

Admission Procedures

dedicated to making a difference

APPLICATIONS FOR ADMISSION

H.I.S. has an open enrolment policy, offering enrolment to students who can benefit from the educational programme, provided there are openings available. Special consideration is given to siblings and to applicants of the international community. Students are placed with due regard for their age, social development and previous schooling and in consultation with their parents.

Applications are accepted on a rolling basis throughout the year. For planning purposes, local applications should be submitted by March 31st. There is no deadline for applications made from abroad, though it is recommended that families contact H.I.S. if applying after March 31st.

GENERAL ADMISSION PROCEDURES

Please ensure that you have reviewed all information pertaining to the H.I.S. programme, Curriculum Documents and the General Terms and Conditions ("Allgemeine Geschaeftsbedingungen or AGB") before completing the Application for Admission. This information is available online at www.hischool.de or from the H.I.S. office.

Once parents/guardians have decided to apply to H.I.S., the general procedure is as follows:

1. Complete and return the Application for Admission to H.I.S. and arrange for payment of the Administration Fee (as per the relevant Statement of Fees) by bank transfer to:

Name of account holder:	H.I.S. GmbH
Bank:	Sparkasse Heidelberg
Address:	Kurfürstenanlage 10-12 69115 Heidelberg Germany
Account no:	907 77 90
Sort code (BLZ):	672 500 20
IBAN:	DE95 6725 0020 0009 0777 90
SWIFT-BIC:	SOLADES 1HDB

Payment of this fee does not ensure acceptance of the student by the school. Refunds are possible only in certain cases. See Point 5.1 of the H.I.S. General Terms and Conditions ("Allgemeine Geschaeftsbedingungen or AGB").

2. Submit the student's previous school reports to H.I.S. – the most recent mid-term or final report, as well as the previous 2 years' final reports.
3. Submit recent samples of the student's school work: 3 samples in mathematics (tests, homework or assignments) and 3 samples of work in English (creative writing such as essays, book reports, journal entries or stories) as applicable to the student's age or grade level. Additional information may be required in some instances.
4. Arrange an appointment for the student to visit and be interviewed at H.I.S. Alternative arrangements may be possible for non-local students.
 - An admission decision can usually be made upon completion of the steps listed above, and parents/guardians are notified accordingly by email.
 - When an offer of enrolment is made, parents/guardians receive an Enrolment Contract, which must be completed and returned to H.I.S. along with payment of the Entrance Fee. Only the completion of this step reserves placement for the student.

ADMISSION DECISIONS

Admission decisions can be made by H.I.S. only after completion of all of the required steps listed above. Decisions are communicated to parents as soon as possible. H.I.S. reserves the right to determine the appropriate grade level placement for each student.

