



TAIPEI EUROPEAN SCHOOL DEUTSCHE SEKTION



Deutsche Sektion

Criteria for the admission to the German Section

1. For a successful enrolment in the German Section sufficient language skills are required. The language requirements based on the Common European Framework for language learning are shown in the table below:

Entrance level	Language Requirements ¹
Kindergarten	Admission without basic German skills is possible
Klassen 1 and 2	A1
Klassen 3 and 4	A2
Klasse 5	A2/B1
Klasse 6	B1
Klasse 7	B2
Klasse 8	C1
Higher	C1/C2

2. Citizenship and passport of Germany, Austria or Switzerland, or of any European or other country, and double citizenship according to the laws of the R.O.C.

How do I apply?

1. All six pages of the application form must be filled out entirely and signed by a custodian:
 - Information sheet of the student
 - Information sheet of the parent/s
 - Language profile
 - Recognition of the school fee policies
 - School fees table
 - Health information sheet of the student
2. Submit the completed application form with the other documents listed below to the school.
3. Regarding the admission to the Kindergarten including the Flex0 (Pre-school program) please arrange a meeting with the director of the Kindergarten; regarding the admission to the school a meeting with the principal is necessary. Only after the meeting and the language assessment we will be able to make the final decision on the admission.
4. After the successful admission through the TES administration the bus transportation service subject to the availability can be required.

What do I have to provide?

- The filled application form
- A copy of the passport of the student
- Two passport photos of the student
- The ARC of the student (Alien Resident Certificate – please hand in later if it is not issued yet.)
- Copies of all available school reports

¹ For the enrolment into the primary school and Klasse 5 we will conduct a language assessment. For the admission into the Klasse 6 and higher prospective students have to submit a language certificate from an accredited examination center (e.g. Goethe Institute). The school reserves the right to further tests.

Applicants of the internal school service from Germany, Austria, German-speaking Switzerland or another German schools abroad do not need to take any language assessments or offer relevant certificates.



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Who can I contact?

Central Administration / Admissions Office

Address: 99 FuGuo Road, ShiLin District, Taipei 11158, Taiwan, R.O.C.

Tel.: +886-2-8145-9007 ext. 1115

Fax: +886-2-2832-5058

Email: admissions@tes.tp.edu.tw

Web: www.tes.tp.edu.tw

The working language in the German Section of the Taipei European School is German, while it is English in the Central Administration. Thus the documents are some in German and some in English.

However, you will receive supports and information in German language from the secretariat of the German Section at any time:

The opening hours of the German Section secretariat is Monday to Friday from 07:30 - 16:00 (GMT+8). Please try both extensions if necessary:

Tel: +886-2-8145-9007 Extension 1302 or 2302

E-Mail: DeutscheSchuleTaipei@gmx.de



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Student information:

Approximate entering date: _____

Roll group/(Klasse): _____

Surname: _____

Given name: _____

Other names: _____

Sex: male female

Birthday: _____ / _____ / _____
Day Month Year

Birthplace (city and country): _____

Nationality: a) _____ b) _____

Home address in Taipei: _____

Invoices to be paid by the employer / by the company? Yes No

Invoice title: _____

Invoice address: _____

Mother language(s): _____

Passport number: _____ Validity: _____

A.R.C. No.: _____ Validity: _____

Last school: _____

Entered on: _____ Left on: _____

Sibling:

1. Name: _____ Roll group: _____

2. Name: _____ Roll group: _____

3. Name: _____ Roll group: _____

I herewith apply for the admission of my child to the Kiga-Plus program with the daily care from 15:00 to 17:00 on school days (only for children between 3 and 9 years); this program is with costs. Please mention if you are company payer or private payer.	<input type="checkbox"/> Private payer	<input type="checkbox"/> No
	<input type="checkbox"/> Company payer	

Does your child have any special aptitudes, talents or interests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child had any special educational needs ever?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any health problems or disabilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Signature of the
Guardian/Parent:** _____

Date: _____

For school use only:					
				Date	
Date received	Date tested	Result	Date accepted	COS tutorial	Date left
Acceptance approved by the head of section:					



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Parents' information:

	Mother:	Father:
Name:		
Marital status:	Married or in community life / divorced* / separated / widowed	
Occupation:		
Company name:		
Office tel. – Taiwan:		
Office fax – Taiwan:		
Private tel. – Taiwan:		
Mobile phone – Taiwan:		
Preferred email address:		
Alternative email address:		

- * If divorced: 1. Joint Custody for the child? Yes No
 2. If no joint custody, please provide us the Custody Decision.

