



ST. GILGEN INTERNATIONAL SCHOOL
AUSTRIA

STUDENT APPLICATION POLICY AND REQUIREMENTS

We admit qualified students of either gender, and of any race, colour, national and ethnic origin and do not discriminate in any aspect of our educational policies, scholarship or financial planning, or in any other school-administered programme.

Our most important requirement is that a student coming to our school is open towards the school's Mission Statement and Core Values. Students should be capable and willing to fully participate in all aspects of the programme: academic, co-curricular activities and service. They should be willing to share privileges as well as duties, regardless of social or economic background.

To be accepted to St. Gilgen International School we look for:

- The potential of the applicant to benefit from the educational programme
- The capability of the school to meet the educational needs of the applicant
- A linguistic ability in English
- The personality and motivation to give the best and to share experience and talents with others
- A willingness to abide by essential agreements, confirmed by teachers and students each year, as well as by Austrian law
- Fulfilment of the school's financial and medical requirements

Admission during the school year is not ideal but if it is necessary every effort will be made to welcome and support late entrants. The school provides appropriate help with temporary difficulties but is not equipped to offer the professional help and support needed for children with serious learning differences or a history of behavioural problems.

Certain applicants may be asked for interview at the school. Other students may visit for a trial day of classes and activities. Prospective boarding students may also spend a trial night in a Residence.

Application Requirements

- Completed and signed Application for Student Admission form
- Completed and signed Student Statement written in English
- Completed and signed Parent/Guardian Questionnaire
- Two School Reports/Official School Transcripts (preferably the last two), together with one Counsellor/Administrator/School Recommendation if appropriate
- An English Language Reference (to be completed by an English/ EAL/ESL/EFL teacher) for applicants who do not have English as their Mother Tongue
- An optional Arts, Sports, or Activities Reference if appropriate
- A copy of the student's passport and two recent (dated on back) photographs of the applicant
- The € 100 (non-refundable) application fee
- Interview

Documentation and Language

All documents should be submitted in English (the school's language of instruction) or German. Normally the school will respond in writing in English or German. Students may also be asked to sit an English proficiency test or other diagnostic test prior to an offer for admission being made. Official school and medical records must be received by the school before a student can be admitted.

Confirmation of Enrolment

On payment of the € 2000 deposit
Signing of the annual School Contract

APPLICATION FOR STUDENT ADMISSION

Details of Student Applicant (Kindly complete all sections of this form using **BLOCK CAPITALS**)

Family name:	
First name(s):	
Date of birth:	Gender(please circle): Male/Female
Nationality on passport(s):	
Country of residence:	
Mother tongue:	
Other languages spoken:	
Current written and spoken English level (please circle): fluent intermediate beginner	
Full contact address:	
Applying for entry into Grade (please circle): 5 6 7 8 9 10 11 12	
Applying for the academic year:	
Applying for boarding or day:	

Details of Current School

Name of school:	
How many years attended:	
Address:	
Name of school Head/Director/Principal:	
Telephone:	Fax:
Email:	

Please note we will only contact the school with your permission.

Previous Schools

Name of School	Location	Years attended

Background Information

<i>Please provide information here about how you found out about our school, including any family links (such as siblings attending the school) to the school and advice from school placement agents.</i>					
<input type="checkbox"/> Agent	<input type="checkbox"/> Internet	<input type="checkbox"/> Family	<input type="checkbox"/> Friends	<input type="checkbox"/> Publications	<input type="checkbox"/> School Directory
<input type="checkbox"/> Other (please specify):					

Parent or Legal Guardian Details

	Mother/Guardian	Father/Guardian
Title:		
Family name:		
First name:		
Nationality on passport(s):		
Country of residence:		
Address:		
Occupation:		
Name of company:		
Telephone (home):		
Telephone (work):		
Mobile number:		
Email:		

This application is a request for admission for my son/daughter to attend St. Gilgen International School in accordance with the terms and conditions set forth in the school's Admissions Policy and Requirements and Financial Obligations. The sum of €100 is enclosed/has been transferred as a non-refundable application fee. I understand that an enrolment deposit of €2000 is due to reserve a place when the applicant is accepted and that the School Contract must be signed prior to student admission.

I understand that a place cannot be guaranteed until this deposit is received. I also understand that the deposit will be refunded at the end of the student's tenure at school, or will be credited toward authorised expenses incurred by the student, or will be retained by the school if the applicant fails to enrol. Acceptance and entrance constitute a contract to pay the entire year's tuition and boarding charges, and I understand that there is no reduction or refund for absence, withdrawal or dismissal.

