

## Dear Parents, dear students

You are interested in attending our school as a guest student. We are able to offer you the following two options:

### 1. As a Foreign Fee Paying Student

You may apply at our school as a Fee Paying 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 also help you to find 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 have to 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 an Exchange Student

You may apply to become an Exchange Student at our school in exchange with one of our students. We can provide you with a placement if there is a guest student place available and if a student from our school wishes to take part in the exchange. The exchange need not to 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.

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

<b>Fee Paying Students</b>	<b>Exchange Students</b>
<b>School fees:</b> 200.00 Euros per month	<b>School fees:</b> n/a
<b>Board and lodgings</b> 10.00 – 15.00 Euros per day The final cost will be determined by the host family	<b>Board and lodgings</b> n/a
<b>Other</b> Monthly ticket for public transport: Students of schools in Berlin can get a free ticket  Additional class trips, etc.	<b>Other</b> Monthly ticket for public transport: Students of schools in Berlin can get a free ticket  Additional class trips, etc.
<b>Pocket money</b>	<b>Pocket money</b>

## Processing of application for admission:

Fee Paying Students	Exchange 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 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 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>
<p><b>Please note that proof of measles immunity is required to attend school in Germany. This must be presented to the administration on the first day of school.</b></p>	<p><b>Please note that proof of measles immunity is required to attend school in Germany. This must be presented to the administration on the first day of school.</b></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

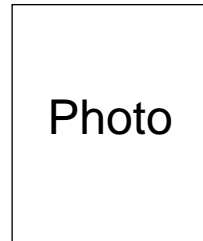
wishes to apply for a guest student placement at the Rudolf Steiner Schule Berlin

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

The guest student is applying as an **Exchange Student** \_\_\_\_\_

The guest student is applying as **Fee Paying Student** (NOT an exchange) and requests help in finding a host family.

The guest student is applying as **Fee Paying Student** (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. Profile of the student written by the student (in German)
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 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 [d.baudisch@dahlem.waldorf.net](mailto:d.baudisch@dahlem.waldorf.net).**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents' signature

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Auf dem Grat 3  
14195 Berlin

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