

ul. Raławicka 101  
51-149 Wrocław, Poland

phone +48 71 782 26 24  
www.wis.fem.org.pl  
E-mail: wis@fem.org.pl



## APPLICATION FOR ADMISSION

### Office use only

Name and surname of the student .....

Grade .....

### Important information for Admission to Wrocław International School

**The following documents must be submitted, as appropriate, for each prospective student before the application will be considered:**

1. Completed Application Form
2. Recommendation Letter from previous school (to be submitted directly by the school to WIS Admission Officer by e-mail: enrollment@fem.org.pl)
3. Copy of passport
4. Company payment agreement or bank transfer proof (please note child's name and reason for payment) for Application Fee
5. Official school records for the last three school years. If the school year has not been completed, please send mid-term grades as of present date. All records must be (translated) in English.

Upon completion, your application will be processed as follows (should any pertinent data be missing, the application will not be actioned):

- Only complete Application Forms are processed by the School Administration.
- Submitting the signed application does not oblige the School to accept the student.
- Testing and/or screening may be arranged depending on submitted documents, grade level and language proficiency.
- The application will be reviewed by the Director. Admission may be granted, denied, or the School may place the student on a waiting list. Final acceptance of applicants will be made by the Director. In all cases the parent(s)/guardian(s) are notified by letter.
- If admission is granted, WIS will enclose a school contract with the acceptance letter. This contract must be signed and returned to the School.
- After receipt of the official acceptance letter, payment of the initial Administration and Enrollment Fees and providing additional documents required by the school are due. Tuition invoices will be issued shortly thereafter.

**Do not withdraw your child from his/her present school until he/she has been officially accepted by WIS.**

**APPLICATION FOR ADMISSION**WIS  
Wroclaw International  
School

For the School Year      20      / 20      Grade

Expected Entry Date

Expected Length of Stay

**PERSONAL DATA OF THE STUDENT**

Student's Family Name		First Name	
male		female	Current Age
Date of Birth (dd/mm/yy)		Current grade	
Place of Birth (city, state)		Citizenship	
Passport No./PESEL		Nationalty	
Dominant language		Other language(s) spoken	
Permanent home address in Poland			
Address for immediate correspondence			

**PERSONAL DATA OF PARENTS / GUARDIANS**

Mother / Guardian 1		Father / Guardian 2	
Family Name		Family Name	
First Name		First Name	
Nationality		Nationalty	
Phone		Phone	
Mobile		Mobile	
E-mail		E-mail	
Address for correspondence (if different from student's address)		Address for correspondence (if different from student's address)	

**EMERGENCY CONTACT in case of illness or accident**

Name and surname	Relation to student (parent, guardian etc.)
Mobile	Phone

PREVIOUS SCHOOLING			
Name of School / Kindergarten	Language of Instruction	Country / City	Dates Attended

**I/we hereby give permission to contact previous schools**

**1. Has the student ever had any:**

- |                                  |                                      |            |
|----------------------------------|--------------------------------------|------------|
| Learning Disabilities            | When?                                | What kind? |
| Speech Therapy                   | When?                                |            |
| Occupational Therapy             | When?                                |            |
| Individual Education Plan (IEP). | If yes, please attach the documents. |            |

**2. Does the student require any physical or emotional support as part of his or her learning programme (e.g. mobility issues, physical issues, recent family changes or personal difficulties, present counselling support)? Please describe.**

**3. Has the student ever been involved in disciplinary action at school?**

YES If yes, please advice and attach documentation NO

**4. Are there any custody and/or guardianship issues that are relevant to the school?**

YES If yes, please advice and attach documentation NO

**5. Have you applied to WIS before?**

YES If yes, please advice us of the academic year and grade level NO  
 academic year grade

**LANGUAGE BACKGROUND SURVEY**

**Use this chart to indicate your child’s level of skill for ENGLISH.**

Level	No Skills	Beginning	Intermediate	Advanced
Listening	Has no listening skills in the language	Understands just a little	Understands everyday conversation and can follow basic classroom instructions	Understands the language almost as well as a native speaker
Speaking	Has no speaking skills in the language	Can say a few words or phrases	Can hold a conversation using simple English	Conversates easily with native speakers
Reading	Has no Reading skills in the language	Can read simple words or phrases	Can read simple books in the language	Can read (age appropriate) books in the language
Writing	Has no writing skills in the language	Can write simple words or phrases	Writes simple ideas with many mistakes	Independently writes ideas clearly with a few mistakes

**Child’s Dominant Language(s):** Please write the child’s dominant language(s) on the line below. Note: the dominant language is considered to be the child’s strongest language. This is usually the language spoken by the child’s parents or guardians. If the child uses two languages equally well, please write both languages below.

