/> other official language of the EU: _____	4
Language 2 (1st Foreign Language L2) <i>Starting in year 3 Language 2 is also the language of instruction for the subjects Human Sciences (History & Geography) and Religion/Ethics and, starting in year 4, for the subjects History, Geography and Economics (optional subject).</i>	4
Language 3 (2nd Foreign Language L3) <i>Language 3 is offered for beginners starting in S1.</i>	3
Mathematics	4
Integrated Science (Biology, Physics, Chemistry)	4
Human Science (History, Geography) taught in L2	3
Music	2
Art	2
Physical Education	3
Optional subjects (please select only one subject): <input type="checkbox"/> Latin <input type="checkbox"/> ICT	2
Religious instruction: Language of instruction is L2 (German/English/French) <input type="checkbox"/> Catholic <input type="checkbox"/> Protestant <input type="checkbox"/> Non-confessional ethics <input type="checkbox"/> other) _____	2
Total periods/week (min. 31 and max. 35)	
Optional: <input type="checkbox"/> Ancient Greek (only in combination with L1 Greek)	2
ONL (Other National Language): <i>only for Maltese or Irish nationals in the English section from nursery through to S7.</i> <input type="checkbox"/> Maltese <input type="checkbox"/> Irish	2
Total periods/week	

Please complete only the relevant year.

In year 4 & 5 the total number of periods per week must be at least 31 and not more than 35.

N.B. If the total number of pupils registered for a course does not reach the minimum required, courses may be grouped horizontally or vertically and teaching hours may be reduced, or the course may not be taught at all (ref. Document 2013-09-D-17-en-3).

Secondary → Year 4	
Language section requested:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian
Compulsory Subjects	Periods (45 Min.)
Language 1 (Mother Tongue / L1) <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian <input type="checkbox"/> other official language of the EU: _____	4
Language 2 (1st Foreign Language L2) <i>Starting in year 3 Language 2 is also the language of instruction for the subjects Human Sciences (History & Geography) and Religion/Ethics and, starting in year 4, for the subjects History, Geography and Economics (optional subject).</i>	3
Language 3 (2nd Foreign Language L3) <i>Language 3 is offered for beginners starting in S1.</i>	3
<input type="checkbox"/> English <input type="checkbox"/> German <input type="checkbox"/> French <input type="checkbox"/> Italian <input type="checkbox"/> Spanish <input type="checkbox"/> _____ Other official language of the EU	
<input type="checkbox"/> Mathematics (6 periods) or <input type="checkbox"/> Mathematics (4 periods)	4 or 6
Biology	2
Chemistry	2
Physics	2
Geography – taught in L2	2
History – taught in L2	2
Subject options: <input type="checkbox"/> Latin (4 periods – prior knowledge required) <input type="checkbox"/> Ancient Greek (4 periods) <input type="checkbox"/> Economics (4 periods; taught, when possible, in the language2) <input type="checkbox"/> Language 4 (3 rd Foreign Language / L4 - 4 periods)	2 to 8
ONL (Other National Language): <i>only for Maltese or Irish nationals in the English section.</i>	
<input type="checkbox"/> Italian <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Maltese <input type="checkbox"/> Irish <input type="checkbox"/> _____ other official language of the EU:	

<input type="checkbox"/> I.C.T. (Information and communication technology 2 periods) <input type="checkbox"/> Music (2 periods) <input type="checkbox"/> Art (2 periods)	
Physical Education	2
Religious instruction: Language of instruction is L2 (German/English/French)	
<input type="checkbox"/> Catholic <input type="checkbox"/> Protestant <input type="checkbox"/> Non-confessional ethics <input type="checkbox"/> other _____	1
Total periods/week (min. 31 and max. 35)	
Optional:	
<input type="checkbox"/> Ancient Greek (only in combination with L1 Greek)	2
Total periods/week	

*Please complete only the relevant year.
In year 4 & 5 the total number of periods per week must be at least 31 and not more than 35.*

N.B. If the total number of pupils registered for a course does not reach the minimum required, courses may be grouped horizontally or vertically and teaching hours may be reduced, or the course may not be taught at all (ref. Document 2013-09-D-17-en-3).

