



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

April 26th, 2023

SBDS Enrollment for the 2023-2024 School Year

SBDS is a non-profit organization that offers in-person classes for students ranging from toddlers to adults on Saturdays, from September 9th, 2023, to May 18th, 2024. Additional sessions or online lessons may be added if necessary, during the school year.

The school strives to offer the most appropriate classes to as many students as possible each year. During the Open Enrollment period, SBDS may modify (or cancel) class definitions and sizes to accommodate room capacity, staff availability, and the number of student applications received.

1. Open Enrollment from May 1st to August 12th, 2023

SBDS will be accepting registration applications from new and current members during the open enrollment period. RETURNING students from the 2023 spring semester are guaranteed a spot if the application is received by August 12th, 2023.



In the week of August 14th, SBDS will review all applications received and place students in appropriate classes based on their age, skills and any teacher preferences mentioned on the application form. If a particular class receives too many applications, SBDS will prioritize enrollment based on the following criteria and conduct a LOTTERY if necessary:

1. RETURNING students from the 2023 spring semester
2. Staff children/students
3. Siblings of enrolled students
4. Alumni (students from previous years) and students who were on last year's waitlist
5. New students to SBDS

Class enrollments and placements will be announced by Thursday August 24th, 2023.

2. Applications received after August 13th, 2023 (until end of school year):

Registration applications received after August 13th, 2023, will be accommodated on a "first come, first serve" basis until the maximum number of students for the particular class is reached. SBDS can also accept applications any time during the school year (subject to teacher approval) and may give tuition pro-rate if more than 4 school days were missed.

It is important to note that "first come, first serve" applies to all late applications, including those from returning students and staff children/students.

3. Additional information:

- If a class is full, students will be placed on a WAITLIST in the order received.
- During the initial class session, teachers will assess the students' language skills and may assign them to a more suitable class.
- **Tuition and fees** for enrolled students are due on the first day of school. Payment options include cash, check or PayPal (2.3% fee). Credit card payments are not accepted by SBDS.
- Cancellation of member application after August 13th may be subject to a processing fee of \$30