

# Explanations on Registration



## **iDSW Internationale Deutsche Schule Wuxi**

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*Campus:* Wuxi Jiangnan Experimental Primary School, Wuxi, Jiangsu

**1.** In general **each child** at an **age of three** or older can be registered at iDSW. Because of a **limitation of class sizes** (elementary school 20 students / Kindergarten 16 children at most) children **will be accepted according to the order of incoming applications**. Apart from this there is one exception:

The **application for the second child of parents'** who have **already registered one child at iDSW**, regardless for Kindergarten or School, **will be accepted first** towards children whose application and registration fees are not fully paid.

**2.** Registration will be conducted in the following way:

- Please send the **complete application papers** (which are two pages for the application form, one page for the Explanations on Insurance Issues and two present pictures of each child) **per mail or fax** (pictures just by mail, please) to iDSW. You may **feel free to hand in the application papers in person**.
- After **approval upon completion of application papers** and **availability of places in kindergarten and school** we will **send to you a confirmation of registration** and explanations about the school year and payment procedures.
- **After receiving the confirmation of registration please transfer the payment for the application and registration fees** within two weeks to the account of iVWA (which is the non-profit legal entity of iDSW) **mentioned on the confirmation of registration**.
- After **receiving the application and registration fees** you will get a **final confirmation upon the completion of registration**.
- **Attached to the final confirmation** you will find an **invitation for a personal consultation** on the campus where you have to **fill in additional papers required by Chinese authorities**. Therefore **we would like to assist you and will make an appointment** with you.
- Please transfer the **payment for the tuition fees** for school, respectively for kindergarten, **not before receiving an invoice from iDSW** which happens usually between 4 to 6 weeks prior to the start of the school year.

**3.** On **26 August 2007** which will be the first day of the new school and kindergarten year, there will be a formal **opening ceremony** including a side programme. All **parents and relatives are warmly welcomed to join this event**. A **detailed programme will be sent on time to you**.

**Please don't hesitate to contact us for asking questions and giving your ideas!**

***A warm welcome from iDSW***

***– we would like to thank you for your trust!***