The school reserves the right to dismiss a student at any time with no refund if he/she has proven to be an unsatisfactory member of the school community or if his or her conduct on or away from campus shows that he or she is consistently out of sympathy with the ideals, objectives, and programme of the school even though there may have been no infraction of a specific rule. False or incomplete information provided in the Application for Student Admission Form and the Confidential Parent/Guardian Questionnaire may result in the dismissal of the student with no refund.

I understand and accept my responsibility in supporting the school's stated mission and beliefs.

Signature of Parent(s)Print NamePlace and Date

Please return this form with all other documentation directly by mail or fax to:

St. Gilgen International School Admissions Office:

Claudia Reeves
Ischlerstraße 13
5340 St. Gilgen, Austria

Fax: +43 6227 20 259 10
Email: c.reeves@stgis.at

STUDENT STATEMENT IN ENGLISH

We wish to have a first idea about your present level of English. Please answer all questions, in your own words and handwriting. If English is not your mother tongue, you will improve your English quickly at St. Gilgen International School.

Name of Student:

Date of Birth:

How many years have you studied English?

How many hours per week do you spend in English classes?

Are any other subjects in your school taught in English? If yes, please tell us which ones:

Can you give us an example of any English book, magazine, or newspaper you have read recently? What did you think of it?

Are there any films, TV shows, or music/theatre performances in English which you have enjoyed especially? Tell us why:

Describe your interest or involvement in the arts (drama, dance, music, painting, photography, etc):

Please fill in your special interests for applying to St. Gilgen International School. What do you like doing?

- | | |
|--|--|
| <input type="checkbox"/> Creative writing | <input type="checkbox"/> Outdoors pursuits and mountaineering |
| <input type="checkbox"/> Theatre and acting | <input type="checkbox"/> Water sports |
| <input type="checkbox"/> Film, video and photography | <input type="checkbox"/> Skiing and other winter sports |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Team and individual sports |
| <input type="checkbox"/> Visual arts | <input type="checkbox"/> Performing music (please specify below) |

Any other strong interests:

What do you expect from the school?

We would be grateful for any **additional information** you may wish to give us about your interests and talents. Copies (we cannot return originals) of your personal writing, photos of your artwork, recordings of your music or any other records of your achievements are very welcome. Please forward these electronically or mail them, with clear reference to your application.

Please confirm with your signature that you have written down your own ideas in your own words.

Student Signature

Place and Date

Please return this form with the Application Form directly by mail or fax to:

St. Gilgen International School Admissions Office:

Claudia Reeves
Ischlerstraße 13
5340 St. Gilgen, Austria

Fax: +43 6227 20 259 10
Email: c.reeves@stgis.at

PARENT/GUARDIAN QUESTIONNAIRE

During the process of Admission we wish to find out as much as possible about each applicant, to match each individual with the educational opportunities offered by St. Gilgen International School.

To aid us in evaluating the application, kindly complete this questionnaire. Your answers will be kept **strictly confidential** and not be used inappropriately. We trust you to be candid in the completion and that you understand that misleading responses may constitute a reason to cancel the Enrolment Agreement.

Name of Student:
Date of Birth:
Parent or Guardian Name (s):

<p>What do you perceive as your son's/daughter's greatest interests?</p> <table><tr><td><input type="checkbox"/> Creative writing</td><td><input type="checkbox"/> Outdoors pursuits and mountaineering</td></tr><tr><td><input type="checkbox"/> Theatre and acting</td><td><input type="checkbox"/> Water sports</td></tr><tr><td><input type="checkbox"/> Film, video and photography</td><td><input type="checkbox"/> Skiing and other winter sports</td></tr><tr><td><input type="checkbox"/> Dance</td><td><input type="checkbox"/> Team and individual sports</td></tr><tr><td><input type="checkbox"/> Visual arts</td><td><input type="checkbox"/> Performing music (please specify below)</td></tr></table> <p>Any other strong interests:</p>	<input type="checkbox"/> Creative writing	<input type="checkbox"/> Outdoors pursuits and mountaineering	<input type="checkbox"/> Theatre and acting	<input type="checkbox"/> Water sports	<input type="checkbox"/> Film, video and photography	<input type="checkbox"/> Skiing and other winter sports	<input type="checkbox"/> Dance	<input type="checkbox"/> Team and individual sports	<input type="checkbox"/> Visual arts	<input type="checkbox"/> Performing music (please specify below)
<input type="checkbox"/> Creative writing	<input type="checkbox"/> Outdoors pursuits and mountaineering									
<input type="checkbox"/> Theatre and acting	<input type="checkbox"/> Water sports									
<input type="checkbox"/> Film, video and photography	<input type="checkbox"/> Skiing and other winter sports									
<input type="checkbox"/> Dance	<input type="checkbox"/> Team and individual sports									
<input type="checkbox"/> Visual arts	<input type="checkbox"/> Performing music (please specify below)									