Further information for the school:

1. For the purpose of updating the publicity materials and of the public relations the school will frequently need to use pictures and photographs of the students. Do you agree to show your child in the publications of the school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. How did you become aware of the Taipei European School? <input type="checkbox"/> Through families with students studying at the Taipei European School. <input type="checkbox"/> Through recommendation of friends. <input type="checkbox"/> Through my company. <input type="checkbox"/> Through publications. <input type="checkbox"/> Via internet.		

The school reserves the right to reject applications and rescind offers of a place at school if we find that information or other matters has/have been withheld or concealed (e. g. transfer school reports, child's behavior or personal conduct and/or payment history).

I declare to be aware of the School Rules posted on the website of the German Section
http://www.tes.tp.edu.tw/gs/page.php?page_id=54

**Signature of the
Guardian/Parent:**

Date:



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TES Language Profile

Student's family name:

First name:

Year group at TES:

Date of birth:

Main language spoken at home: _____

 %

Other language/s spoken at home: _____

 %

 %

 %

Mother's first language:

Father's first language:

Student's Educational History:

School Year

Country of residence

Language of instruction

British / German / French / American

Nursery / Kiga / PS / Pre K

Reception / Kiga / MS / Pre K

Year 1 / FE 0 / GS / K

Year 2 / FE 1 / CP / Grade 1

Year 3 / FE 2 / CE 1 / Grade 2

Year 4 / KL 3 / CE 2 / Grade 3

Year 5 / KL 4 / CM1 / Grade 4

Year 6 / KL 5 / CM2 / Grade 5

Year 7 / KL 6 / 6ème / Grade 6

Year 8 / KL 7 / 5ème / Grade 7

Year 9 / KL 8 / 4ème / Grade 8

Year 10 / KL 9 / 3ème / Grade 9

Year 11 / KL 10 / 2nd / Grade 10

Year 12 / KL 11 / 1ère / Grade 11

Year 13 / KL 12 / - / Grade 12



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Acknowledgement of Fees Policy (NT\$)

Note that fees are adjusted annually and published as soon as they have been determined for the following academic year.

This information is from the TES Fees Policy, a full and current version of which is available on our website. Please note that fees may be adjusted at the discretion of the Section Council after you have submitted the application form, and that the TES Fees Policy is updated periodically.

1. **The financial calendar is divided into two semesters (1 August – 31 January & 1 February – 31 July) and school fees are payable on a semester basis.**
2. Students enrolling after the commencement of the semester will be invoiced a pro-rated fee for School Fees. The pro-rata basis for these calculations is set out in the fees policy, which is published on the TES website.
3. The parents of TES students are responsible for ensuring that all school fees are paid by the due dates (May 27 for Semester One / December 12 for Semester Two), and should contact the Admissions Office if for any reason the original invoice was not received. An additional charge of 3% of the outstanding account balance will be added in cases of late payment. TES reserves the right to refuse or cancel enrolment of a student if the fees remain unpaid after the due date for payment on the invoice. All accounts must be clear to allow a student to enrol for any subsequent semester.
4. Families receive a discount on School Fees per semester if they have more than one child in school (see current fee structure).
5. The school reserves the right to refuse entry or continued enrolment of any student whose learning (or other) difficulties are beyond the level that the school can cope with.
6. All refund requests must be made in writing and received by the Registrar before the following deadlines:
 - **Early withdrawal for Semester 1:** There will be a refund of 75% of all paid Semester 1 School Fees / EAL Fees for withdrawal from TES between June 26 and July 31 (inclusive) of the preceding semester. There will be a 50% refund of School Fees / EAL Fees for early withdrawal from TES within the first calendar month (August) from the start of any school fiscal year (1st August).
 - **Early withdrawal for Semester 2:** There will be a refund of 75% of all paid Semester 2 School Fees for withdrawal from TES between December 18 and January 31 (inclusive) of the preceding semester. There will be a 50% refund of School Fees for early withdrawal from TES within the first calendar month (February) from the start of the 2nd Semester (February 1) of any school year.
 - No refund of School Fees will be made beyond these two specified periods for Semesters 1 and 2.
 - Money parents pay into their Cafeteria / Activities online account (COS / AOS) can only be refunded on leaving the school.
 - Note: the **registration** Fee and **Transport** Fees are non-refundable after June 30 for the following Semester 1 / non-refundable after December 31 for the following Semester 2.

