



Re-Enrollment Letter 2019/2020

Dear Parents,

Re-enrollment for the coming academic year has started today. In order to start planning the next school year we are asking for a commitment from all families as to whether your child(ren) will be returning to International School of Hellerup in August 2019.

The process of re-enrollment enables us to know how many places are available at the school for incoming families. In order to have an accurate picture of the enrollment for next year, we need all current families to complete the re-enrollment process.

Re-enrollment Period:

Re-enrollment has started and must be completed by **Monday, 25th March 2019**.

How Re-enrollment Works:

The OpenApply email will be sent to the email address registered on your OpenApply account. In this email there is a link to the re-enrollment page within OpenApply. There are three buttons next to your child's name that will direct you to choose accept, decline or undecided. Choosing accept means that you have re-enrolled your child. You should do this for each of your children if you have more than one child at ISH.

Choosing decline means that at the end of the school year, in June, your child will be removed from our school's list of students. Choosing undecided is a pending state letting us know that you have received the message and you will still be requested to make a decision by Monday, 25th March 2019.

Re-enrollment is considered a serious contract between the family and the school.

Please note the following:

- 1) If you have not taken any action with regards to re-enrollment by Monday, 25th March 2019, the school will automatically re-enroll your child.
- 2) If you have re-enrolled your child for the 2019/2020 school year, and subsequently inform the admissions office that you have changed your mind by 1st June 2019, you will **forfeit your deposit**, but will not be charged tuition after June.

If you inform the school after 1st June 2019, the three month rule for withdrawal and tuition applies and you will be charged school fees for three months as well as **forfeit your deposit**.



Information Checking:

In the OpenApply system, you can view all the information our system currently has registered about your child. This information should include your child's correct name, your current address, and parent contact details. Please ensure that the information is correct - it is the family's responsibility to keep this data up-to-date.

The information can be updated simply by typing new information into any field where the data is not currently correct, then pressing save.

Confirmation of Enrollment:

Once you have completed the re-enrollment form, and saved it, you should consider your child's place confirmed for the academic year 2019/2020. You will receive an email from the system confirming that you have completed the re-enrollment form.

Troubles?

If for some reason you have not received your re-enrollment email from OpenApply, please email admissions@ish.dk and we will re-send the OpenApply email. Remember that the re-enrollment email will be sent to the email address you registered with Open Apply.

We look forward to the coming school year, and hope that you will be with us to enjoy it.

Sincerely,

Katrina Dockerty

ISH Admissions