



## MEF INTERNATIONAL SCHOOL, Istanbul

### 2018-2019 Admissions: Re-Registration Form and Instructions

The deadline for Re-Registration is 15 April 2018.

1. Please complete the form, and sign the bottom of pages 3 and 4.
2. Complete payment of the Placement fee to the bank account as listed in the Payment Policy.
3. The school also requires your child's/ children's valid foreign (non-Turkish) passport(s) should the previous one(s) be expired or renewed recently
4. **Return the Re-Registration form in hard copy**, the payment receipt and a photocopy of your child's identification to the admissions office, to Cansu Arisoy.
5. The Ministry requires us to keep originals at the school.
6. If you are not returning to the school next year, please fill out the withdrawal form in the attachment and return it to the admissions office.

If you do not respond with required documents by the deadline, we will accept that your child(ren) will not return to MEF IS next academic year and your child(ren)'s place will be given to a new applicant on the waiting list.

- **Re-Enrollment Deadline:** The deadline for re-enrollment is **15 April 2018**. Currently enrolled students will have priority over new applicants only until 15 April. After this date, placements will be made on a "first come, first served" basis and the places will be offered to new students interested in registering with the school. The school will not guarantee a place for your child(ren) in September 2018 unless the placement fee is paid before the re-registration deadline.
- **Outstanding Payments for Current Year:** The tuition payments of the current school year must be completed by March 15, 2018. You may not re-register your child(ren) for next school year if you have any outstanding payments from the current school year.
- **Placement Fee Deadline:** The placement fee for the coming academic year, 3,000 USD for each child, should be paid at the latest by 15 April 2018 for re-enrollment.
- **Refund of Placement Fee:** A 10% deduction will be made to the total school fee (sum of the application fee, placement fee and tuition) when a child's enrolment is withdrawn from the school.
- **Proof of Payment:** All parents are kindly requested to email their proof of payment (bank statement showing your payment -DEKONT) by email to [registration@mefis.k12.tr](mailto:registration@mefis.k12.tr).
- **Payment Plans:** Please note that 2018-2019 Payment Plans will not be sent out by e-mail or fax to the parents or to their companies. **Payment plans will be sent by cargo services. Please sign the payment plan and send it back to the school with your child, or in person.** Alternatively, you can return the payment plan addressed to MEF International School, Admissions Office, via "Yurtiçi Kargo" billing the school for the shipping costs. Please ensure that the address provided on the forms are in correct form.
- **Company Group Discount:** If there are 5 or more students from your company registering at MEF IS and if your company will pay the school fees of this group of students, please send us an official letter on a company letterhead confirming payment by the said company and listing the names of students that will be registering. Students listed in this letter will then be eligible for company group discount. Company group discount is 5% for payment with 4 installments.

**STUDENT INFORMATION**

Please provide the information requested in the box next to each heading. Please use BLOCK letters.

<b>F I R S T  C H I L D</b>	<b>TR Residence ID Number</b>	
	<b>Given Names and Surname</b>	
	<b>Father's Name</b>	
	<b>Mother's Name</b>	
	<b>Name of Legal Guardian</b>	
	<b>Date of Birth / Place of Birth</b>	
	<b>Date of initial registration at MEF IS (first day)</b>	
	<b>Grade Level for the 2018-2019 school year</b>	

<b>S E C O N D  C H I L D</b>	<b>TR Residence ID Number</b>	
	<b>Given Names and Surname</b>	
	<b>Father's Name</b>	
	<b>Mother's Name</b>	
	<b>Name of Legal Guardian</b>	
	<b>Date of Birth / Place of Birth</b>	
	<b>Date of initial registration at MEF IS (first day)</b>	
	<b>Grade Level for the 2018-2019 school year</b>	

<b>T H I R D  C H I L D</b>	<b>TR Residence ID Number</b>	
	<b>Given Names and Surname</b>	
	<b>Father's Name</b>	
	<b>Mother's Name</b>	
	<b>Name of Legal Guardian</b>	
	<b>Date of Birth / Place of Birth</b>	
	<b>Date of initial registration at MEF IS (first day)</b>	
	<b>Grade Level for the 2018-2019 school year</b>	

## PARENT INFORMATION

Please provide the information requested in the box next to each heading. Please use BLOCK letters.

### **Father's Information**

<b>TR Residence ID Number</b>	
<b>Given Names and Surname</b>	
<b>Occupation</b>	
<b>Please circle:</b>	Employed / Self-employed / Not-employed / Retired / Homemaker
<b>Mobile Phone</b>	+
<b>Home Phone Number</b>	+
<b>Work Phone Number</b>	+
<b>Home Address</b>	
<b>Work Address</b>	
<b>E-mail</b>	

### **Mother's Information**

<b>TR Residence ID Number</b>	
<b>Given Names and Surname</b>	
<b>Occupation</b>	
<b>Please circle:</b>	Employed / Self-employed / Not-employed / Retired / Homemaker
<b>Mobile Phone</b>	+
<b>Home Phone Number</b>	+
<b>Work Phone Number</b>	+
<b>Home Address</b>	
<b>Work Address</b>	
<b>E-mail</b>	

### **Legal Guardian's Information**

<b>TR Residence ID Number</b>	
<b>Given Names and Surname</b>	
<b>Occupation</b>	
<b>Please circle:</b>	Employed / Self-employed / Not-employed / Retired / Homemaker
<b>Mobile Phone</b>	+
<b>Home Phone Number</b>	+
<b>Work Phone Number</b>	+
<b>Home Address</b>	
<b>Work Address</b>	
<b>E-mail</b>	

## SCHOOL FEES PAYMENT AGREEMENT FORM

I reviewed MEF IS Payment Policy and I agree to pay the placement fee for each child I enroll by 15 April 2018. I request a payment plan for the school fees established for the 2018-2019 academic year.

