

Dear Parents, dear students

You have expressed interest in attending our school as a guest pupil. We are able to offer you the following two options:

1. As a paying guest student

You may apply to study at our school as a fee-paying guest student. We can provide you with a placement at the school if there is a guest student place available at the requested time and we can find you a host family.

A monthly payment will be required for the school placement, education and language lessons. The costs for board and lodgings must be arranged separately with the host family.

The students whose German knowledge is not of a satisfactory level to be able to take part in lessons must take part in an extra German course during the main lesson from 8a.m. until 9:45a.m. This course takes place on a daily basis in a small group at the school. The attendance of this course is compulsory.

2. As a guest student in a school exchange with a student from the Rudolf Steiner School

You may apply to become a guest student at our school in an exchange with one of our school's students if you are from a country where the main language is either English, French or Russian. We can provide you with a placement if there is a guest student place available and there is a student from our school who wishes to take part in the exchange. The exchange need not take place at the same time.

In this case there are no school fees and no charge from the host family for board and lodgings. Due to the additional costs incurred by our school in offering student exchanges, the host parents of your child are required to pay a one time 320 Euro fee, regardless of the student's length of stay or if your child's school also charges a fee. It is possible that your child's host family may expect partial or full compensation for this fee.

The students whose German knowledge is not of a satisfactory level to be able to take part in lessons must take part in an extra German course during the main lesson from 8a.m. until 9:45a.m. This course takes place on a daily basis in a small group at the school. The attendance of this course is compulsory.

Cost overview

For paying guest students	For exchange guest students
School fees: 200.00 Euros per month	School fees: n/a
Board and lodgings 10.00 – 15.00 Euros per day The final cost will be determined by the host family	Board and lodgings n/a
Other Monthly ticket for public transport: approx. 60.00 – 80.00 Euros per month. Additional class trips, etc.	Other Monthly ticket for public transport: approx. 60.00 – 80.00 Euros per month. Additional class trips, etc.
Pocket money	

Processing of application for admission:

For paying guest students	For exchange guest students
<p>If we have a place at the school and have found a host family, the host family will contact you to discuss the details and to provide you with the exact cost for board and lodgings. You inform us who your host family will be.</p> <p style="text-align: center;">↓</p>	<p>If we have a place at the school and have found a student who is interested in an exchange, the host family will contact you to discuss the details of the exchange.</p> <p style="text-align: center;">↓</p>
<p>You will receive a confirmation letter from us via mail with a guest student contract. This must be signed and returned to us by post or email. We must receive your signed contract <u>before</u> the placement commences. Only when we have received the signed contract from you can the student be admitted to our school.</p> <p style="text-align: center;">↓</p>	<p>Once both families have agreed the terms of the exchange you will receive written confirmation from the school.</p> <p>The host parents arrange a 'contract of care' with the Rudolf Steiner Schule Berlin and pay a fee of 320.00 Euros for the placement, supervision and education of their guest student, regardless of the student's length of stay.</p> <p style="text-align: center;">↓</p>
<p>As per the contract, the school fees must be transferred to the school.</p> <p>The cost for board and lodgings is to be paid monthly in advance directly to the host family.</p> <p style="text-align: center;">↓</p>	<p>Due to the additional costs incurred by our school in offering student exchanges, the host parents of your child are required to pay a one time 320 Euro fee, regardless of the student's length of stay or if your child's school also charges a fee. It is possible that your child's host family may expect partial or full compensation for this fee.</p> <p style="text-align: center;">↓</p>
<p>Following the completion of the placement, the guest student receives a certificate confirming his/her attendance. For attendance beyond six months, a final report will be issued.</p>	<p>Following the completion of the placement, the guest student receives a certificate confirming his/her attendance. For attendance beyond six months, a final report will be issued.</p>

If you would like to apply for a placement as a guest student please complete the application form below.

**Application for placement as guest student at the
Rudolf Steiner Schule Berlin**

The student _____
Name

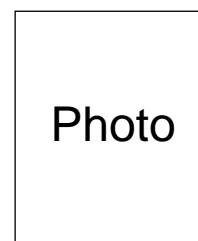
wishes to apply for a guest student placement at the Rudolf Steiner Schule Berlin

from _____ to _____

in the _____ class/grade

Exchange

(no exchange)



Date of birth _____

Place of birth _____

Nationality _____

Name of current school? _____

Class/grade: _____

How many years has the student been studying German? _____

The student's German language skills are very good

good

average

poor

The student is able to conduct a simple conversation yes

no

<input type="radio"/> The guest student is applying for an exchange placement _____
<input type="radio"/> The guest student is applying for a paid-for placement (NOT an exchange) and requests help in finding a suitable host family.
<input type="radio"/> The guest student is applying for a paid-for placement (NOT an exchange) and has already found a host family: _____
Name of the host parents

Host parents' address

Telephone number

Mother's name / Occupation: _____

Address _____

Telephone number (private) _____ (work) _____

Mobile/Cell _____ E-Mail _____

Father's name / Occupation: _____

Address _____

Telephone number (private) _____ (work) _____

Mobile/Cell _____ E-Mail _____

Student's health insurance _____

Attachments:

1. Introductory letter from the pupil
2. Copy of most recent school certificate/report
3. Letter of recommendation from the class teacher or language teacher with the following information: German language knowledge level, overall performance level, attitude to work, social behaviour.

If applying for your child's admission as a paying guest student, or if you are searching for an exchange partner for your child, please submit your application to the Rudolf Steiner Schule Berlin e.V. via post or email at r.ryschka@dahlem.waldorf.net.

If applying for your child's admission as an exchange guest student and know of a student from our school with whom your child would like to do an exchange, please send your application to this child's family.

Date

Parents' signature