

St George's Application Form and Contract

PLEASE TYPE OR PRINT IN BLOCK CAPITALS ONLY. If you are applying for more than one child, please submit a separate booklet for each child. **Please be reminded that if any of the information you supply now changes during the application process, it is your responsibility to ensure that the School receives the updated information.**

Student Information			
Family Name		Legal First Name(s)	
Preferred First Name(s)	<i>Known as:</i>	Town/Country of birth	
Date of Birth (dd/mm/yyyy)		Gender	
Nationality(ies)		Passport issuing authority (country)	

I wish my son/daughter to be considered for entry to St George's International School, Luxembourg in:			
Month		Year	

Current School			
Current School Name		Current School Address	
Current Year/Class/Grade		May we contact your current school for a reference?	
Name of School Contact Person for reference		School Contact Email Address for reference	

Previous School History				
Age of Child	Country of Residence	Type of school or care (nursery school, Montessori, international school, etc.)	Main language spoken at the school or place of care	Any extra support (occupational or speech therapy, counselling, etc.)

FOR OFFICE USE ONLY

RECEIVED	APP FEE PAID	REPORT RECEIVED	PASSPORT RECEIVED
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Extra-Curricular, Contributions to School or Wider Community

Interests and Skills

Learning Support

Has your child ever had any developmental delays with speech, hearing, sight, or motor skills?	☐ Yes ☐ No If yes, please specify:
Has your child received additional learning support or has the previous school indicated that your child may have additional learning needs?	☐ Yes ☐ No If yes, please specify:
Does your child have an educational assessment report relating to learning difficulties?	☐ Yes ☐ No If yes, please send copies of all relevant educational assessment reports with this application.
Does your child have a professional diagnosis i.e. dyslexia, dyspraxia?	☐ Yes ☐ No If yes, please specify:
Has your child ever received accommodations such as extra time for tests and exams, or the use of a laptop to support written work?	☐ Yes ☐ No If yes, please specify:

Personal, Safeguarding and Medical Support

Does your child have (or has previously had) any medical conditions, health problems or allergies?	☐ Yes ☐ No If yes, please specify:
Does your child access (or has previously accessed) any professional support with their emotional wellbeing? i.e. Therapist or Counsellor?	☐ Yes ☐ No If yes, please specify:
Does your child have (or has previously had) any behavioural, friendship or social issues?	☐ Yes ☐ No If yes, please specify:

General

Is there any other information you think the school needs to know in order to effectively support your child?	☐ Yes ☐ No If yes, please specify:
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Language(s) spoken by your child:

1. _____	☐ Some knowledge	☐ Good knowledge	☐ Fluent/Mother Tongue
2. _____	☐ Some knowledge	☐ Good knowledge	☐ Fluent/Mother Tongue
3. _____	☐ Some knowledge	☐ Good knowledge	☐ Fluent/Mother Tongue

Language(s) written by your child:

1. _____	☐ Learning to read	☐ Can read	☐ Learning to write	☐ Can write
2. _____	☐ Learning to read	☐ Can read	☐ Learning to write	☐ Can write
3. _____	☐ Learning to read	☐ Can read	☐ Learning to write	☐ Can write



Family Information

Parent/Carer 1 Family Name		First Name(s)	
Title (Mr/Mrs/Ms/Miss)		Relationship to student	
Mobile Number		Email Address	
Nationality(ies)		Native Language	

Parent/Carer 2 Family Name		First Name(s)	
Title (Mr/Mrs/Ms/Miss)		Relationship to student	
Mobile Number		Email Address	
Nationality(ies)		Native Language	

Home address (current address if Luxembourg address not yet known)	
Home telephone number(s)	

Family Details (married, divorced, etc.)	
Adoption	Is your child adopted? ☐ Yes ☐ No At what age did they join your family? _____

Language Skills (Parents)

	Parent 1	Parent 2
Speaking English	☐ None ☐ Some ☐ Good ☐ Fluent	☐ None ☐ Some ☐ Good ☐ Fluent
Reading English	☐ None ☐ Some ☐ Good ☐ Fluent	☐ None ☐ Some ☐ Good ☐ Fluent
Writing English	☐ None ☐ Some ☐ Good ☐ Fluent	☐ None ☐ Some ☐ Good ☐ Fluent

How did you hear about St George's?

