



**South Bay Deutscher Schulverein**  
**South Bay German Language School**  
P.O. Box 5372, San Jose, CA 95150  
[www.sbds.org](http://www.sbds.org)  
Phone: (408) 266-5100

April 28<sup>th</sup>, 2022

## **SBDS Enrollment for the 2022-2023 School Year**

SBDS is a Non-profit membership organization that provides ON-CAMPUS classes from Toddler thru Adult levels starting on Saturday 9/10 thru May 20<sup>th</sup> 2023. ADD-ON sessions or ONLINE lessons might be added as needed or if required during the school year.

The school tries to provide the most suitable classes for the maximum possible students each school year. During the Open Enrollment period SBDS may adjust (or cancel) class definitions and sizes to match room space, staff availability and number of student applications received.

### **1. Open enrollment from May 1<sup>st</sup> thru August 13, 2022**

SBDS accepts all registration applications from new & current members and guarantees a spot for RETURNING students of the 2022 spring semester.



In the week of August 15<sup>th</sup>, SBDS will review all applications received and place students into classes based on the students' age & skills and any teacher preferences noted on the application form. If there are too many applications for a particular class, then SBDS will accept students based on the following priority and conduct a LOTTERY if necessary:

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1. Returning students from 2022 spring semester (Guaranteed if application received by 8/13)
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

Class enrollments and placements are anticipated to be announced by Thursday August 25<sup>th</sup>, 2022.

### **2. Applications received after August 13, 2022 (until end of school year):**

Registration applications received after August 13 will be accommodated on a "first come, first served" basis until the maximum number of students for the particular class is reached. Applications during the school year (on or after the first day of school) are also subject to teacher approval.

Please note that this process is used for all late applications, including returning students and staff children.

#### **Additional information:**

- If a class is full, then students will automatically be placed on a **WAITLIST** in the order received.
- During the first class sessions, teachers will assess the students' language skills and may assign them to a different class that is more appropriate for their skill level.
- **Tuition & fee payments** for enrolled students are due on the first day of school. Cash, check or Paypal (2.3% fee) only, please. SBDS cannot currently accept payment by credit card at this time.
- Registration cancellations must be submitted by August 13<sup>th</sup> or cost a processing fee of \$30.