

ADMISSIONS
HANDBOOK
2018-19





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WELCOME

Dear Family

I welcome your interest in our school and look forward to assisting you throughout the admission process. With more than sixty nationalities among our student body, we have formed a family-oriented school ready to welcome and support new members into our community.

In order to apply for admission, please complete the application forms and return them to me together with previous school records and/or examination results, a birth certificate and a photograph. This pack contains information relevant to the admissions process and the school as a whole.

Whenever possible I welcome the opportunity to personally show you around the school. We will also want to assess your child in order to ensure the correct class or programme will be in place. If you are not in Austria and a prior visit is not possible, we can often complete the application process by mail or email. All secondary applicants must take an online entrance assessment before they may be accepted.

I understand the importance of providing incoming students and their parents with a positive transition experience and am excited to share with you the special qualities that await students at DISV.

If you have any questions, please feel free to contact me.

Yvonne Ging-Wiedeschitz
Registrar

0043 1 720 3110 ext 22
registrar@danubeschool.com



ADMISSIONS POLICY

OVERVIEW:

The Danube International School Vienna (DISV) is a school whose vision is to be a world leader in international education by *'striving for excellence by engaging minds, exciting learners, acting ethically and showing empathy'*. In order to achieve our vision we offer the International Baccalaureate Organisation Primary Years, Middle Years and Diploma Programmes for students aged from 3 to 18.

We are a non-sectarian, non-denominational school that welcomes students of all nationalities. In our admissions policy, we strive to maintain the diversity of students and encourage the multicultural atmosphere within the school. We welcome potential students who are motivated, internationally minded and academically capable of benefitting from our educational programmes.

CONDITIONS:

If there is a place available a student will generally be accepted, subject to certain common sense conditions. Mainly this is that the student will be able to benefit from being educated at the school without disadvantaging other current students. However, students with disabilities or special care needs that meet the academic criteria for entry, may be admitted subject to an assessment of their needs and any related risks. Unfortunately the school is not wheelchair accessible. Parents whose children do require extra care should contact the school for further information.

The language of instruction is English. Therefore, for entry to Grades 11 and 12, when students study for the International Baccalaureate Diploma, we require a certain level of competence in the English language, since all examination level courses are taught in English. The English Language Development (ELD) coordinator will test students to establish their competence. (This requirement does not apply to younger students.)

Similarly an applicant with a learning support history (for example, dyslexia, ADHD, medication intervention) will meet with the Learning Support Department for assessment in order to establish that DISV can offer a valid educational programme to that student. For Grades 10, 11 and 12 we also need to ensure that students have the academic capability to be successful in the school programme.

ADMISSIONS PRIORITIES:

The priorities for admission if a grade is oversubscribed are as follows.

1. Students with siblings in the school.
2. International students.
3. Students with a parent who is a DISV alumnus/alumna.
4. Students for whom the alternative of an Austrian school is unrealistic (for example, someone having already attended English speaking schools).
5. Students entering in August and committing to remain for at least one academic year.
6. Students with the earliest application date.
7. Students with parents who are members of DISV staff.

ENTRANCE AGE:

A child may be accepted into a grade if he or she is of age before 1st September. Students are assigned to instructional groups primarily on the basis of age. However, factors such as previous records, measured aptitude and achievement, physical and emotional development and other relevant details are also considered. The final decision rests with the Director. A six-week trial period in the grade, to which the student is assigned, is mandatory.

APPLICATION FORMS:

We require all applicants to ensure that Application Form Part A (see Appendix I) is completed and that Application Form Part B (see Appendix II) been given to their previous school for completion. The non-refundable application fee is payable at this time.

STUDENT RECORDS FROM OTHER SCHOOLS:

The school requires student records in English or translated into English (if the language of the report is not understood by the school administration and/or leadership) from the applicant's previous school before any student is accepted. These records include reports, transcripts, results of standardised tests and any reports by a counselor or psychologist. The school reserves the right to contact the applicant's previous school prior to acceptance.

PHOTO IDs:

These are required for both the students and the parents.

INTERVIEWS:

Whenever possible, the applicant will be interviewed by the Director or a Principal, prior to acceptance. In some cases this may be a requirement.

