



APPLICATION FORM

PLEASE INCLUDE A
PHOTO OF YOUR
CHILD HERE

CHILD'S NAME: _____
Family Name First Name

SEX: MALE FEMALE

MOTHER TONGUE: _____

DATE OF BIRTH: _____
Day/MONTH/YEAR

OTHER LANGUAGES : _____

NATIONALITIES: _____

BELGIAN REGISTRATION NUMBER : _____

(PLEASE INCLUDE COPY OF ID CARD!)

IF NOT CURRENTLY LIVING IN BELGIUM, MAILING ADDRESS UNTIL (DATE) _____ BELGIUM ADDRESS EFFECTIVE FROM (DATE) _____

FOREIGN ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

BELGIAN HOME ADDRESS:

_____ Street address Post Code City

TELEPHONE: _____ CURRENT E-MAIL: _____

Emergency Contact NAME/TEL: _____

MOBILE PHONE FATHER: _____

MOBILE PHONE MOTHER: _____

F A T H E R	SURNAME:
	FIRST NAME:
	ADDRESS (IF DIFFERENT FROM ABOVE):
	TELEPHONE:
	GSM:
	E-MAIL:
	BELGIAN/DIPLOMATIC REGISTRATION N°:
	MOTHER TONGUE:
	EMPLOYER:

M O T H E R	MAIDEN NAME:
	FIRST NAME:
	ADDRESS (IF DIFFERENT FROM ABOVE):
	TELEPHONE:
	GSM:
	E-MAIL:
	BELGIAN/DIPLOMATIC REGISTRATION N°:
	MOTHER TONGUE:
	EMPLOYER:

WHEN IS THE CHILD EXPECTED TO START SCHOOL? _____ EXPECTED NUMBER OF YEARS CHILD WILL ATTEND ISF TERVUREN: _____

IF ENROLLING FOR PRE-SCHOOL, PLEASE INDICATE ATTENDANCE LEVEL TO START:
(PRE-SCHOOL IS FOR CHILDREN UNDER 4 YEARS AT START OF THE SCHOOL YEAR)

HALF DAY OR FULL DAY
(9:00 TO 12:00) (9:00 TO 15:30)

CURRENT SCHOOL : _____

DATES OF ATTENDANCE : FROM _____ TO _____

IF ATTENDED LESS THAN 2 YEARS AT CURRENT SCHOOL, INDICATE PREVIOUS SCHOOL:

DATES OF ATTENDANCE: FROM _____ TO _____

Name City/Country



FLUENCY IN ENGLISH FLUENT GOOD UNDERSTANDING NEEDS LANGUAGE SUPPORT

FLUENCY IN FRENCH FLUENT GOOD UNDERSTANDING NONE

HAS THE CHILD ATTENDED A SPECIAL NEEDS PROGRAMME OR RECEIVED SPECIALIST LEARNING SUPPORT? NO YES

IF YES, PLEASE INDICATE : _____
(please submit test results – this will enable us to determine the most beneficial course of action for your child)

CONFIDENTIAL MEDICAL RECORD

LOCAL DOCTOR

NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

ALLERGIES

Does your child have any **allergies** (e.g. medication, food)? Yes No

If yes, please elaborate on what they are and how these are manifested: _____

Does your child suffer from any respiratory illness? _____

Any other medical condition? _____

Does your child take medication regularly? _____

Does your child have any identified problems with the following:

- Hearing
- Sight
- Development

If you have indicated yes to any of the above, please elaborate on how this has been treated: _____

Please advise if your child has suffered from or is suffering from any other illnesses which could be related to mental health, wellness or wellbeing _____

Is there any other information concerning your child's health that you feel the school should be aware of? _____

Vaccination record – Please indicate if your child has had the following vaccinations or illnesses.

Vaccine	
Diphtheria	
Tetanus	
Whooping Cough (Pertussis)	
Measles	
Mumps	
Rubella	
Polio	



Chicken Pox	
Hepatitis A	
Hepatitis B	
BCG	
Hib	
Convulsions	
Scarlet Fever	
Other	

PLEASE BE INFORMED: It is the prerogative of the Head of School to decide whether or not a child is well enough to stay in school. Children will be sent home when they have one of the following: Fever, Contagious disease, Vomiting, Diarrhea, Excessive bleeding or Head injury.

I certify that the information provided above is true and correct to the best of my knowledge. Failure to notify the school of any medical conditions which may later compromise progress, behaviour or impinge upon the progress of other class members may result in the withdrawal of the student by ISF.