Secondary → Year 5	
Language section requested:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian
Compulsory Subjects	Periods (45 Min.)
Language 1 (Mother Tongue / L1) <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian <input type="checkbox"/> other official language of the EU: _____	4
Language 2 (1st Foreign Language L2) <i>Starting in year 3 Language 2 is also the language of instruction for the subjects Human Sciences (History & Geography), Religion/Ethics and, starting in year 4, for the subjects History, Geography and Economics (optional subject).</i>	3
Language 3 (2nd Foreign Language L3) <i>Language 3 is offered for beginners starting in year S1.</i>	3
<input type="checkbox"/> Mathematics (6 periods) or <input type="checkbox"/> Mathematics (4 periods)	4 or 6
Biology	2
Chemistry	2
Physics	2
Geography – taught in L2	2
History – taught in L2	2
Subject options: <input type="checkbox"/> Latin (4 periods – prior knowledge required) <input type="checkbox"/> Ancient Greek (4 periods – prior knowledge required) <input type="checkbox"/> Economics (4 periods; taught, when possible, in the language2)	

<input type="checkbox"/> Language 4 (3 rd Foreign Language / L4 - 4 periods) <i>Language 4 is offered for beginners only in S4.</i> ONL (Other National Language): <i>only for Maltese or Irish nationals in the English section</i> other official language of the EU:	<input type="checkbox"/> Italian <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Maltese <input type="checkbox"/> Irish <input type="checkbox"/> _____	2 to 8
<input type="checkbox"/> I.C.T. (Information and communication technology 2periods) <input type="checkbox"/> Music (2 periods) <input type="checkbox"/> Art (2 periods)		
Physical Education		2
Religious instruction: Language of instruction is L2 (German/English/French) <input type="checkbox"/> Catholic <input type="checkbox"/> Protestant <input type="checkbox"/> non-confessional ethics <input type="checkbox"/> other _____		1
Total periods/week (min. 31 and max. 35)		
Optional: <input type="checkbox"/> Ancient Greek (only in combination with L1 Greek)		2
Total periods/week		

Please complete only the relevant year.

In years 6 and 7, students must take at least 31 and not more than 35 periods.
Part A + part B must amount to at least 29 periods.

N.B. If the total number of pupils registered for a course does not reach the minimum required, courses may be grouped horizontally or vertically and teaching hours may be reduced, or the course may not be taught at all (ref. Document 2013-09-D-17-en-3).

Secondary → Year 6	
Language section requested: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian	
Part A – Compulsory Subjects	Hrs (45 Min.)
Language1 (Mother Tongue/L1) <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Italian <input type="checkbox"/> other official language of the EU: _____	4
Language 2 (1st Foreign Language / L2) <i>Starting in year 3 Language 2 is also the language of instruction for the subjects Human Sciences (History & Geography) and Religion/Ethics and, starting in year 4, for the subjects History, Geography and Economics (optional subject).</i> <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> German	3
<input type="checkbox"/> Mathematics (5periods) or <input type="checkbox"/> Mathematics (3periods)	3 or 5
Sport	2
<input type="checkbox"/> Biology (2 periods) <i>Biology 2 periods is compulsory if no science (Biology, Chemistry, Physics) is chosen in Part B. It cannot be chosen if Biology 4 periods is selected in part B. It may be chosen in conjunction with Chemistry or Physics in Part B</i>	
<input type="checkbox"/> Geography (2 periods –the language of instruction is L2) <i>This subject is compulsory if not selected in Part B.</i>	
<input type="checkbox"/> History (2 periods– the language of instruction is L2) <i>This subject is compulsory if not selected in Part B.</i>	
<input type="checkbox"/> Philosophy (2 periods) <i>This subject is compulsory if not selected in Part B.</i>	
Religious instruction: Language of instruction is L2 (German/English/French) <input type="checkbox"/> Catholic <input type="checkbox"/> Protestant <input type="checkbox"/> Non-confessional ethics <input type="checkbox"/> other _____	1
A –Total number of periods– compulsory subjects	
Part B – Options	Hrs (45 Min.)
At least two, but not more than three, 4 period optional subjects must be selected. <i>An optional/complementary course can only be established if there are sufficient students opting for that course. A student may have to revise his/her choice dependent upon restrictions imposed by the timetable.</i>	
<i>Please indicate order of priority here ▼</i>	
<input type="checkbox"/> Latin (4 periods – prior knowledge required)	
<input type="checkbox"/> Ancient Greek (4 periods – prior knowledge required)	
<input type="checkbox"/> Philosophy (4 periods)	
Language 3 (2nd Foreign Language – 4 periods) <i>Language 3 is offered for beginners starting in S1.</i> <input type="checkbox"/> English <input type="checkbox"/> German	