ADMISSIONS TEST:

The school maintains an enrolment policy, whereby a standardised Cognitive Abilities Test is given to applicants before admittance. However, in some cases, the test may take place for purely placement purposes. This is when the school has sufficient information from previous reports to make an informed decision.

PLACEMENT TESTS:

The Secondary School will utilise a Cognitive Abilities Test to help place students in Mathematics and English. The other languages (German, and French or Spanish) in the school may require additional testing in order that students are placed in the appropriate learning groups.

DECISIONS ON ADMISSION:

After all the admissions procedures have been followed and application fee payments have been made, then the application will be considered. Decisions will be given in writing.

If, in the judgment of the school, an applicant meets all criteria and space is available, acceptance will be unconditional. However, under some circumstances, a conditional acceptance may be offered. The conditions of acceptance will be clearly stated.

An applicant is only guaranteed a place at the school once the enrolment fee payment has been made.

The School reserves the right to deny admission or re-enrolment to any applicant if, in its opinion, there were reasons to believe that admission or re-enrolment would not be in the best interest of the applicant or the school. Please note that a re-enrolment fee applies to students who had previously been in the school.

The school also reserves the right to postpone admission if a class is full or if the additional student will cause an imbalance in the class profile for reasons of gender, learning needs, nationality, language or culture. In these cases, the applicant is placed on a waiting list. The qualified applicants are then accepted subject to the above admission priorities.

LATE ADMISSIONS:

A student may be admitted at any time in the school year if places are available.

CANCELLED ENROLMENT AND WITHDRAWAL:

The parent and/or legal guardian must send notification by registered letter to the Admissions Office. Please be aware that some charges may still apply.

CLASS EQUIVALENTS BY AGE GROUP

It can often be confusing when moving from one educational system to another. One of the confusions can be over the name given to your child's class. The tables below are intended to help you understand the system that we use at Danube International School Vienna and how this compares with some national systems around the world. The age refers to how old your child will be at the beginning of the academic year.

| Age | DISV | Austria | USA | England | Germany | France |
|-------|------------|--|----------|-----------|--------------------------|---------------------|
| 3-4 | EYU 1 | Kindergarten | Nursery | Preschool | Kindergarten | Petite Section |
| 4-5 | EYU 2 | | Pre-K | Reception | | Moyenne Section |
| 5-6 | Foundation | Vorschule | K | Year 1 | Vorschule | Grande Section |
| 6-7 | Grade 1 | Volkschule | Grade 1 | Year 2 | Grundschule | CP |
| 7-8 | Grade 2 | | Grade 2 | Year 3 | | CE1 |
| 8-9 | Grade 3 | | Grade 3 | Year 4 | | CE2 |
| 9-10 | Grade 4 | | Grade 4 | Year 5 | | Hauptschule/ CM1 |
| 10-11 | Grade 5 | Unterstufe | Grade 5 | Year 6 | Realschule/ Gymnasium | CM2 |
| 11-12 | Grade 6 | Hauptschule/ Realschule/ Gymnasium | Grade 6 | Year 7 | Gymnasium | Sixieme |
| 12-13 | Grade 7 | Grade 7 | Year 8 | Cinquieme | | |
| 13-14 | Grade 8 | Grade 8 | Year 9 | Quatrieme | | |
| 14-15 | Grade 9 | Oberstufe | Grade 9 | Year 10 | | Troisieme |
| 15-16 | Grade 10 | AHS | Grade 10 | Year 11 | Abitur | Seconde |
| 16-17 | Grade 11 | Gymnasium | Grade 11 | Year 12 | | Premiere |
| 17-18 | Grade 12 | leading to Matura | Grade 12 | Year 13 | | Terminale |
| 18-19 | | | | | | Bac |

| Admission age guideline for placement at DISV – School Year 2018-19 | | | | | |
|---|-----|-------------|----------|-----|-------------|
| Grade | Age | Born before | Grade | Age | Born before |
| EYU 1 | 3 | 1 Sept 2015 | Grade 6 | 11 | 1 Sept 2007 |
| EYU 2 | 4 | 1 Sept 2014 | Grade 7 | 12 | 1 Sept 2006 |
| Foundation | 5 | 1 Sept 2013 | Grade 8 | 13 | 1 Sept 2005 |
| Grade 1 | 6 | 1 Sept 2012 | Grade 9 | 14 | 1 Sept 2004 |
| Grade 2 | 7 | 1 Sept 2011 | Grade 10 | 15 | 1 Sept 2003 |
| Grade 3 | 8 | 1 Sept 2010 | Grade 11 | 16 | 1 Sept 2002 |
| Grade 4 | 9 | 1 Sept 2009 | Grade 12 | 17 | 1 Sept 2001 |
| Grade 5 | 10 | 1 Sept 2008 | | | |