DATE: _____ NAME & SIGNATURE: _____

ISF GENERAL TERMS AND CONDITIONS

GENERAL CONDITIONS (PUBLISHED 30 MARCH 2018)

1. ISF Tervuren ("THE SCHOOL") RESERVES THE RIGHT TO ADJUST THE GENERAL CONDITIONS FOR THE NEXT YEAR BEFORE 15 APRIL.
2. IF THE STUDENT ENROLMENT APPLICATION IS COUNTERSIGNED BY A CORPORATE SPONSOR (TYPICALLY AN EMPLOYER), THAT SPONSOR ASSUMES, JOINTLY AND SEVERALLY WITH THE PARENT, FULL RESPONSIBILITY FOR PAYMENT OF SCHOOL FEES IN ACCORDANCE WITH THE "CORPORATE TARIFF" OF FEES. IF THE PARENT RECEIVES NO CORPORATE SUPPORT, AND IS EXCLUSIVELY RESPONSIBLE FOR PAYMENT OF SCHOOL FEES, THE "PERSONAL TARIFF" OF FEES WILL BE APPLIED.
3. UPON THE SCHOOL'S REGISTRATION OF THE ENROLMENT OF THE STUDENT (AND ANNUAL RE-ENROLMENT THEREAFTER), THE PARENT (JOINTLY WITH THE CORPORATE SPONSOR WHERE APPLICABLE) AGREES TO PAY THE INVOICED SCHOOL FEES IN ACCORDANCE WITH THESE GENERAL CONDITIONS AND THE APPLICABLE FEE TARIFF, AS PUBLISHED ON THE SCHOOL WEBSITE. ON AN EXCEPTIONAL BASIS, OTHER PAYMENT PLANS MAY BE ARRANGED, SUBJECT TO THE APPROVAL OF THE SCHOOL BOARD.
4. AN ADMINISTRATIVE CHARGE OF €125 PER REMINDER INVOICE, AND AN INTEREST CHARGE OF 1% PER MONTH, WILL BE ASSESSED ON OVERDUE INVOICE BALANCES.
5. THE SCHOOL FEES CONTRACT IS VALID FOR THE COMPLETE SCHOOL YEAR OR REMAINDER THEREOF, FOLLOWING THE DATE OF ENROLMENT. THE SCHOOL YEAR STARTS IN EARLY SEPTEMBER AND ENDS IN LATE JUNE (SEE SCHOOL CALENDAR FOR DATES). IN APRIL RE-ENROLMENT TAKES PLACE FOR THE NEXT SCHOOL YEAR, AND FEES INVOICES ARE ISSUED. IF THE FIRST FEES INSTALMENT IS NOT PAID ON TIME THE STUDENT'S PLACE CANNOT BE GUARANTEED AND MAY BE OFFERED TO THE WAITING LIST.
6. THE SCHOOL FEES CONTRACT IS AUTOMATICALLY RENEWED ON 1 MAY FOR THE NEXT SCHOOL YEAR. IF THE STUDENT IS TO BE WITHDRAWN AT THE END OF THE CURRENT SCHOOL YEAR, THE PARENT OR SPONSOR AGREES TO PROVIDE WRITTEN NOTICE TO THE SCHOOL NO LATER THAN 1 MAY. IN THE ABSENCE OF NOTICE (AND PROVIDED THE SCHOOL HAS PUBLISHED THE NEXT YEAR'S FEES TARIFF) THE CONTRACT SHALL BE RENEWED FOR ANOTHER COMPLETE SCHOOL YEAR AND THE FEES SHALL BE PAYABLE.
7. UPON RECEIPT OF A COMPLETED APPLICATION, AND PAYMENT OF THE REGISTRATION FEE, THE STUDENT WILL BE REGISTERED FOR THE REQUESTED START DATE. A WAITING LIST IS ESTABLISHED WHEN THE SCHOOL IS UNABLE TO DETERMINE IF A PLACE WILL BE AVAILABLE FOR THE REQUESTED DATE.
8. THE ONCE ONLY REGISTRATION FEE IS PAYABLE UPON APPLICATION. THIS FEE IS NON-REFUNDABLE, EXCEPT WHEN A WAITING LIST IS IN OPERATION AND THE STUDENT IS SUBSEQUENTLY REFUSED A PLACE FOR THE REQUESTED START DATE.

