



13 January 2020

Terms of contract termination

Dear parents,

Should you wish to have your child attend LIS during the 2020-21 school year, no further actions are needed. The contract will automatically be extended for one school year and the administrative fee will be due on 15 April 2020. Students who transfer from EY3 to Grade 1 will receive a schooling agreement in summer 2020.

Should your child not continue his/her education at LIS, please take notice of our contract termination deadlines:

31 March 2020 (first deadline)

Please terminate the current contract in writing by 31 March 2020 to avoid being charged the non-refundable administrative fee for the 2020-21 school year.

31 May 2020 (final deadline)

To prevent automatic renewal of the schooling contract for the 2020-21 school year, terminations must be received by 31 May 2020 at the latest. Please be aware that the administrative fee, which is due on 15 April 2020, is non-refundable. Thank you for your understanding.

General termination information:

Should your family be moving to an area outside the school catchment area during the school year 2020-21, the contract may be terminated to the end of any month by giving two full months' notice.

We do **not** require a contract termination for **Grade 12** students.

Kind regards
Steffi Hölzel

Director of Admissions
Phone: +49 / 341 / 393 77 634
Steffi.Hoelzel@lis.school