



# REGISTRATION FORM

*Mayflower Christian Academy*

## FATHER

Last name, first name ↑↑		
Zip code, city, street (home address) ↑↑		
Date of birth ↑↑	Home phone number ↑↑	
Work number ↑↑	Mobile ↑↑	
Married Y / N ↑↑	Custodial parent Y / N ↑↑	Nationality ↑↑
Occupation ↑↑	Christian/Muslim/other religion	E – Mail address ↑↑

## MOTHER

Last name, first name ↑↑		
Zip code, city, street (home address) ↑↑		
Date of birth ↑↑	Home phone number ↑↑	
Work number ↑↑	Mobile ↑↑	
Married Y / N ↑↑	Custodial parent Y / N ↑↑	Nationality ↑↑
Occupation ↑↑	Christian/Muslim/other religion	E – Mail address ↑↑

**Our Website**  
**[www.teknon.at](http://www.teknon.at)**

**Availability:**

+43 (676) 475 74 74 Sylvia Assmann  
+43 (676) 49 12 778 Marcus A. Assmann, MBA  
+43 (1) 641 94 95 (Fax: 23)  
Rev: April 2009

Mayflower Christian Academy

Bank: RLB NÖ Wien 32 000  
Accountnumber : 7.480.098  
[www.teknon.at](http://www.teknon.at)  
Page 1 of 6



**I hereby register my child**

Name ↑↑	Child's date of birth ↑↑	Date of entry	Withdrawal date
Health insurance ↑↑	Insurance number ↑↑		
	Siblings' date(s) of birth ↑↑	Nationality ↑↑	

*Through this binding contract, I register my child for the school year ...../..... at **Mayflower Christian Academy**.*

*I want to make use of the following services offered by **NOAH'S ARK Kindergarten**.*

Please tick:

- Bilingual after school care (from 3.00 P.M. to 5.00 P.M.)
- Friday lunch & afternoon snack
- Early Morning Birds** childcare (in the kindergarten rooms) from 7.15 A.M. until the beginning of school at 7.45 A.M.)

These special services will be charged separately by **NOAH'S ARK Kindergarten** on the basis of a contract with **NOAH'S ARK**.

### Child's health records

**General health of child:**

**My child is:**       Please check box:                       healthy                       not healthy

Any known sickness or disease (including allergies):

---

My child has to take the following medication:

Time of intake? Dosage? \_\_\_\_\_

*Please specify ANY medication (including ointments, homeopathic medicine etc.). If any medication needs to be administered to your child during the school day, it is to be given only to the teacher!!!*

Special dietary requirements: \_\_\_\_\_

At the beginning of the school year, you will be given a questionnaire about your child's health by our medical officer. Please return the completed form to the school a.s.a.p.

Any particulars in respect to the child's health that the school has to be aware of:

---



---



## REGISTRATION FORM

### Mayflower Christian Academy

Registration fee	€ 490,-	_____
Security deposit	€ 310,-	_____
<b>Monthly school tuition</b> (Mo – Thu 8:00 A.M. to 3:00 P.M. incl. lunch) Friday 8:00 to 12:20 without lunch	Primary School Grades	0-4 <input type="checkbox"/>
	Middle School Grades	5-8 <input type="checkbox"/>
	Payment by instalments 12 x p.a.	<input type="checkbox"/> _____
	One time payment of annual fee	<input type="checkbox"/> _____
Early Birds childcare from 7.15 - 7.45 A.M.	<input type="checkbox"/>	€ 15,- / p.m.
Special agreements:	_____	
Description:	_____	

All tuitions and fees specified in Appendix 1 will, in accordance with the school contract, be adjusted according to the collective agreement as of September 1<sup>st</sup> of each year.

I undertake to pay the registration fee and the security deposit into **MCA's** account (see footnote) without delay.

I hereby declare that I have filled out the registration form completely and accurately to the best of my knowledge and that I will inform the school authorities of any changes without delay.

**I have read the terms of the school contract, which have been explained to me in detail by the school authorities. I confirm with my signature that I fully agree with their content.**

_____ Signatures of (both) custodial parent(s) or guardian  _____ (also in capital letters)	_____ (Date of admission)  _____ Signature of Director <b>Mayflower Christian Academy</b>
---	--

**Availability:**

+43 (676) 475 74 74 Sylvia Assmann  
+43 (676) 49 12 778 Marcus A. Assmann, MBA  
+43 (1) 641 94 95 (Fax: 23)  
Rev: April 2009

Mayflower Christian Academy

Bank: RLB NÖ Wien 32 000  
Accountnumber : 7.480.098  
[www.teknon.at](http://www.teknon.at)  
Page 3 of 6



## **Information for registration -** **Terms of the school contract**

**Mayflower Christian Academy (MCA)** is a private, non-profit, non-political association.

It is authorized to operate schools and child-care institutions in accordance with Viennese educational laws and regulations.

