



**South Bay Deutscher Schulverein**  
**South Bay German Language School**  
P.O. Box 5372, San Jose, CA 95150  
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April 26<sup>th</sup>, 2024

## **SBDS Enrollment for the 2024-2025 School Year**

SBDS is a non-profit organization that offers in-person and online classes for students ranging from toddlers to adults on Saturdays, from September 7th, 2024, to May 17th, 2025.

The school strives to offer the most appropriate classes to as many students as possible each year. During the 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. Early Enrollment from May 1<sup>st</sup> to June 15<sup>th</sup>, 2024**

SBDS will be accepting registration applications from new and current members starting in May. Enrollments confirmations will be sent by then end of June, 2024. RETURNING students from the 2024 spring semester are guaranteed a spot if the application is received by June 15<sup>th</sup>, 2024.



### **2. Applications received from June 16<sup>th</sup> thru August 10<sup>th</sup>, 2024 (application deadline)**

In the week of August 12<sup>th</sup>, SBDS will review all remaining 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. Early Enrollment
2. RETURNING students from the 2024 spring semester
3. Staff children/students
4. Siblings of enrolled students
5. Alumni (students from previous years) and students who were on last year's waitlist
6. New students to SBDS

Class placements will be announced on Thursday August 23<sup>th</sup>, 2024.

**Tuition and fees** for enrolled students are due on the first day of school. Payment finalizes the enrollment and SBDS membership. The only payment options are cash, check or PayPal (2.3% fee).

### **3. Enrollments after August 10th, 2024 (until end of school year):**

SBDS may also accept applications and enroll any time during the school year if certain conditions are met. These enrollments are subject to class availability, teacher assessment and teacher approval, and will be accommodated on a "first come, first serve" basis. SBDS 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.

### **4. 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.
- Cancellation of member application after August 10<sup>th</sup> are subject to a processing fee of \$30