PAYMENT

METHOD OF PAYMENT

Fees must be paid in Euros. All payments should be made to Danube International School and should refer to the invoice number.

Please note that parents are responsible for any bank charges. Cash payments can be made at the Finance Office, open Monday to Friday between 09.00 and 13.00.

Bank transfers can be made to the following accounts

Annual fees:

Vorarlberger Hypo Bank

Int. transfers:

IBAN AT 41 5800 0201 7319 3115

SWIFT HYPVAT2B

It is important that all payments are made by the due date.

RESPONSIBILITY OF PAYMENT

Parents whose children's fees are paid by agencies or companies are reminded that the contractual agreement regarding fees is with parents in the first instance and that parents are therefore responsible for ensuring that fees are paid by the due dates.

NOTICE OF WITHDRAWAL

(refer to the contract for specific details)

The General Terms and Conditions of Danube International School, Vienna are laid down in the contract that each parent is required to sign.

Specific note should be made of Section 4: Payment Obligations in the event of Premature Termination of Contract and Section 2: Term of School Contract.

The school reserves the right to alter fees should there be a significant change in circumstances. Fees are not refundable in the event of temporary withdrawal by parents, or of suspension or expulsion of the student by the school.

The school understands that families occasionally have difficulties with fee payments and will try to assist in such circumstances.

If you anticipate any problems with payments of fees, please arrange to meet with the Director or Business Office as early as possible so that alternative payment plans could be discussed.

FEES SCHEDULE 2018-19

New Student Fees:

Application Fee - €220, Enrollment Fee - €4100, Capital Fee € 950, Refundable Security Deposit - €365

School Fees:

DISV charges tuition fees annually which cover the direct educational costs of:

- ♦ classroom instruction, supervision, in-school workshops
- ♦ assessment costs (IB Diploma examinations, IB MYP moderation, CATs assessments and the ISA test)
- ♦ exercise books, the loan of textbooks, supplies, educational materials and documentation, subscriptions, educational memberships, the yearbook, school photos, one PE kit (shorts/shirts) for every new student and the security service.
- ♦ whole grade overnight field trips (grade 2 to 12), single event/day field trips, additional activities (i.e. swimming, ice-skating)
- ♦ after-school activities

DISV Tuition Fee Schedule

| | 1st instalment th - 15 July 2018 | 2nd instalment - 1 st December 2018 | Total Fee th - 15 July 2018 | Total Fee 2% Reduction - 1 st July 2018 |
|-------------------|--|--|-----------------------------------|--|
| EYU 1 | 6610 | 6610 | 13220 | 12956 |
| EYU 2 | 6610 | 6610 | 13220 | 12956 |
| Foundation | 9337 | 9337 | 18674 | 18301 |
| Grade 1 | 9337 | 9337 | 18674 | 18301 |
| Grade 2 | 9483 | 9483 | 18966 | 18587 |
| Grade 3 | 9483 | 9483 | 18966 | 18587 |
| Grade 4 | 9493 | 9493 | 18986 | 18606 |
| Grade 5 | 9555 | 9555 | 19110 | 18728 |
| Grade 6 | 11103 | 11103 | 22206 | 21762 |
| Grade 7 | 11103 | 11103 | 22206 | 21762 |
| Grade 8 | 11103 | 11103 | 22206 | 21762 |
| Grade 9 | 11103 | 11103 | 22206 | 21762 |
| Grade 10 | 11103 | 11103 | 22206 | 21762 |
| Grade 11 | 12270 | 12270 | 24540 | 24049 |
| Grade 12 | 12270 | 12270 | 24540 | 24049 |

Prospective parents from international organisations (UNO, OSCE, etc) or from embassies should consult with their organisation to obtain information regarding special arrangements for fee payments.