☐ Family/friends ☐ St George's website	☐ Print publication _____ ☐ Relocation company _____ ☐ Other _____
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Employment Information

Parent/Carer 1 Company Name		Company Address	
Work Telephone Number		Work Mobile Number	
Profession/ Job Title		Work Email Address	

Parent/Carer 2 Company Name		Company Address	
Work Telephone Number		Work Mobile Number	
Profession/ Job Title		Work Email Address	

Please indicate to whom invoices should be issued for the following:

Invoices for school fees	☐ Parent 1 ☐ Parent 2 ☐ Company	Invoices for extras (canteen, extra-curricular activities)	☐ Parent 1 ☐ Parent 2 ☐ Company
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If your employer will be paying fees:

Company Registered Name		Company Address	
Person to whom invoices should be sent, with email address		Company VAT Number	

Payment of the non-refundable application fee of €750, must be made at the same time as submitting this application form. Please make payment by bank transfer (with a mention of the student name and requested date of entry as reference) to:

St George's International School, Luxembourg asbl
 IBAN (International Bank Account Number): LU76 0019 2455 3244 8000
 With Banque et Caisse d'Epargne de l'Etat (SWIFT code : BCEELULL)

Please note we cannot process an application unless the form is signed by the parent(s) or guardian(s) and it is accompanied by copies of the student's latest school reports and a copy of the student's valid passport. Please note we will NOT retain any passport copies; they will be shredded following verification.

St George's reserves the right to contact previous schools.

Once my/our child has been offered a place at St George's and I/we have accepted this offer in writing, I/we understand that this application form will become a legal contract with St George's to provide an education for my/our child. Once I/we have confirmed acceptance of the place, I/we understand that I am/we are liable for one third of the applicable annual tuition fees if the confirmed place is not taken up.

I/We accept joint and several liability for payment of all applicable fees and charges as stated in the fee schedules published each year on the School's website, regardless of any subsidy or commitment provided by my/our employer.

I/We confirm that the information given on this application form is true, complete and accurate and that no relevant information has been omitted.

I/We understand that students remain enrolled in the School from one academic year to the next, unless due notice is given to the contrary.

I/We undertake to give, in writing to the Finance and Administration Manager (financemanager@st-georges.lu), a notice of withdrawal of my/our child and accept, in default of such notice, to pay one third of the applicable annual tuition fees in lieu of notice at THE LATEST BY:

- 30th September for withdrawal at the end of the Autumn term (September-December)
- 30th January for withdrawal at the end of the Spring term (January-Easter)
- 30th April for withdrawal at the end of the Summer term (Easter-July)

In the exceptional case that your child would be leaving in the middle of a term, please note the required notice is a full 3 months.

I/We consent to the collection and use of my child's health data for admissions management purposes.

On subscription at the School, all parents automatically become associate members of this ASBL.
If you would prefer not to become an associate member, please tick the box.

I/We understand that the School retains the right to terminate this contract, should the student not comply with the rules of the School as outlined in the Parent Handbook or should the student prove unable to adequately benefit from the education the School provides.

(Parent/Guardian Signature/s)

(Date)

(Parent/Guardian Name/s)

Please return this completed and signed application form with all accompanying documents by

email to: admissions@st-georges.lu

or by mail to:

St George's International School, Luxembourg ASBL
Admissions Officer
11, rue des Peupliers
L-2328 Luxembourg-Hamm
G.D. Luxembourg

Data Protection Statement

In order to fulfil our educational, administrative and pastoral obligations, St George's International School Luxembourg ASBL holds and processes personal data about students and their families. This data is kept confidential and will be stored for the duration of the current school year, for the time during which the student is in school, or for as long as legal requirements dictate.

Who receives this data

The provision of this data is required in line with our mutual contract to provide an education, and is necessary for the fulfilment of this contract. The School does not share data with third parties except to service providers (e.g., external psychological/educational specialists) unless disclosure is required to local authorities or necessary for admission to other schools/universities.

Processing of data outside the EU on behalf of the School as data controller will only occur after a risk assessment has been conducted and suitable safeguards (such as standard contractual clauses approved by the European Commission) have been implemented. Where appropriate, the School will ask for the consent of a parent.

Your rights

Students and families have the right to access and rectify their personal data. Where data access requests concern an important volume of data, the School may, in accordance with applicable law, ask data subjects to specify the information or processing activities to which the request relates.

In certain cases and subject to legal conditions, students and families have the right to object to processing or ask for its limitation, or request the erasure or the portability of the data concerning them. In case of requests tending to the exercise of such rights, the School will first determine if the request is eligible against applicable criteria and inform data subjects of the status of their request.

Data subjects also have the right to lodge a complaint with the local data protection authority (Commission Nationale pour la Protection des Données).

For items where consent is needed, families have the right to withdraw consent at any time. St George's does not make use of automated decision-making or profiling.

Our full [Privacy Policy](#) is available [here](#).

Queries regarding data protection at St George's can be made to dataprotection@st-georges.lu to the attention of the Data Protection Coordinator.