ISF Tervuren International School

Stationsstraat 3
3080 Tervuren
Belgium

Tel +32 (0)2 767 30 98



9. ISF Tervuren RESERVES THE RIGHT TO ADJUST THE PUBLISHED SCHOOL FEES WITH 30-DAYS' WRITTEN NOTICE.
10. THE PARENT, OR THE CORPORATE SPONSOR, MAY TERMINATE THE SCHOOL FEES CONTRACT DURING THE SCHOOL YEAR BY GIVING 30 DAYS' WRITTEN NOTICE AND IS ENTITLED TO RECEIVE A REDUCTION TO ANNUAL FEES AS FOLLOWS:

For withdrawal :	Reduction on full year Fees:
Between 1 September – 31 January	25 %
After 31 January	0%

11. ISF Tervuren RESERVES THE RIGHT TO SUSPEND THE STUDENT FROM ATTENDING SCHOOL FOR A PERIOD OF NOT MORE THAN 30 DAYS WITHOUT AFFECT TO THIS CONTRACT OR TO THE FINANCIAL OBLIGATIONS OF THE PARENT OR CORPORATE SPONSOR. REASONS FOR SUSPENSION ARE FAILURE TO PAY SCHOOL FEES OR IF, IN THE OPINION OF THE HEAD OF SCHOOL, THE STUDENT DOES NOT COMPLY WITH THE SCHOOL'S RULES OF STUDENT BEHAVIOR.
12. ISF Tervuren RESERVES THE RIGHT TO TERMINATE THIS CONTRACT WITHOUT NOTICE FOR FAILURE TO PAY SCHOOL FEES OR IF, IN THE OPINION OF THE HEAD OF SCHOOL, THE STUDENT REPEATEDLY DOES NOT COMPLY WITH THE SCHOOL'S RULES OF STUDENT BEHAVIOR. IN THE EVENT OF SUCH TERMINATION, ANNUAL FEES WILL BE REDUCED BY 25% FOR TERMINATION BEFORE 31 JANUARY; THERE IS NO REDUCTION FOR SUCH TERMINATION AFTER 31 JANUARY.
13. COMPETENT COURTS IN THE BRUSSELS REGION SHALL HAVE SOLE JURISDICTION OVER ANY DISPUTES.

**ENROLMENT IS SUBJECT TO AVAILABILITY. I AUTHORIZE ISF Tervuren TO CONTACT 3RD PARTIES WITH REGARD TO THIS APPLICATION.
I HEREBY MAKE APPLICATION FOR ENROLMENT AND CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE AND COMPLETE.
I HAVE READ AND AGREE TO THE GENERAL CONDITIONS.**

NAME (FATHER/MOTHER, PLEASE SPECIFY) _____ BANK ACCOUNT NUMBER: _____

PARENT SIGNATURE : _____ DATE: _____

DO YOU RECEIVE FINANCIAL SUPPORT FROM YOUR EMPLOYER FOR SCHOOL FEES? YES NO

IF AN ORGANISATION ASSUMES RESPONSIBILITY FOR THE PAYMENT OF FEES, THE FOLLOWING MUST BE COMPLETED:

NAME & ADDRESS OF THE ORGANISATION: _____

Street address _____ Post Code _____ City _____ Country _____

Telephone _____ Fax _____ E-Mail _____ VAT N° (if required on invoice) _____

SHOULD INVOICES BE SENT TO THE ORGANIZATION? Yes No FOR THE ATTENTION OF: _____

I HAVE READ AND AGREE TO THE GENERAL CONDITIONS.

THE UNDERSIGNED AGREES TO TAKE FULL RESPONSIBILITY FOR PAYMENT OF SCHOOL FEES (EXCEPT 'MISCELLANEOUS FEES') INCURRED FOR THIS CHILD.

AUTHORIZED SIGNATURE: _____ DATE: _____

NAME (PRINTED): _____

ISF Tervuren PRESUMES THAT THE PARENT UNDERSTANDS THE LEVEL AND CONDITIONS OF THE FINANCIAL SUPPORT RECEIVED FROM THE ORGANIZATION AND WILL INFORM THE SCHOOL ACCORDINGLY. SPECIAL CONDITIONS TO THE FINANCIAL SUPPORT OR INVOICING REQUIREMENTS MAY BE INDICATED BELOW:



DATA PRIVACY NOTICE FOR PARENTS

Please read this Privacy Notice carefully. It explains why and how we collect your child's and your personal information, how we protect it and for how long we keep it. We keep your data as safe as reasonably possible and protect it from loss and unauthorized disclosure or access and we treat your personal data subject to strict compliance with the applicable data protection legislation, in particular the General Data Protection Regulation 2016/679 of 27 April 2016 ('AVG').

Who will process my personal data?

The controller for your personal data is the following legal entity:

International School of Flanders VZW
Stationsstraat 3, 3080, Tervuren, Belgium
Company number: 0552.527.044
Hereafter mentioned, The School.

What is the purpose for the processing of my personal data?