MCA was created on the initiative of members of the "Christian International Fellowship e.V.", a non-denominational evangelical church. Our staff come from various Christian denominations in Vienna and the surrounding areas. A detailed description of our motives and objectives is contained in our information leaflet.

The prerequisites for a binding contract are: an interview of the child's custodial parent(s) or guardian with the director of the school in the presence of the child, the child's passing an aptitude test, the submission of the registration form, the payment of the security deposit and the registration fee as well as the written confirmation of the binding registration from MCA.

### **Closing of the contract:**

1. The submission of the completed registration form represents a binding offer by the custodial parent(s) or guardian to conclude a school contract.
2. The custodial parent(s) confirm(s) through his/her signature of this contract that he/she has received detailed information by the **MCA** director about the teaching methods, subjects, curriculum as well as the Christian principles and values that are taught and implemented at **MCA**.
3. The submission of the registration form, the admission interview and the making of any payments (see Point 10) do not grant the right to admission into the school or to the binding conclusion of a school contract.  
The binding contract for the admission of the child with (both) his/her custodial parent(s) or guardian does not become valid until the acceptance in writing by **MCA**.  
The parties to the contract are the custodial parents, who are jointly and severally liable, and **MCA**.
4. Notwithstanding the acceptance of the binding registration by **MCA**, the school has the right to withdraw from the contract at any time as long as the registration fee and the reservation fee have not been paid.
5. If there are doubts about the completeness or correctness of the information given in the registration form, particularly in respect to the child's health, **MCA** has the right to demand further evidence, especially medical reports, even after the closing of the contract. Inaccurate information, particularly about the child's health, releases **MCA** from any liability. All information is treated confidentially by **MCA**.
6. Upon the agreement of the school contract there is a place reserved as from the day of entry stipulated on the registration form; any fees (in compliance with point 8) are due from this time onwards.

### **Health:**

7. The information about any medical treatment of the child is only intended to enable better assistance in the case of an emergency; however, **MCA** is not obligated to contact the doctor in such an event. The medical care of the child is solely the parents' responsibility. This also applies when a child is taken ill during the school hours.

### **Fees / School tuition:**

8. The annual tuition (see **MCA** registration form) can be settled in full as a one-time payment or through 12 equal monthly installments (point 15). Payment starts depending on the student's entry. Payments must in any case be made in advance.

### **Additional costs:**

9. Additional fees will be charged for (see Appendix 1):
  - a. registration fee (one-time payment)
  - b. reservation fee (security deposit)
  - c. advances (e.g. for field trips, excursions), fees for handicraft materials
10. The **registration fee** covers the administrative costs and is not refunded.
11. After entry, the **deposit for the reservation** of a place serves as a **security deposit** and guarantees any claims of **MCA** on the other parties to the contract. When it is consumed, it must be replaced on demand and will be credited within the three weeks following the termination of the contract.
12. Advances (point 9c) are flat payments for minor expenses outside of fixed costs. Their amount is determined by the class teacher; and they must be paid in cash according to necessity.
13. Payments agreed upon for additional services must be made even if the child did not benefit from the additional service (e.g. if he/she did not take part in a field trip) for whatever reason.

### **Adjustment of fees:**

14. **MCA** reserves the right to adjust fees for limited as well as unlimited contracts, particularly in the event of rising costs. Increases in fees will be announced at least two months before they are enforced. This gives **MCA's** party to the contract the extraordinary right to terminate the contract at the day of the increase with 1 month's notice.

### **Due date / Terms of payment/ Arrears:**

15. Unless **MCA** has agreed with parents that payments be made in cash in order to facilitate administration, all current fees or other regular payments will be settled in advance within the first week of the month by direct debit towards the **MCA** account. Any other fees that are calculated individually must be received within 14 days after they have been charged.  
If a student's tuition is not paid even after a reminder has been sent, he/she will be denied admission to class.  
Written documents, papers, confidential reports, assessments and term papers in particular will only be handed over after payment of the amount that is owed.

### **Payment plans/ Discounts:**

A 2% discount is given if the annual tuition is paid in full within 4 weeks after the student's entry.

**MCA** gives a 10% discount on the child's first sibling's tuition; and a 20% discount on a child's second sibling's tuition.

---

### **Availability:**

+43 (676) 475 74 74 Sylvia Assmann  
+43 (676) 49 12 778 Marcus A. Assmann, MBA  
+43 (1) 641 94 95 (Fax: 23)  
Rev: April 2009

**Mayflower Christian Academy**

Bank: RLB NÖ Wien 32 000  
Accountnumber : 7.480.098  
[www.teknon.at](http://www.teknon.at)  
Page 4 of 6



16. Foreign currencies, cheques and credit cards or other means of payment will not be accepted in any case.

17. If payments are in arrears, the rate of interest charged for the delay will be 7 % over the minimum lending rate of the European Central Bank (at least 10 % per annum), irrespective of any further damages. In the case of arrears or when the withdrawal from the bank is rejected, MCA will charge € 12.- per reminder of payment.