Other official language of the EU:	<input type="checkbox"/> French <input type="checkbox"/> Italian <input type="checkbox"/> Spanish <input type="checkbox"/> _____
<input type="checkbox"/> Language 4 (3 rd Foreign Language - 4 periods) <i>Language 4 is offered for beginners starting in S4.</i>	<input type="checkbox"/> Italian <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> German
ONL (Other National Language): <i>only for Maltese or Irish nationals in the English section from nursery through to S7.</i>	<input type="checkbox"/> Maltese <input type="checkbox"/> Irish <input type="checkbox"/> _____
other official language of the EU:	
<input type="checkbox"/> Geography (4 periods – language of instruction is L2)	
<input type="checkbox"/> History (4 periods – language of instruction is L2)	
<input type="checkbox"/> Economics (4 periods – language of instruction when possible L2)	
<input type="checkbox"/> Biology (4 periods)	
<input type="checkbox"/> Chemistry (4 periods)	
<input type="checkbox"/> Physics (4 periods)	
<input type="checkbox"/> Art (4 periods)	
<input type="checkbox"/> Music (4 periods)	
<input type="checkbox"/> Advanced Language 1 (3 periods) - substitutes as Compulsory Subject L1 in Eur. Bac-exam	
<input type="checkbox"/> Advanced Language 2 (3 periods) - substitutes as Compulsory Subject L2 in Eur. Bac-exam	
<input type="checkbox"/> Advanced Mathematics (3 periods) Advanced Mathematics can only be chosen in conjunction with Mathematics 5 periods and will be a compulsory oral exam.	
B – Total number of periods – Options	
Part C- Complementary Subjects	
These courses may only be selected if not already selected in Part B. Subjects marked with * are intended for students with little or no previous knowledge.	
<i>An optional/complementary course can only be established if there are sufficient students opting for that course. A student may have to revise his/her choice dependent upon restrictions imposed by the timetable.</i>	
<input type="checkbox"/> ICT (Information Technology, 2 periods)	
<input type="checkbox"/> Economics (2 periods- language of instruction when possible L2)	
<input type="checkbox"/> Politics (2 periods)	
<input type="checkbox"/> Sociology (2 periods)	
<input type="checkbox"/> Art (2 periods)	
<input type="checkbox"/> Music (2 periods)	
LAB - Please choose only 1 option <input type="checkbox"/> Lab. Biology (2 periods) <i>only in conjunction with Biology (4 periods)</i> <input type="checkbox"/> Lab. Physics (2 periods) <i>only in conjunction with Physics (4 periods)</i> <input type="checkbox"/> Lab. Chemistry (2 periods) <i>only in conjunction with Chemistry (4 periods)</i>	
<input type="checkbox"/> Language 5 (2 periods)	→ (<input type="checkbox"/> French / <input type="checkbox"/> Italian / <input type="checkbox"/> Spanish)
<input type="checkbox"/> Sport (2 periods)	
<input type="checkbox"/> Classical Studies (2 periods)	
Total number of periods per week	

VI. Documents to be enclosed with this application

1. A copy of the birth certificate of your child.
2. A copy of the school report, issued by the school last attended by the child, indicating results achieved in the **school year 2021/2022** and the 1st semester/term report of the current school year. The end of year report for the **school year 2022/2023** confirming that the child has qualified for promotion to the next class/year must be submitted before the start of the new school **year 2023/2024**.
3. If parents are divorced or separated, please enclose a document proving who has legal custody of the child.
4. If the child does not live with his/her parents, please enclose a document proving that the guardian of the child has custody.
5. For enrolment as category I or category II a confirmation by the employer in original has to be attached.

Please only attach copies, not original documents (except 5 above). All additional documents supplied with the application, should be provided in either English, French, German or Italian or accompanied by a respective certified translation.

VII. School charges and fees

- 1) The signatories of this agreement have read and understood the following legally binding conditions that apply to the European Schools and the legal guardians. With their signature the legal guardian(s) declare(s) their full compliance with the conditions listed. School fees are fixed annually by the Board of Governors of the European Schools (BGES) and may change from year to year.
- 2) Parents working for institutions listed below, are exempt from paying school fees:
 - a) Employees of the European Central Bank
 - b) Employees of institutions of the European Commission
- 3) Parents who do not belong to the institutions listed above (Cat I), or who are not employed by an institution with an agreement with the BGES or with the European School Frankfurt (Cat II), are required to pay an annual fee. For the school year 2023/2024 the school fees are expected to be:

