

## Registration

at the German International School Accra

Nursery, Kindergarten and Preschool (7:30 am – 12:30 pm)

Half-Day Care (7:30 am -12:30 pm)     Nursery     Kindergarten     Preschool

All-Day Care (7:30 am – 4:00 pm)     Nursery     Kindergarten     Preschool

\*All-Day Care can be booked additionally to the half-day care. Afterschool care starts at 12:30 pm and lasts until 3:45 pm at the most

Registration Date \_\_\_\_\_

Commencement Date \_\_\_\_\_

Expected length of stay\* \_\_\_\_\_

\* Please note: Despite indicated expected length of stay, written cancellation must be made on the official notice of withdrawal form.

### Personal Data of student

Name, First Name(s)  
\_\_\_\_\_

Date and Place of Birth  
\_\_\_\_\_

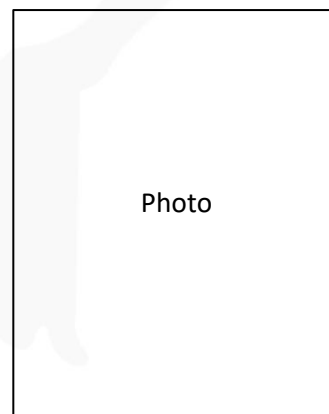
Nationality/ Nationalities  
\_\_\_\_\_

Mother Tongue  
\_\_\_\_\_

Second and Third language  
\_\_\_\_\_

Religion  
\_\_\_\_\_

Previous Nursery, Kindergarten or Preschool  
\_\_\_\_\_



### Special Educational Needs

Are there any special educational needs (dyslexia, dyscalculia, ADHD, etc.)?\*

yes     no

If so, which kind? \_\_\_\_\_

\*Please note that if a special need is subsequently identifying or concealed, the school reserves the right to reevaluate the child's eligibility for school.

Does your child suffer from allergies?

yes     no

If so, which? \_\_\_\_\_

Are there any chronic diseases?

yes     no

If so, which kind? \_\_\_\_\_

### Personal Data of legal guardian

#### *Legal guardian 1*

Name, First Name(s) \_\_\_\_\_

Telephone-/ Mobile phone number \_\_\_\_\_

Email address \_\_\_\_\_

Profession \_\_\_\_\_

Employer, work place \_\_\_\_\_

#### *Legal guardian 2*

Name, First Names(s) \_\_\_\_\_

Telephone-/ Mobile phone number \_\_\_\_\_

Email address \_\_\_\_\_

Profession \_\_\_\_\_

Employer, work place \_\_\_\_\_



Residential address in Ghana \_\_\_\_\_  
\_\_\_\_\_

Residential address abroad \_\_\_\_\_  
\_\_\_\_\_

**In the event of an emergency, please contact the following person.**

\* The school is a member of WARA. The school does not provide accident insurance for students.

Name, First Name(s) \_\_\_\_\_

Telephone-/ Mobile phone number \_\_\_\_\_

Relation to family \_\_\_\_\_

How did you hear about us? \_\_\_\_\_  
\_\_\_\_\_

**Details Invoice Address**

Billing address \_\_\_\_\_  
\_\_\_\_\_

Bank account (for possible repayments)  
\_\_\_\_\_

Who pays the school fees? (Total: 100%)

family: \_\_\_\_%       employer: \_\_\_\_%       others: \_\_\_\_%

Are the school fees (partially) reimbursed by the employer? If yes, to what extent?

no                       yes, to \_\_\_\_%

Please enclose a copy of the following documents with the admission form:

- Valid passport of the child
- Last two report cards of the child
- Special education certificate, if applicable
- Vaccination Card of the child
- Valid passport/ ID of the legal guardian
- Corona Proof of Vaccination of the legal guardian
- Proof of address in Ghana (copy of water or electricity bill in the name of the payer or copy of rental contract, etc.)
- For employees: Proof of employment from employer
- For self-employed: Name and address of company, registration number, TIN number, VAT number, etc.
- Signed Payment terms

### Admission regulations

1. The registration becomes effective only after the registration and admission fee is received. Accordingly, the registration and admission fee must be paid before starting school. The school fees must also be paid in advance before starting school.
2. School fees may be increased at the beginning of a school year/semester. Additional costs may be incurred for special offerings.
3. If the registration is withdrawn, please inform the German International School Accra immediately. The registration fee will not be refunded.
4. Please note that the cancellation/termination period is two months in advance. At the end of the school year, notice of cancellation must be received by us on the official notice of withdrawal form no later than May 1<sup>st</sup> of the current school year. Failure to meet this deadline will result in an additional two months tuition charge for the child/children.
5. A trial schooling of up to 8 weeks takes place. Only after the trial schooling will a final decision be made on admission.

You hereby confirm that the above data is correct and that you have taken note of the admission regulations.

Date, signature legal guardian 1

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Date, signature legal guardian 2

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