<p>Would you like us to take note of any religious observances or times and rituals of special significance?</p>

<p>Are there any special dietary requirements we should be aware of?</p> <p><input type="checkbox"/> YES / <input type="checkbox"/> NO <i>If yes, please attach an explanation.</i></p>

ST. GILGEN INTERNATIONAL SCHOOL
AUSTRIA

Does your son/daughter have any health issues (disabilities, chronic medical condition, current medications, allergies, eating disorders, etc.) we should be aware of?

YES / NO *If yes, please attach an explanation.*

Has your son/daughter undergone or is he/she currently undergoing any psychological counselling (more than a few sessions), in-patient or out-patient treatment?

YES / NO *If yes, please attach an explanation.*

Have you had reason to be concerned about your son/daughter taking illegal drugs in the last two years?

YES / NO *If yes, please attach an explanation.*

The school reserves the right to perform random drug-testing in order to maintain a safe environment. Would you or your son/daughter object to this?

YES / NO *If yes, please attach an explanation.*

Are there any areas for your son/daughter in which learning has been problematic? If this is the case, what would facilitate overcoming these difficulties?

YES / NO *If yes, please attach an explanation.*

Has your son/daughter ever been suspended or expelled from any school for any reason?

YES / NO *If yes, please attach an explanation.*

Is there any other information which would be helpful for the school to ensure your son's/daughter's success and wellbeing?

Parents/Guardian Signature(s)

Print Name(s)

Place and Date

Please return this form with the Application Form directly by mail or fax to:

St. Gilgen International School Admissions Office:

Claudia Reeves
Ischlerstraße 13
5340 St. Gilgen, Austria

Fax: +43 6227 20 259 10
Email: c.reeves@stgis.at

COUNSELLOR/ADMINISTRATOR/SCHOOL RECOMMENDATION

The student below has applied to St. Gilgen International School. This recommendation is an important part of the applicant's credentials, and your cooperation in providing a full and candid report will be greatly appreciated. Please bear in mind that St. Gilgen International School is an academically demanding international boarding school where all students follow the Middle Years and Diploma Programmes of the International Baccalaureate Organisation. Thank you for your time.

Name of Student:
Date of Birth:

Name of person submitting this evaluation:
Job Title and Employer:
Telephone: Fax:
Email:

How many years have you known the student?

Describe the student's major strengths and weaknesses: Strengths: Weaknesses:
--

Describe the student's relationships with: Other students: Teachers and Staff: Parents:
--

What kind of interest do the candidate's parents show in his/her activities and studies?

Does the student balance his/her interests in studies, cultural activities, sporting activities and other personal interests?

Does this student have any physical, emotional or learning difficulties which might affect his/her performance now and in the future? If yes, please give details.

Please write a short reference for the candidate. We are particularly interested in knowing whether the student shows any strong interests, evidence about character, maturity, values and concern for others. If the candidate is accepted, your description will help us provide better guidance and support. Please attach a separate sheet or letter if necessary.

ST. GILGEN INTERNATIONAL SCHOOL
AUSTRIA

Please rate the student in the following categories:	(1 being the highest score)				
Enthusiasm	1	2	3	4	5
Determination	1	2	3	4	5
Independence	1	2	3	4	5
Self-confidence	1	2	3	4	5
Accepts challenge	1	2	3	4	5
Concern for others	1	2	3	4	5
Honesty	1	2	3	4	5
Reaction to criticism	1	2	3	4	5
Ability to live in a community	1	2	3	4	5
Application of academic skills	1	2	3	4	5
Reasoning	1	2	3	4	5
Problem solving ability	1	2	3	4	5
Ability to express ideas clearly	1	2	3	4	5
Academic potential	1	2	3	4	5
Academic achievement	1	2	3	4	5

I recommend this candidate to St. Gilgen International School for:			
Character:	<input type="checkbox"/> Enthusiastically	<input type="checkbox"/> Strongly	<input type="checkbox"/> Fairly strongly
	<input type="checkbox"/> With reservations	<input type="checkbox"/> Not recommended	
Academic Ability:	<input type="checkbox"/> Enthusiastically	<input type="checkbox"/> Strongly	<input type="checkbox"/> Fairly strongly
	<input type="checkbox"/> With reservations	<input type="checkbox"/> Not recommended	

Recommender Signature

Print Name

Place and Date

Please return this form with the Application Form directly by mail or fax to:

St. Gilgen International School Admissions Office:

Claudia Reeves
Ischlerstraße 13
5340 St. Gilgen, Austria

Fax: +43 6227 20 259 10
Email: c.reeves@stgis.at

How would you rate the level of the student's proficiency in the English language? (Please circle one)

Beginner Lower Intermediate Intermediate Upper Intermediate

Which of the following statements do you think would be most appropriate for this student? (Please circle one)

This student is a beginner and requires extensive English support in all areas.

