



South Bay Deutscher Schulverein
South Bay German Language School
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August 1st, 2020

SBDS Enrollment for the 2020-2021 School Year

Due to the COVID-19 pandemic, SBDS plans to start the Fall Semester with DISTANCE LEARNING for all classes. In-person and on-campus support might be added later in the semester, if feasible.

To ensure that we can communicate with you and that our classes can provide robust online teaching and learning, we are asking **YOU TO COMPLETE AND SUBMIT THE ENROLLMENT APPLICATION AS SOON AS POSSIBLE.**

DO NOT SEND ANY PAYMENTS BEFORE THE FIRST DAY OF SCHOOL. There might be last minute class adjustments due to enrollment numbers and COVID-19, so we will accept if you opt-out before that first day. However, there is a \$30 processing fee if you cancel after September 1st, 2020.

1. Enrollment until August 16, 2020

SBDS accepts registration applications from current and new members and guarantees a spot for RETURNING students of the 2019-20 school year. The SBDS staff reviews all registration applications received and places students into classes based on their age, skills and any teacher preferences noted on the enrollment form.



Our staff works hard to adjust classes and to provide a spot for everyone who applies. But if there are too many applications for a particular class, then SBDS will enroll students based on the following priority and conduct a LOTTERY if necessary to keep the process fair:

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1. Returning students from 2019-20 (Guaranteed if application received by 8/16/19)
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 placements are anticipated to be announced by Friday August 28th, 2020.

2. Applications received after August 16, 2020:

Registration applications received after August 16, 2020 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 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 e-check only, please. SBDS cannot currently accept payment by credit card at this time.