The School processes personal data, whether or not in paper, electronic or automated form, for legitimate purposes. These purposes include, but are not limited to:

- To offer qualitative education to students;
- Process the contract between the School and the family;
- To keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- Day to day administration;
- Looking after students' educational, social and medical wellbeing;
- Marketing for the School; and
- To satisfy the School's legal obligations and allow the School to discharge its duty of care.

What is the legal basis for the processing of my personal data?

Your personal data will be processed on the basis of the following legal grounds:

1. The school gains consent to use personal data upon admission to the school.
2. Processing is necessary for the performance of the contract between the school and your family.
3. Processing is necessary for compliance with a legal obligation, both European and Belgian law.
4. Processing is necessary for the performance of a task carried out in the public interest.

Which categories of personal data will be processed?

Personal data includes all information that relates to your child or on the basis of which they can be identified. Anonymous data, without the possibility to identify your child, is therefore not considered to be personal data.

For the purposes as mentioned above, the processing of personal data includes:

- standard information regarding your identity or the identity of your child (name, first name (s), address ...);
- Information relating to your child's health and child protection
- information relating to your child's education such as academic data related to academic results
- photos/ images of your child
- financial information (such as bank accounts)
- family situation

The school may occasionally process, where required by law, sensitive data, including National registration numbers, contact details, data on health, and data revealing ethnic origin and mother tongue.

Who will have access to my personal data?

Internal use



Your personal data will be used by the administration team and selected data deemed necessary by the teachers. The School's staff are required to respect the confidentiality of students', parents' and guardians' personal information and the privacy of individuals. The School has in place steps to protect the personal information the Schools holds from misuse, interference, loss, unauthorised access, modification or disclosure, by use of various methods including locked storage of paper records and passworded rights to computerised records.

External use

For the above-mentioned purposes, personal data can be communicated to and possibly processed by third parties such as (but not limited to) the government; the insurer; Cambridge Exams Centres, School photographer, education specialists and educational apps.

The service providers or institutes mentioned above and the specialist service providers appointed by them must respect the confidential nature of this data and may only use this data in accordance with the instructions of the school.

How long will my personal data be stored?

Your personal data will be kept for 25 years to enable us to provide school records to other educational institutions in the future.

What rights do I have regarding the processing of my personal data by the school?

You have the right to contact the school at any time with the request to:

- Access, rectification or erasure of your personal data (unless otherwise stated by law);
- Limitation of or objection regarding data processing or transmission;
- Withdraw your consent for data processing as long as it does not impact on the school being about to fulfil its legal and contractual liabilities
- Receive your personal data to pass it on to another responsible person insofar as the processing is based on your consent or a contract ('right to transferability');
- Submit a complaint to the school or supervisory authority if you believe that the school has not acted in accordance with the data protection legislation.

Your contact person at the school for any further information about these rights

Órla Mc Loughlin - +32 479914086, o.mcloughlin@isftervuren.org

Head of School

Amendments

We reserve the right to change this Privacy Notice from time to time, within the limits of applicable privacy and data protection regulations.

PERMISSIONS and CONSENT (All parent's must complete)

SCHOOL TRIPS

School trips are an important part of the curriculum as they extend what is learnt in the classroom, they give the students real life experiences that reinforce both knowledge and skills taught and help children develop their understanding. Trips can be to museums, the botanical gardens, the farm, the theatre and local businesses just to name a few.

Day trips are included in the price of the school fees. ISF busses are all fitted with seatbelts and have booster seats for younger students. Parents will still receive an email notifying them of any scheduled trips a week in advance of the trip but will not have to fill in another form.

I give permission for my child(ren) to attend all planned school day trips.

- Yes
 No

ISF Tervuren International School

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PHOTO USE

I give my permission for ISF to use the image of my child for: (please tick which one which applies)

	Yes	No
Internal Administration purposes		
Sharing with ISF Families		
School Website		
School marketing materials		
School Facebook and Google +		
School Twitter		
School Yearbook		

You can withdraw your consent at any time and we will endeavor to remove your child's photo where possible and restrict usage from that date.

MEDICAL INFORMATION

I give my permission for ISF to process and share my child's medical information:

	yes	no
Internally to staff		
Emergency services should an ambulance need to be called		
Other school first aid departments during Inter-school visits.		

I hereby voluntarily give my consent as indicated with YES above, to my child's school, the International School of Flanders asbl (address Stationsstraat 3, 3080 Tervuren) referred to as ISF Tervuren. I understand that as per the Data Protection Law I have a right to withdraw my consents in writing at any time.

Parent's signature

Date

Office use only	Start Date	Class	Bus	First Day	Last Day