**School days / Interruptions:**

18. MCA reserves the right to close the school temporarily (e.g. for renovations). In this case, MCA guarantees the care of your child in another school. In the event of the school's relocation within Vienna the contract is still valid to the full extent. However, a relocation gives the other party to the contract the extraordinary right to terminate the contract at the day of relocation with 3 months' notice.

19. MCA is not liable for unforeseeable, short-term interruptions of class, e.g. in the event of contagious or infectious diseases; and school tuition fees will not be refunded proportionally.

**Liability:**

20. MCA's liability for any loss or damage caused to the child or his/her custodial parent(s) is restricted to the limits of the insurance coverage. Further liability for acts by MCA and its staff is excluded if these acts were due to minor negligence.

**Termination of contract:**

21. As in drawing up the school's annual budget MCA has to take into account salaries, rent, teaching materials etc. for the whole school year, the tuition has been calculated on the basis of the whole school year. Therefore, school tuition fees must be paid for the whole year, i.e. until August, even if the student leaves MCA before the end of the school year.

Any departing date stated on the day-care contract is only by way of information. It does not terminate the contract unless the parents have given notice of the child's withdrawal in writing.

22. Either party has the right to terminate the contract in writing. In addition, MCA also has the right to terminate any other contracts concerning any of the child's siblings without delay **for important reasons**. For MCA, **such important reasons include:**

- a. the bringing of an insolvency suit against any of the parties to the contract or the refusal of a petition in bankruptcy for lack of assets or when more than one monthly fee is in arrears
- b. when the obligation to replace the security deposit has not been fulfilled for more than 2 months
- c. when incorrect information has been given on the registration form, particularly with respect to the child's state of health
- d. when, in MCA's evaluation, the child is unable to integrate himself or herself in the school
- e. in case of severe and repeated violations of the school rules (as signed by parents and students)
- f. when the child or his/her custodial parent(s) or guardian commits a criminal act against MCA, other children or other parents

In any case must the school tuition be paid until August of the current school year.

23. Should parents cancel the registration or the contract by three months prior to the day of entry, the school will refund in full any payments made (except for the registration fee). Afterwards, the reservation fee will be forfeited.

**Miscellaneous:**

24. This contract is subject to Austrian law. Any disputes arising hereunder will be settled before a competent court in the first district of Vienna.

25. There are no written or oral additional agreements to the contract. Any later supplementary agreements or alterations of the contract and special declarations must be evidenced in writing. Faxes, text messages, e-mails etc. are not considered to be evidenced in writing.

26. E-mails and text messages to MCA will not be considered as legally binding declarations, since their reception or at least the time of their reception is uncertain.

27. The school must be notified of any changes, particularly in personal data, without delay. Irrespective of the current domicile of the parties to the contract, any mail will be sent to the most recent address given by the party to the contract, and will be considered as delivered and legally binding.

\_\_\_\_\_  
Signatures of (both) custodial parent(s) or guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
(also in capital letters)

**Availability:**

+43 (676) 475 74 74 Sylvia Assmann  
+43 (676) 49 12 778 Marcus A. Assmann, MBA  
+43 (1) 641 94 95 (Fax: 23)  
Rev: April 2009



**Appendix 1** Overview of tuitions, fees and additional services

**One time payments**

Security deposit	€ 310,-	This amount will be credited after the child leaves the school (see contract)
Registration fee	€ 490,-	It will not be refunded

Tuition

Grades \_\_\_\_\_ annual fee p.a. \_\_\_\_\_ monthly installments \_\_\_\_\_

*PRIMARY SCHOOL*

Preschool	Grade 0	€ 5.040,-	€ 420,-
	Grade 1 <sup>st</sup> – 4 <sup>th</sup>	€ 5.040,-	€ 420,-
	“Early Birds” child care from 7.15 to 7.45 A.M.		€ 15,- / p.m

*MIDDLE SCHOOL*

Grade 5 <sup>th</sup> – 7 <sup>th</sup>	€ 5.520,-	€ 460,-
Grade 8 <sup>th</sup>	€ 5.880,-	€ 490,-

Excerpt from the school contract:

**Payment Plans / Discounts:**

A 2% discount is given if the annual tuition is paid in full within 4 weeks after the student’s entry.

MCA gives a 10% discount on the child’s first sibling’s tuition, and a 20% discount on a child’s second sibling’s tuition.

**Additional services:** After school care at **NOAH’S ARK**

**NOAH’S ARK** offers after school care until 5 P.M. to MCA students at a reduced rate.



Extended care until 5 P.M.:

1 – 10	days per month agreed upon in advance	€ 6,- / per day
11 – 20	days per month agreed upon in advance	€ 100,- / per month

A separate contract with **NOAH’S ARK** has to be signed.

Charges for exceeding days or short-notice after-school care € 10,-/per day

**Availability:**