I understand that **payment plans will be sent by cargo services. I will sign the payment plan and send it back to the school with my child, or bring in person.**

Name of Parent Responsible for making payments: \_\_\_\_\_

If your COMPANY/CONSULATE in Turkey is paying the school fees of your child(ren) and requires invoice/receipt/fatura in the name of the company, please complete:

Name and Address of the Company/Consulate:	
Tax Office:	Tax Number:
Please check with your company and indicate whether they require e-fatura or not: YES / NO	

### STATEMENT OF FINANCIAL OBLIGATIONS

I, the undersigned, certify that I understand and hereby agree to the terms and conditions stated in the MEF INTERNATIONAL SCHOOL PAYMENT POLICY. I will pay the placement fee(s) by 15 April 2018 to re-enroll my child(ren), and I undertake the responsibility of paying the tuition amount by the designated due date(s). If my company is paying my child(ren)'s school fees, I agree to follow-up payments with the responsible department/person in my company and I will ensure that payments are made by designated due date(s). I understand that ultimate financial obligation rests with me should my company fail to pay the school fees of my child(ren).

Name of Parent who completed this form:	
Signature:	Date:

**GENERAL DIRECTORATE OF PRIVATE EDUCATION INSTITUTIONS OF THE  
MINISTRY OF EDUCATION OF THE REPUBLIC OF TURKEY,  
STUDENT ADMISSION CONTRACT TERMS (PRIVATE SCHOOLS)**

**Contract Terms**

1. The calculation for the upper limit of the tuition fees for a particular year, both for new and the re-registering students, is adjusted by multiplying the past year's total with Domestic Producer Price Index plus Consumer Price Index divided by 2. The school can add a further 5% increase to this amount.
2. Our institution announces tuition fees and other expenses (for supplementary courses, food, transportation, accommodation) for the following academic year in the period between January and the end of May. These announcements shall specify yearly educational fees, full payment and installment options, and possible discounts.
3. Prices for social and cultural activities, and excursions are determined individually and prior to each activity. Consent of parents or guardians is a prerequisite for participation in the said courses and activities.
4. Our institution shall not demand further payments from parents / guardians for skills training or internships.
5. Should our institution not announce the tuition fees for a particular year in time, tuition fees from the previous year will continue to be operative.
6. The collection of the tuition fees shall be made to a bank account that is registered in our institution's name and reported to the Governorship. Tuition payments received from the students are registered to the e-school system and this information is passed on to the parents.
7. Our institution holds the right to withhold renewal of enrollment for students whose tuition fees are unpaid by the specified date. The registration of students whose parents / guardians insist on failing to make the payments, will be transferred to an official or appropriate school through the commission of relocation, after the investigations by Ministry inspectors are conducted.
8. In accordance with the Ministry of Education's Private Institutions Regulations, Item 56, in case of a withdrawal before the academic year starts, a 10% deduction will be made and remaining amount will be refunded to the parents / guardians. If the withdrawal takes place after the academic year has started, then, a 10% deduction will be made based on the tuition for the entire academic year and the number of days until withdrawal. The rest will be refunded to the parent or legal guardian.
9. Should a student be found eligible for a scholarship either full or partial; the tuition fee will be refunded to the parent / guardian within two months after the start of the academic year.
10. Reimbursement shall not be requested by any student who is granted a scholarship, when withdrawal happens for any reason.
11. **Payment of tuition for students who receive Educational Support/Scholarship:**
  - a. After receiving Educational Support / Scholarship from the Ministry of Education, the parent/guardian is responsible for paying the remaining tuition stated in this contract.
  - b. Should the Educational Support/Scholarship provided by the Ministry of Education be cancelled for any reason, the remaining tuition will be payable by the parent/guardian.
12. According to Annex 2 of the Ministry of Education Regulation on Private Education Institutions; any child who receives a scholarship of more than 51% by the school, must notify the Ministry and annul their Educational Support / Scholarship.
13. It is a fundamental requirement that students attend classes. Parents / guardians are expected to notify the school administration with the excuse of absence. In case such a notification is not provided, the school administration will communicate with the parents / guardians and inform them of this absence.
14. In order for the contract items to be fulfilled and any official notification to be sent, the declared contact information by the parent/guardian should be the current legal address at which the parent resides. In the event of a change of address, if the school has not received a written update from the parent/guardian regarding this change within 15 days of the move, a notice delivered to the previous address, will be regarded as valid. All the provisions of the student enrollment agreement have been fully read by the parent / guardian, understood, and accepted without any hesitation, with complete free will and desire.

<b>Name of Parent / Guardian:</b>	
<b>Parent Signature:</b>	
<b>Date:</b>	
	<b>School Stamp and School Official's Signature</b>