Nursery	Primary	Secondary
€ 4.200,69	€ 5.776,01	€ 7.876,36

- 4) All parents of category I, II and III pupils are obliged to pay the administrative fees listed below. These fees are checked and confirmed by the management of the school once a year:

Cycle	Nursery	Primary	Secondary
Assurance	€ 5.00	€ 5.00	€ 5.00
Administrative Fees	€ 36.00	€ 36.00	€ 42.00
Fees for books (Intermath, Mediterranean World)		variable	variable
Fee for BAC Registration			€ 101,86

- 5) In accordance with article 29 of the General Rules of the European Schools, the annual school fees must be paid within the fixed deadline. It is not possible to legally challenge the decision of the Board of Governors of the European Schools with regards to school fees.
- 6) In accordance with article 6, paragraph 1 of the General Rules of the European Schools, the school has the legal right to pursue the payment of outstanding fees and other costs through the courts.
- 7) Once the admission procedure is complete, the signatories are bound by the conditions listed herein and consequently bound to the payment of school fees and other compulsory costs within the deadlines set by

the school. Parents or guardians of children of category III are required to make an advance payment of 25% of school fees. Please specify the person responsible for the payment (Payer) as in part V. The school bill for this advance payment will be sent by e-mail in June or before the start of the school year at the latest. The advance payments are not refundable. The remaining amount will be charged after the start of the school year.

- 8) Secondary School student lockers are administered by a third-party company providing a modern locker system. The costs incurred will be settled exclusively between the ESF and the third-party company. Parents of children in the Secondary School will be required to register for a locker via the online portal of this company. Detailed information will be provided at the beginning of the new school year.

In accordance with the General Rules of the European Schools, a pupil for whom the fixed school fees are not paid or not paid in full, or for whom the 25% advance payment is not made by the due date, will not be allowed to attend classes at the European Schools.

VIII. Provisions for the protection of personal data

The European Schools are educational institutions set up in the European Union's Member States. Their purpose is to provide children with quality teaching and learning, in the public interest.

The European Schools are committed to respecting your privacy and to complying with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter, referred to as the 'GDPR').

To organise teaching and learning and in order to meet the pupils' specific needs, the School needs to process their personal data and those of the legal representatives/parents.

With respect to the processing of your personal data, you have the right to be informed and to access your personal data. You also have the right to rectification, erasure and to object to the processing.

Where the School processes personal data on the basis of consent, such consent may be withdrawn at any time.

The European Schools Privacy Statement can be found on our website www.esffm.org.

IX. Health questionnaire

Should your child be admitted, our Health Service department will contact you directly.

X. Notice of withdrawal

The notice of withdrawal must be submitted at least 2 weeks prior to leaving the school. The notice of withdrawal must be in original format (the form can be downloaded from the school website), filled in legibly, signed by both parents or legal guardians and returned to the main secretariat. In cases of legal custody agreements, parents are required to attach a copy of the relevant document or court ruling. The school will, in turn, acknowledge receipt and issue a confirmation of withdrawal in writing.

XI. Declaration

The undersigned declare(s) that they were informed that the request for enrolment can only be considered as accepted if the Director of the European School Frankfurt has sent out a written confirmation of admission. Prior to such written confirmation, it is not possible for pupils to attend class.

According to article 45 of the General Rules of the European Schools, enrolment shall not be considered definite until all the requested documents have been submitted.

The undersigned declares that he/she has read the **General Rules of the European Schools** (see www.eursc.eu) and the provisions for the protection of personal data (chapter VII of this form) and undertakes to respect them by signing this application for enrolment.

The undersigned declare(s) that all information given in this document is true and that they will notify the European School Frankfurt of any changes which may occur with regard to this information. In particular, the school must be informed immediately **of any changes in personal circumstances**, such as legal custody of a child, **change of employer or extension of contract** (the last two of relevance to parents of category I and category II).

With their signature the legal guardian(s) declare(s) their full compliance with the conditions listed in the application form.

Frankfurt am Main is the responsible court of instance in case of legal proceedings for the payment of school fees and other costs.

Date

Signature(s) of **all legal guardian(s)**

In cases in which one parent/guardian has sole custody, please provide a copy of the relevant court document.

The application for enrolment will only be considered if

- **it is sent as an original,**
- **it is completed correctly**
- **It is correctly signed**
- **it includes all necessary supporting document, if necessary accompanied by a certified translation in one of the language section (German, English, French, Italian)**