This student is not yet ready for mainstream academic classes and should be in classes specially designed for students learning English.

This student could cope with most mainstream academic classes, but would need some English support.

This student could be totally mainstreamed for all academic classes and would need no additional English support.

Please rate the student in the following categories: (1 being the highest score)

Enthusiasm	1	2	3	4	5
Determination	1	2	3	4	5
Independence	1	2	3	4	5
Self-confidence	1	2	3	4	5
Accepts challenge	1	2	3	4	5
Concern for others	1	2	3	4	5
Honesty	1	2	3	4	5
Reaction to criticism	1	2	3	4	5
Ability to live in a community	1	2	3	4	5
Application of academic skills	1	2	3	4	5
Reasoning	1	2	3	4	5
Problem solving ability	1	2	3	4	5
Ability to express ideas clearly	1	2	3	4	5
Academic potential	1	2	3	4	5
Academic achievement	1	2	3	4	5

If the candidate's present record is not a true indication of his/her ability, please explain any factors that have interfered with his/her achievements.

ST. GILGEN INTERNATIONAL SCHOOL
AUSTRIA

Has the student had any disciplinary problems? (Briefly explain any serious disciplinary actions taken)

I recommend this candidate to St. Gilgen International School for:

- | | | | |
|--------------------------|--|--|--|
| Character: | <input type="checkbox"/> Enthusiastically | <input type="checkbox"/> Strongly | <input type="checkbox"/> Fairly strongly |
| | <input type="checkbox"/> With reservations | <input type="checkbox"/> Not recommended | |
| Academic Ability: | <input type="checkbox"/> Enthusiastically | <input type="checkbox"/> Strongly | <input type="checkbox"/> Fairly strongly |
| | <input type="checkbox"/> With reservations | <input type="checkbox"/> Not recommended | |

Recommender Signature

Print Name

Date and Place

Please return this form with the Application Form directly by mail or fax to:

St. Gilgen International School Admissions Office:

Claudia Reeves
Ischlerstraße 13
5340 St. Gilgen, Austria

Fax: +43 6227 20 259 10
Email: c.reeves@stgis.at

ST. GILGEN INTERNATIONAL SCHOOL
AUSTRIA

Please rate the student in the following categories:	(1 being the highest score)				
Enthusiasm	1	2	3	4	5
Determination	1	2	3	4	5
Independence	1	2	3	4	5
Self-confidence	1	2	3	4	5
Accepts challenge	1	2	3	4	5
Concern for others	1	2	3	4	5
Honesty	1	2	3	4	5
Reaction to criticism	1	2	3	4	5
Ability to live in a community	1	2	3	4	5
Application of academic skills	1	2	3	4	5
Reasoning	1	2	3	4	5
Problem solving ability	1	2	3	4	5
Ability to express ideas clearly	1	2	3	4	5
Academic potential	1	2	3	4	5
Academic achievement	1	2	3	4	5

Please explain factors (if any) that have interfered with his/her achievements:

In your opinion, how would the student describe him-/herself as a student and as a person?

Does the student have any other talents you know of which would contribute positively to a school community?

ST. GILGEN INTERNATIONAL SCHOOL
AUSTRIA

What kind of interest do the student's parents show in his/her activities and achievements?

I recommend this candidate to St. Gilgen International School for:

- | | | | |
|--------------------------|--|--|--|
| Character: | <input type="checkbox"/> Enthusiastically | <input type="checkbox"/> Strongly | <input type="checkbox"/> Fairly strongly |
| | <input type="checkbox"/> With reservations | <input type="checkbox"/> Not recommended | |
| Academic Ability: | <input type="checkbox"/> Enthusiastically | <input type="checkbox"/> Strongly | <input type="checkbox"/> Fairly strongly |
| | <input type="checkbox"/> With reservations | <input type="checkbox"/> Not recommended | |

Recommender Signature

Print Name

Place and Date

Please return this form with the Application Form directly by mail or fax to:

St. Gilgen International School Admissions Office:

Claudia Reeves
Ischlerstraße 13
5340 St. Gilgen, Austria

Fax: +43 6227 20 259 10
Email: c.reeves@stgis.at

