



Date received: _____

Reference number: _____

AFNORTH INTERNATIONAL SCHOOL

Application Form for Non-Entitled Student

NATO Mil	NATO Civ	Commercial
----------	----------	------------

STUDENT NUMBER office use only

--	--	--	--	--	--	--	--	--	--

STUDENT INFORMATION

Last Name	First Given Name(s)	DoB (dd/mm/yyyy)	Nationality	M / F

PARENT/GUARDIAN INFORMATION

Name	Address	Postal Code	Town

HOME PHONE # _____

MOBILE PHONE # _____

HOME EMAIL ADDRESS _____

WORK PHONE NUMBER _____

Anticipated length of stay in the region ----- Reason for wishing to attend AFNORTH International School

Please select the school section by putting a in the appropriate box.

U.S. Elementary ()	Canadian Elementary ()	British Elementary ()	U.S. middle/high ()	Canadian Middle/high ()	German ()
------------------------	----------------------------	---------------------------	-------------------------	-----------------------------	------------

Requested first day of attendance at AIS _____

EMPLOYER INFORMATION

Name	Address	Postal Code	Town

School fee invoice should be sent to:

Name	Address	Postal Code	Town

I HEREBY CERTIFY THAT TUITION PAYMENT COMPLETION IS MY RESPONSIBILITY IN ACCORDANCE WITH PAYMENT OPTIONS LISTED. Payment plan available 1 2 4 payments. Please preference.

Please note the following: The required fee must be paid before the student starts attending or before the start of each school term, in the manner prescribed by the AIS Finance Manager.

PARENT/GUARDIAN SIGNATURE

DATE

Enrollment of Non-Entitled Students at AIS

1. Non-entitled applicants for admission to AIS will be enrolled through the International Directorate of the school.
2. For those students whose parents/guardians are not AIS teachers, NATO civilians or active military persons attached to JFC HQ Brunssum, the Geilenkirchen AWAC Base, or a military support unit in the area, approval from the Netherlands Customs authorities is necessary. The Directorate Secretary will make the application for such approval and admittance of such students will only be processed when it has been granted.
3. The required fee must be paid before in advance of the first day of attendance attending or before the start of each school term, in the manner prescribed by AIS policy and procedures.
Payments:
 - In one installment (prior to the first day of school)
 - In two installments (see dates on the invoice)
 - In four installments (see dates on the invoice)
4. Payment changes for the following school year must be communicated to AIS Directorate before the end of June.
5. In addition to the regular school program the fee entitles fee paying students to free transportation to and from school on AIS existing bus routes, i.e. within the official catchment area. It is a parent's responsibility to get each student to and from the assigned bus stop. The AIS Bus Coordinator will provide details of the route, the stops, riding regulations and bus passes.
6. Fee paying students will be admitted only if space is available and we believe we can meet the students' needs, but once admitted, the student may remain in the school for the duration of the sponsor's posting providing all requirements such as payment of the fees and approval from the Netherlands Customs authorities continue to be met.
7. Permission to attend AIS may be denied or revoked for reasons such as the following:
 - we cannot, in the opinion of the Director, meet the needs of the student,
 - failure of the student or parent to comply with enrollment requirements.
 - students who do not adhere to safety rules and/or display unruly behavior shall be disciplined which can include expulsion.
8. When planning to withdraw a child/student from the school, each parent shall notify the Director a month in advance, in writing, of the last date of attendance.

Important Information: people living in the Netherlands are expected to have health insurance and third-party liability insurance in the case of an accident.

OFFICE ADMINISTRATION:

The following information is to be completed by the appropriate please the appropriate box.

U.S. elementary ()	Canadian Elementary ()	British elementary ()	U.S. middle/high ()	Canadian middle/high ()	German ()
---------------------	-------------------------	------------------------	----------------------	--------------------------	------------

Admitted into year/grade

Academic Admission Approval:

Signature: Section Head

Date:

Signature: Director

Date:

Admission NOT Approved:

Signature: Section Head

Date:

Approval **must** be received prior to attendance of classes. In the case that the permission is not granted no further action will be taken other than notifying parents of the decision by the Directorate

For all commercial applications a letter asking permission for the student to attend AIS will need to be mailed to the Dutch Customs/Tax Office.

Permission Dutch Tax authorities

Requested by: :	Date:	Granted by:	Date:
--------------------	-------	-------------	-------

* **NOTE:** Renewal for the duration of the planned posting is automatic providing that all conditions are met.

Financial Administration:

School fees to be charged: _____ all fees are in Euros

Additional sports fees. (If applicable.)

Sports Fall () Additional cost (Middle/High school only) Fee _____ Euros
Sport Spring () Additional cost (Middle/High school only) Fee _____ Euros

Total fees to be collected: _____ Euros.

Invoice sent

date: _____

Fee received

date: _____

Financial Manager Signature: _____

Administration Clearance Check list - Completed by Directorate Secretary

1. Section Principal: _____
Date

2. Director: _____
Date

3. Finance Manager: _____
Date

4. N.L. Tax/Customs:
(only Commercial) _____
Date

5. Fee paying auth.: _____
Date

6. Invoice issued AIS: _____
Date

7. Fees paid: _____
Date

8. Clearance to issue start date:
(green forms) _____
Date

9. Directorate letter offering place and referral to national section
Plus any additional documentation if needed.
Formal letter to the parents/guardian

Date

10. Copy of application form sent to national section.

Date

11. National Section: to enter new student into Aspen before 1st day of classes
Please send confirmation of Aspen entry and the student number to directorate
secretary.

Date

12. National Section: If a child/family withdraws or leaves from application process or change
from your section you need to return the green form to the directorate secretary.

Date