

## MEF INTERNATIONAL SCHOOL, Istanbul

### 2017-2018 Admissions: Re-Registration Form and Instructions

The deadline for re-Registration is June 15th, 2017.

- 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 listed below.
- 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) Scan and return the The Re-Registration form, the bank statement and your child's identification if applicable by email to [registration@mefis.k12.tr](mailto:registration@mefis.k12.tr).
- 5) Send the printed Re-Registration form to school, to your child's Deputy Principal. Christopher Jackson (PS), Nicole İncel (SS). The Ministry requires us to keep originals at the school.
- 6) A copy of this form will be sent back to you with your child for your records.

If you do not respond with required documents by the deadline, we will know 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 **June 15, 2017**. Currently enrolled students will have priority over new applicants only until 15th of June. 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 2017 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 June 15, 2017. 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, for each child should be paid at the latest by June, 15th 2017 for re-enrolment.
- **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be made to the total school fee (sum of the application fee, placement fee and tuition) when a child's enrolment is withdrawn from the school.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 2017-2018 Payment Plans will not be sent out by e-mail to the parents or to their companies. Payment plans must be picked up from Admissions Office in person and must be signed for.

#### **Corporate Group Discount**

A group discount of 5% will apply to corporations with 5 or more enrollments from the same company or Consulate. To be eligible for the corporate discount, a letter listing the students' names in the group must be submitted with the authorized signatures.

\* (The payee for the tuition must be the company or Consulate.)

Please note the total discount shall not exceed 25% and when multiple discounts are involved then a stepped approach will be applied, beginning with the largest discount.

#### **MEF INTERNATIONAL SCHOOL BANK ACCOUNT DETAILS:**

US DOLLAR ACCOUNT INFO		for the IB DP tuition payment only	
<b>Name of Bank:</b>	Yapı kredi Bankası	<b>Name of Bank:</b>	Yapı kredi Bankası
<b>Branch:</b>	Maslak (Branch Code 688)	<b>Branch:</b>	Maslak (Branch Code 688)
<b>Account No:</b>	50461122	<b>Account No:</b>	50461140
<b>Swiftcode</b>	YAPITRISXXX	<b>Swiftcode</b>	YAPITRISXXX
<b>IBAN:</b>	TR930006701000000050461122	<b>IBAN:</b>	TR920006701000000050461140

**\*\*\*Please note:** STUDENT NAME & GRADE must always be included in the explanation field.

**STUDENT INFORMATION**

Please provide the information requested in the box directly next to for the TR Residence ID number and the boxes below for the other headings. Please use BLOCK letters.

**First Child**

<b>TR Residence ID Number</b>	
<b>Given Names</b>	<b>Surname</b>
<b>Father's Name</b>	<b>Mother's Name</b>
<b>Date of Birth</b>	<b>Place of Birth</b>
<b>Date of initial registration at MEF IS (first day)</b>	<b>Grade Level for the 2017-2018 school year</b>

**Second Child**

<b>TR Residence ID Number</b>	
<b>Given Names</b>	<b>Surname</b>
<b>Father's Name</b>	<b>Mother's Name</b>
<b>Date of Birth</b>	<b>Place of Birth</b>
<b>Date of initial registration at MEF IS (first day)</b>	<b>Grade Level for the 2017-2018 school year</b>

**Third Child**

<b>TR Residence ID Number</b>	
<b>Given Names</b>	<b>Surname</b>
<b>Father's Name</b>	<b>Mother's Name</b>
<b>Date of Birth</b>	<b>Place of Birth</b>
<b>Date of initial registration at MEF IS (first day)</b>	<b>Grade Level for the 2017-2018 school year</b>

**PARENT INFORMATION**

Please provide the information requested in the box directly below each heading. Please use BLOCK letters.

<b>Father's TR Residence ID Number</b>	<b>Mother's TR Residence ID Number</b>
<b>Father's Given Names</b>	<b>Mother's Given Names</b>
<b>Surname</b>	<b>Surname</b>
<b>Father's Occupation</b>	<b>Mother's Occupation</b>
<i>Please circle:</i> Employed / Self-employed / Not-employed / Retired / Homemaker	<i>Please circle:</i> Employed / Self-employed / Not-employed / Retired / Homemaker
<b>If employed, work address in Istanbul</b>	<b>If employed, work address in Istanbul</b>
<b>Work Phone Number</b>	<b>Work Phone Number</b>
+	+
<b>Home Address in Istanbul</b>	<b>Home Address in Istanbul (if different)</b>
<b>Home Phone Number</b>	<b>Home Phone Number (if different)</b>
+	+
<b>Mobile Phone Number:</b>	<b>Mobile Phone Number:</b>
+	+
<b>Email address (please write clearly):</b>	<b>Email address (please write clearly):</b>

**SCHOOL FEES PAYMENT AGREEMENT FORM**

Please review MEF IS PAYMENT POLICY carefully and indicate below how you will pay the school fees. Please make sure that you make the correct choice of payment below as your child(ren)'s individual payment plan(s) will be prepared according to the choice on this form.

I reviewed MEF IS Payment Policy and I agree to pay the placement fee of \$3000 for each child I enroll by June 15th, 2017. I request a payment plan for the school fees established for the 2017-2018 academic year according to my choice of payment below:

Please tick	Payment Options
YES	I will pay the tuition amount in 4 installments before June 15, 2017, the installments to be paid in August 15, 2017, October 15, 2017, January 15, 2018, March 15, 2018.
YES	I will pay full tuition by June 15, 2017.

I agree that my child(ren)'s payment plan/proforma invoice will be prepared according to my choice on this form. I understand that Proforma Invoice/Individual Payment Plans will not be sent out by e-mail or facsimile and I agree to visit MEF IS Admissions Office to sign and collect my child(ren)'s payment plan(s).

**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:**

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

**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 June 2017 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).

<b>Name of Parent who completed this form:</b>	
<b>Signature:</b>	<b>Date:</b>

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 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, internships or summer applications.
- 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.
- 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) Should one or more conditions listed below take place resulting in the withdrawal of a student from the school, the calculated amount of the prepaid fees as stated in the invoices given, will be refunded to the student's parent / guardian, based on the remaining days after withdrawal: If,
  - a) student withdraws from school due to health reasons with a medical report,
  - b) the institution is closed down,
  - c) the relevant trimester becomes unavailable,
  - d) The Ministry inspectors detect changes affecting the school environment negatively in their evaluation,
  - e) an official document is provided showing the financial incapacity for parents / guardians to pay the fees, the calculated amount based on the remaining days after withdrawal will be refunded.
- 9) 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, the refund will be prorated on the basis of the number of days remaining in the school year after a 10% deduction has been made.
- 10) 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.
- 11) Reimbursement shall not be requested by any student who is granted a scholarship.
- 12) 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.
- 13) In order for the contract items to be fulfilled and any official notification to be sent, I declare that the contact information I herein provide is my current legal address. I accept to update any change of address within 15 days, otherwise I accept that a notice delivered to my previous address, will be regarded as valid. **In the case of a dispute arising from this contract the authority for resolution is the courts of Turkey and its execution offices.**
- 14) This contract is made up of 14 items. I read and understood all the items hereby listed in this student enrollment contract and I accept all the conditions of my own free will, without any reservations. The contract consists of four pages and is prepared in two copies, one of which is handed in to me.

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