I agree to pay the fees established by the school and abide by the policies of the Taipei European School Foundation. I agree that the information contained in this application form is true, accurate and complete.

Parental signature:		Date:	
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School fees of the German Section for the school year 2017/2018 in NTD (New Taiwan Dollar)

Agreed by the Annual General Meeting on May 1st. 2017

The total amount of the fees consists of the German Section's and Taipei European School's portions.

Fees of the German Section			
Registration fee (once time payment on registration with TES)		To the TES: 100.000	
School fee (per semester)			
Kindergarten (age of 3 and 4)		182.000	
Flexible Schuleingangsstufe 0 (Pre-school, 5 years old)		223.000	
Flexible Schuleingangsstufe 1/2 (Klasse 1/2)		236.000	
Klassen 3 und 4 (Klassen 3 and 4)		236.000	
Klassen 5 bis 8 (Klassen 5 to 8)		248.000	
Klassen 9 bis 12 (H1 to H4) The fees are to be paid to the High School Section.		Please refer to the High School Section's fee structure	
Additional programs (per semester)			
Kiga-Plus program (daily from 15:00 to 17:00) for the children between 3 and 9 years. Remarks: In case of company payers this fee will be added to the school fee invoice. For private payers the payment is to be made at a later time point after announcement by the Section Office.		13.500	
School fee reduction per semester			
For the second child:		-10.000	
From the third child onwards each:		-15.000	
Transport (school bus)			
	Zone 1	Zone 2	Zone 3
School bus – return (per semester)	35.200	37.400	39.600
School bus – one way (per semester)	21.500	22.000	22.500
Lunch in the Cafeteria			
Each meal		145	

I have read and I agree with the information over the school fees of the German Section and of the Taipei European School. I hereby acknowledge the above mentioned commitments with my signature.

Signature of the
Guardian/Parent: _____

Date: _____



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Personal Information Protection Act

Statement of Policy

For various purposes in connection with our students' education and school life, we collect, process and use personal information (including but not limited to name, photo, date of birth, country of birth, gender, nationality, ARC/VISA/ID number, passport number, marital status, family members, education history, company/organization, occupation, address, email, contact information, health information and other information) from you and your child(ren). Below are our policies for the use of this personal information:

1. Purpose of collection, processing and use of personal information:

We will keep personal information in strict confidence and use such personal information only to handle matters related to students' education or school life.

2. Duration of collection, processing, and use:

As we deem TES' alumni and parents as highly important to our school, we will not delete the family's personal information after students graduate from TES, unless we receive your written request to do so.

3. Your rights:

According to Article 3 of the Act, you may exercise the following rights: inquire or request to review or make copies of your personal information, request to supplement or correct your personal information, request to stop collection, processing or use of, or to delete personal information.

If you wish to exercise the aforesaid rights, you may make the request via the Section office.

Your personal information is provided at your sole discretion. However, if you are not willing to provide the requested personal information, TES shall not be able to process your child's data in accordance with the school's needs and government requirements.

ACKNOWLEDGMENT

We have been given sufficient time to review this Letter and understand TES's personal information usage policy. We acknowledge and agree that Taipei European School is entitled to collect, process and use our personal information in connection with our child(ren)'s education and school life.