*“striving for **excellence** by **engaging** minds, **exciting** learners, acting **ethically** and showing **empathy**”*

Fees Payment:

You may pay tuition fees either in one complete payment for the whole school year, or in two separate instalments by the dates specified above. Full payment of the Annual Fee before the 1st July 2018 will be eligible for a 2% discount.

Late payment will incur a 1% monthly charge. All fees are quoted in Euros.

Capital Fee:

The fee is assigned to a fund specifically created to finance capital investments. The Capital Fee is non-refundable and will be charged in full regardless of the date of entry or withdrawal.

Supplementary Fees:

DISV only charges supplementary fees for the following items:

New to English Lessons (per semester) - €795,

Learning Support Lessons per semester (A level: € 1190, B level: € 2380, Extended Learning Support: € 5950, Comprehensive Learning Support: € 16660)

Additional overnight/multi-day field trips (e.g. Model United Nations, Grade 11 Geography, Grade 11 Biology, Waluka Primary School, sports tournaments) – on a trip by trip basis

Boarding:

DISV offers boarding places in three boarding institutes in Vienna. Prices range from € 300 to € 500 per month, including supervision and meals.

Contact us for further information: finance@danubeschool.com

Language A:

Students may wish to study a Language A other than those normally offered by the school. The school will support the student through the purchase of materials and textbooks, and provide space and equipment as necessary. We will also help students find a private tutor, **but families will pay for these lessons directly to the private tutor.**

Instrumental Music:

Students may wish to study a musical instrument. The school will support the student by finding appropriate space and equipment, where possible. We will also help students find a private tutor **but families will pay for these lessons directly to the private tutor.**

School Lunch 2018-19:

Students may either bring a packed lunch or purchase lunch at our Cafeteria. Park Club Wien runs the Cafeteria and **payment must be made to the Business Office who collect payment on behalf of Park Club Wien.**

☐ Secondary Students – Annual Cost €1180

☐ Elementary Students (Grades 1 to 5) – Annual Cost €940

☐ Elementary Students (EYU and Foundation) – Annual Cost €700

PADIS membership 2018-19:

All parents are invited to contribute - €50 a year per family. **Payment made directly to PADIS.**

SCHOOL CALENDAR

| Month | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|------------|-----|-----|-----|-----|-----|-----|-----|
| Aug | | | 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | 31 | | |
| Sep | | | | | | 1 | 2 |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Oct | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | 31 | | | | |
| Nov | | | | 1 | 2 | 3 | 4 |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | 26 | 27 | 28 | 29 | 30 | | |
| Dec | | | | | | 1 | 2 |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | 31 | | | | | | |
| Jan | | 1 | 2 | 3 | 4 | 5 | 6 |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | 28 | 29 | 30 | 31 | | | |
| Feb | | | | | 1 | 2 | 3 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | | | |
| Mar | | | | | 1 | 2 | 3 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Apr | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | | | | | |
| May | | | 1 | 2 | 3 | 4 | 5 |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | 31 | | |
| Jun | | | | | | 1 | 2 |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Jul | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | 31 | | | | |

Important Dates

15 Assumption Virgin Mary, 16-17 New Teacher Orientation
 20-22 Teacher Preparation, 23 Start of Academic Year
 21 New Student Orientation Day

Secondary Challenge Weeks

Student Fall Break Oct 26 - Nov 5
 1 All Saints Day, National Holiday
 Nov 5 Staff Workday

8 Immaculate Conception

25 Christmas Day, 26 Boxing Day
 Dec 22 - Jan 8 Student Winter Break

1 New Year's Day, 6 Epiphany
 7-8 Staff Workdays

Jan 21 - Semester II Begins

Ski Break Feb 25 - Mar 4

March 4 Staff Workday

12 Staff Workday
 12 - 28 Student Spring Break
 22 Easter Monday

1 Labor Day

30 Ascension Day, May 31 School holiday

10 National Holiday
 19 Last School Day, 20 Corpus Christi
 June 20 - Aug Summer Vacation

Please Note

21st December school closes at 12:45
 19th June school closes at 12:00



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