**Dominant Language(s):**

## WIS STUDENT MEDICAL RECORD

Date of last physical examination  
 Health Insurance Number  
 Comments

Please check and give appropriate date if child has had any of the following medical history.

<b>x Ailment</b>	<b>Date</b>	<b>x Ailment</b>	<b>Date</b>
Chicken Pox		Diabetes	
Whooping Cough		Epilepsy	
German Measles (Rubella)		Heart Trouble	
7-day Measles (Rubeola)		Fainting	
Mumps		Asthma	
Rheumatic Fever		Allergies*	
Scarlet Fever		Hearing Difficulty	
Tuberculosis		Vision Difficulty	
Pneumonia		Speech Difficulty	
Poliomyelitis		Operations*	
Frequent Colds		Serious Injuries*	
Tonsilitis		Other*	
Other*:			

\* Additional comments to the above:

1. Is the student now under medical care or taking medication?

No                      Yes                      Which?

2. Is there any restriction on physical activity?

No                      Yes                      Which?

3. Does your child suffer from any allergies?

No                      Yes                      Which?

## PAYMENT INFORMATION

The Application Fee, as stated in the School Prospectus, must accompany the application form. **The application will not be processed if this fee is not included. This fee is non-refundable. Please note that the schools accepts bank transfers only.**

### Bank Details:

Bank Name: Getin Noble Bank S. A. Wroclaw (BIC/SWIFT CODE: GBGCPLPKXXX)

Bank Account Name: Fundacja Edukacji Międzynarodowej

Account No. (IBAN): PL 31 1560 0013 2957 0734 7000 0002

Please send the bill to      Parent or      Company)

Name

Address

## Do siblings of the student attend any other school of the Foundation of International Education (FIE)?

YES      If yes, please advice us of the student's name, school and grade

NO

Student's name

FIE school

Grade

## How did you hear about WIS?

Acquaintance

At work / from HR (name of the company)

Media (please indicate)

Internet (please indicate)

Other (please indicate)

## I do hereby state and declare:

1. I shall notify you – immediately but not later than within seven days – in writing about each change of the above data, in particular about the change of the above addresses, failing which any letters sent to the last indicated address will be deemed delivered effectively;
2. I know and fully understand the internal regulations of the School, including the *Statutes of the Wroclaw International School* and the *Admission Policy*, I acknowledge the same without reservations and I accept all ensuing obligations, in particular the obligation to pay the fees, including, but not limited to, the tuition fees;
3. I accept without reservations that any amendment to the internal regulations of the School shall enter into full force and effect 30 days after the publication of the same and, in case the Legal Guardians have submitted within that deadline a written statement in which they refuse to accept the amendment, the School's obligation to provide educational services shall expire 30 days after the date on which the School authority received the statement. No statement of the Legal Guardians within the above-mentioned deadline shall be considered as acceptance of the amendment.
4. I am aware that this application does not constitute a basis to raise any claims concerning the admittance of the proposed candidate to the School.

Date

Signature of Mother / Legal Guardian 1

Signature of Father / Legal Guardian 2

**N.B.!** The provision of untrue grades or results of tests undertaken with a view to support the teaching/learning process (e.g. special education, talented children programme, individual curriculum, child counselling, private classes, speech therapy, psychological consultation) as well as the provision of untrue information concerning the mental or physical health of the child may result in the reversal of the positive decision to admit the Child to the School and/or in the termination of the educational agreement with Fundacja Edukacji Międzynarodowej (the School authority).