Name of the Student: _____

***The information for both parents is filled out on the application; the signatures of both parents' are required.**

(Father's Signature): _____ **(Mother's Signature):** _____

Date: _____

Date: _____



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Student Health Information

Student's name (Last / First): _____ Section / Class: _____

1. Has a doctor ever diagnosed your child with any of the following conditions?

****If you answer YES, please provide details. ****

- Asthma NO / YES _____ -Physical Incapacity NO / YES _____
 - Heart Disease NO / YES _____ -Seizure Disorder NO / YES _____
 - Diabetes NO / YES _____ -ADHD / ADD NO / YES _____
 - Allergy (medications, foods, environment) NO / YES (if yes, please list:) _____
 - Other _____
-

2. Please be reminded to take your child to your family doctor for an annual check-up, including a vision screening, hearing screening and Immunization boosters.

3. Medical condition:

- Does your child regularly take any medication at home? NO / YES

If yes, please provide details:

- Does your child have any medication kept in school for certain reasons (such as for asthma, ADHD) NO / YES

If yes, please provide details:

Please note that the school is prohibited from giving any non-prescriptive medication (e.g. Panadol) to students. Prescriptive medication will be given **only** in accordance with school policy.

4. Consent:

Should you be unavailable in the event of an accident or emergency, do you consent to the following: that TES or its staff act "in locus parentis" (in place of parents); that staff transport your child to the nearest hospital for urgent treatment (which could include surgical intervention under anaesthesia) as deemed necessary by appropriate staff. Expenses incurred are at the responsibility of the parents:

YES

If the child is left in the care of a guardian due to the departure of the parents off-island, please notify the school.

I agree that the medical and health information contained on this page is complete and an accurate reflection of my child's current and previous health status.

Parental signature:		Date:	
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Parental Information

School Year Equivalences

August 2017 intake:

Date of Birth on or between:	German Section / High School	Location:	
31. Jul 12 – 1. Aug 14	Kindergarten	Kindergarten and Grundschule (Primary school) are located at EPC in Wen Lin Road	
31. Jul 11 – 1. Aug 12	Flexible Eingangsstufe 0		
31. Jul 10 – 1. Aug 11	Flexible Eingangsstufe 1		
31. Jul 09 – 1. Aug 10	Flexible Eingangsstufe 2		
31. Jul 08 – 1. Aug 09	Klasse 3		
31. Jul 07 – 1. Aug 08	Klasse 4		
31. Jul 06 – 1. Aug 07	Klasse 5		
31. Jul 05 – 1. Aug 06	Klasse 6		
31. Jul 04 – 1. Aug 05	Klasse 7		
31. Jul 03 – 1. Aug 04	Klasse 8		
31. Jul 02 – 1. Aug 03	Klasse 9 / H1		Sekundarschule (Secondary school, classes 5 to 12) are located at ESC in Jian Ye Road
31. Jul 01 – 1. Aug 02	Klasse 10 / H2		
31. Jul 00 – 1. Aug 01	Klasse 11 / H3		
31. Jul 99 – 1. Aug 00	Klasse 12 / H4		

August 2018 intake:

Date of Birth on or between:	German Section / High School	Location:	
31. Jul 13 – 1. Aug 15	Kindergarten	Kindergarten and Grundschule (Primary school) are located at EPC in WenLin Road	
31. Jul 12 – 1. Aug 13	Flexible Eingangsstufe 0		
31. Jul 11 – 1. Aug 12	Flexible Eingangsstufe 1		
31. Jul 10 – 1. Aug 11	Flexible Eingangsstufe 2		
31. Jul 09 – 1. Aug 10	Klasse 3		
31. Jul 08 – 1. Aug 09	Klasse 4		
31. Jul 07 – 1. Aug 08	Klasse 5		
31. Jul 06 – 1. Aug 07	Klasse 6		
31. Jul 05 – 1. Aug 06	Klasse 7		
31. Jul 04 – 1. Aug 05	Klasse 8		
31. Jul 03 – 1. Aug 04	Klasse 9 / H1		Sekundarschule (Secondary school, classes 5 to 12) are located at ESC in JianYe Road
31. Jul 02 – 1. Aug 03	Klasse 10 / H2		
31. Jul 01 – 1. Aug 02	Klasse 11 / H3		
31. Jul 00 – 1. Aug 01	Klasse 12 / H4		