



**South Bay Deutscher Schulverein**  
**South Bay German Language School**  
P.O. Box 5372, San Jose, CA 95150  
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## **SBDS Enrollment Process for the 2017-2018 School Year**

### **1. Open enrollment from May 1<sup>st</sup> thru August 14th, 2017**

SBDS accepts registration applications from current and new members between May 1, 2017 and August 14, 2017. Applications received before June 15, 2017 for returning students will be guaranteed a spot for the 2017-2018 school year. All others will follow the prioritization process outlined below.



In the week of August 15<sup>th</sup>, the SBDS staff will review all registration applications received and place students applications into classes based on the students' age & skills. Each class has a MAXIMUM number of students that can be accommodated (please note that this varies by class). If there are too many applications for a particular class, then the SBDS staff will accept students based on the following priority:

1. Returning students from 2016-2017 (Guaranteed if application received by 6/15/17)
2. Staff students
3. Siblings of enrolled students
4. Alumni (i.e. students from previous years) and students who were on last year's waitlist
5. New students to SBDS

The SBDS staff works hard to provide a spot for everyone who applies. But if there are too many applications for a particular class, then SBDS will conduct a LOTTERY based on the above priorities to ensure the process is fair.

Enrollment confirmations and class assignments are anticipated to be announced on Friday August 25, 2017.

### **2. Applications received after August 15, 2017:**

Registration applications received after August 15, 2017 will be accommodated on a "first come, first served" basis until the maximum number of students for the particular class is reached. Please note that this prioritization process for placing students in SBDS classes is followed for all registration applications, including those from returning students and staff children. To be guaranteed a spot in the 2017-2018 school year, returning students' applications must be received by June 15, 2017.

#### **Additional information:**

- If a class is full, then students will automatically be placed on a **WAITLIST** in the order received.
- During the first class session, teachers will assess the students' language skills and may assign them to a different class that is more appropriate for their skill level.
- **Tuition payments** for enrolled students are due on the first day of school. Cash or check only, please. SBDS cannot currently accept tuition payment by credit card.
- Registration cancellations after August 15<sup>th</sup> are subject to a processing fee of \$30.