I confirm acknowledgment of the following information clause:

### GDPR INFORMATION CLAUSE <sup>(1)</sup>

According to the ordinance of the European Parliament and Council (EU) 2016/679 regarding protection of personal data of 27<sup>th</sup> April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data as well as revocation of Directive 95/46/EC ("GDPR"), we hereby inform:

**Administrator of personal data** is Fundacja Edukacji Międzynarodowej (Foundation of International Education) with its registered office in Wrocław at the following address: Raclawicka 101, 53-149 Wrocław, KRS (National Court Registry No.): 0000041253 ("FEM", "administrator"), also as governing body of: Wrocław International School, non-public educational facility, International High School of Wrocław, ATUT Bilingual Primary School of the Foundation of International Education. In matters regarding protection of personal data, inclusive of cases of any doubts, remarks, reservations, objections, withdrawal of granted consent or the need to provide you with explanations or information, or the need to submit any changes related to protection of personal data, please **contact FEM** at the following address for correspondence: Fundacja Edukacji Międzynarodowej, ul. Raclawicka 101, 53-149 Wrocław or at the electronic address: [rodo@fem.org.pl](mailto:rodo@fem.org.pl)

Provided personal data (inclusive of personal data of your Children, you are a legal guardian of whom) **shall be processed by the administrator** in accordance with provisions of law, for purposes specified in the Privacy Policy, which is available at: [www.fem.org.pl](http://www.fem.org.pl) ("Privacy Policy"), among other for the purpose of performance of an agreement, part of which you will be or currently are, or to undertake actions at your request prior to conclusion of such agreement (art. 6 it. 1 let. b of GDPR); for the purpose of executing of the obligation to which the administrator is subject (art. 6 it. 1 let. c of GDPR); in order to protect the vital interests of the personal data subject (a.o. within the scope of preventive healthcare and nutrition care); for purposes resulting from legitimate interests of the administrator or a third party, described in the Privacy Policy (art. 6 it. 1 let. f of GDPR), particularly to secure or establish, investigate or defend claims, inclusive of those related to the agreement concluded, to archive documentation related to tender process, bargaining and negotiations and/or conclusion of the agreement; keeping of statistics, marketing activities of own products and services without the use means of electronic communication or with the use thereof (e-mail address and phone numbers) kept only under the consent, handling of submissions, directed with the use of contact form and applications in any form.

Provision of personal data included in the form / application is necessary for conclusion of the agreement, settlement of the activity performed as well as performance of administrator's statutory obligations. Within the remaining scope, provision of personal data is voluntary, however necessary for conclusion and execution of the agreement, inclusive of performance of services and obligations by the administrator, which result from the content of the form / application as well as consent granted. Failure to provide personal data results in the inability to execute statutory obligations by the administrator related to the subject of personal data, among other within the scope of educational and tax law. However, within the scope in which your consent for processing of personal data has been expressed only for marketing purposes, provision of personal data is voluntary, however refusal to grant or withdrawal of the consent shall prevent the administrator from informing you about new offers and promotions. All your consents granted under art. 6 it. 1 let. a) or art. 9 it. 2 let. a) may be revoked at any time without affecting the compliance with the right of processing, which has been performed in line with the consent prior to revocation thereof. Personal data **shall not be processed in an automated way** (inclusive of profiling) in such way that as a result of such automated processing there would be taken any decisions, there could be caused other legal effects or in any other way it would affect counterparties (also prospects) of the administrator.

Within the scope of performed activities, the administrator makes uses of cookies in a way described in detail in the Privacy Policy, among others the administrator observes and analyzes traffic on their websites, as well as undertakes marketing activities, however within the scope of those activities, the administrator does not process personal data within the meaning of GDPR.

Subject to restrictions resulting from the GDPR and other legal provisions, **you have the right to access** your personal data as well as to receive a copy thereof; the right to rectify (correct) the data; the right to remove the data, in situation, when data processing does not take place in order to perform the obligation resulting from legal provisions or within the framework of exercising public authority; the right to limit processing of the data; the right to transfer the data; the right to object to processing of the data; the right to withdraw your consent at any time, if processing is performed under your consent; the right to lodge a complaint with the President of UODO (at the following address: Urząd Ochrony Danych Osobowych (Personal Data Protection Office), Ul. Stawki 2, 00-193 Warszawa), if in your opinion processing of personal data violate provisions of the European GDPR.

**Recipients** of personal data shall be entities described in the Privacy Policy, particularly: entities performing postal or courier activities, accounting and financial activities, banks, professional advisors, state bodies and other entities authorized under applicable regulations to receive personal data, entities cooperating with the administrator within the activity performed by the administrator, inclusive of performance of administrator's obligations resulting from agreements concluded with you. Your personal data, in principle, shall not be transferred outside the European Economic Area ("EEA"), however they may be provided outside the EEA territory, when it shall be required to execute administrator's obligations towards entities cooperating with the administrator within the activity performed by the administrator, inclusive of performance of administrator's obligations resulting from agreements concluded with you, among other in situation, when provision of a service requires participation of entities with their official seats outside the EEA territory.

Should there be no specified legal or contractual requirements, the primary data **retention period**, in case of records and other evidence documentation prepared before conclusion of the agreement or throughout the agreement period, shall last up to the lapse of the period resulting from applicable provisions of law or the period necessary to secure information in case of a legal need to present facts, or to either secure or establish, investigate or defend claims or limitation of civil-law claims, or to effectively raise the statute of limitations.

**Administrator indicates necessity to familiarize with detailed information within the scope of processing of personal data, inclusive of the terms and conditions of the use of cookies and categories of personal data recipients, included in the Privacy Policy, which should take place before signing (sending) the form / application as well granting any consent. Signing (sending) the form / application constitutes confirmation that you are aware of rights resulting from the GDPR as well as familiarized with the information included in the Privacy Policy.**

**VOLUNTARY CONSENT CLAUSES <sup>(2)</sup>**

YES I agree to the processing by the Fundacja Edukacji Międzynarodowej (Foundation of International Education) with its registered office in Wrocław at: ul. Raławicka 101, 53-149 Wrocław, KRS (National Court Registry No.): 0000041253 (administrator of personal data), of personal data provided in the application, inclusive of health-related data, for the purpose of executing the agreement, to which I will be or am a Party or of undertaking actions, upon my request, before conclusion of the agreement, to execute the legal obligation to which the administrator is subject, to protect the vital interests of the personal data subject, for purposes resulting from legitimate interests of the administrator or a third party, described in the Privacy Policy. I agree to have been informed about the voluntary nature of provision of data covered by the application and effects of failure to provide such data as well as that I have the right to access my data, rectify thereof, withdraw the consent granted at any time, as well as about other issues resulting from the GDPR, included in the Privacy Policy (available at: [www.fem.org.pl](http://www.fem.org.pl))

YES I agree to the processing by the Fundacja Edukacji Międzynarodowej with its registered office in Wrocław ("FEM") at: ul. Raławicka 101, 53-149 Wrocław, KRS (National Court Registry No.): 0000041253 (personal data administrator), of my image as well as image and full name of the Child that I am a legal guardian of ("Child"), in order to execute teaching, nurture and care aims of Wrocław International School ("School") as well as promote credit-worthy conduct of a student, inclusive of achievements in school and out-of-school competitions, distinguishable social attitude, as well as to promote administrator's activities and prepare school documents, inclusive of student cards and badges. The consent covers name, surname and image recorded during school celebrations, sporting and tourist events, competitions as well as other forms of administrator's activities to be published, among others, by including them in the content of administrator's website as well as in social media (inclusive of Facebook fanpage) as well as image gallery in administrator's facilities. I agree to have been informed about the voluntary nature of provision of data covered by the application and effects of failure to provide such data as well as that I have the right to access my data, rectify thereof, withdraw the consent granted at any time, as well as about other issues resulting from the GDPR, included in the Privacy Policy (available at: [www.fem.org.pl](http://www.fem.org.pl))

**DATE AND LEGIBLE SIGNATURE OF APPLICANTS:**

.....  
**AD. 1. GUARDIAN**

.....  
**AD. 2. GUARDIAN**

- 1) As person aged over 16 and remaining in the custody of persons indicated above, I accept the above information clause.
- 2) As person aged over 16 and remaining in the custody of persons indicated above, I voluntarily grant my consent within scope below:

**DATE AND LEGIBLE SIGNATURE OF PERSON OVER 16 YEARS OLD**

.....

*Completed and signed Application should be:  
delivered directly at the School Office at ul. Raławicka 101, 53-149 Wrocław  
or sent by mail to Foundation of International Education, ul. Raławicka 101, 53-149 Wrocław  
or sent by e-mail to the Admission Officer on **enrollment@fem.org.pl***