



AMADEUS
International School
VIENNA

Admissions Handbook 2021-2022

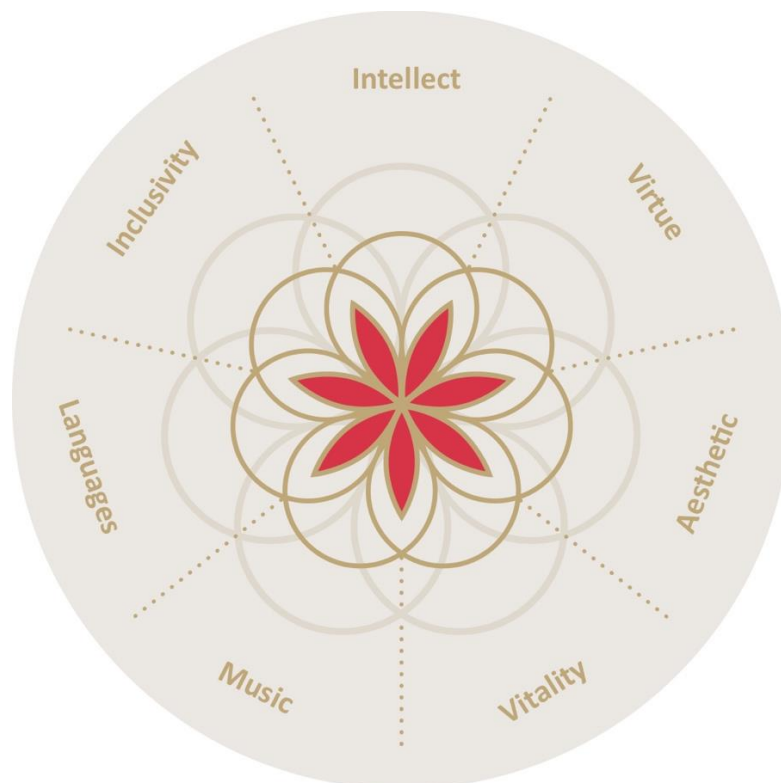




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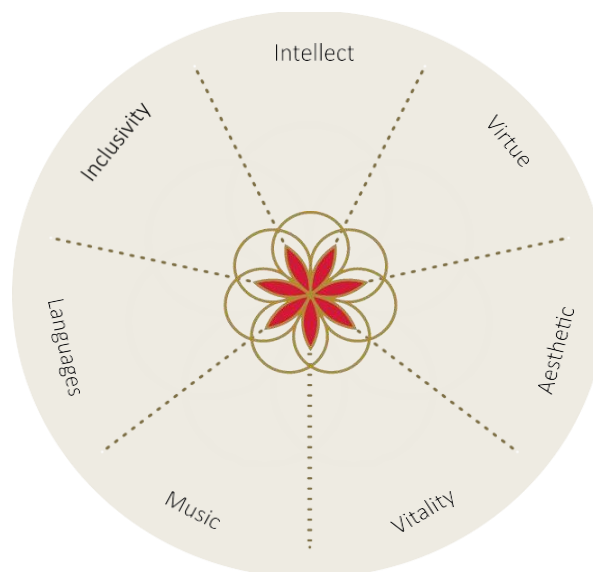
Introduction

Our Mission and Vision

Mission: Accompanying young people as they fulfil their highest potential.

Vision: Educational Distinction.

Distinction can be defined as the excellence which separates one thing, person, or organization, among others. Distinction denotes quality and uniqueness; something different, special, and excellent; the top of its class. Educational distinction at AMADEUS is represented in our logo (our lotus) by the interconnecting concentric circles each expressing an important pillar and educational focus for development in our students. We see it as a moral obligation to reach the level of distinction in our practice and ensure each of our students may fulfil his/her highest potential.



AMADEUS International School Vienna (AMADEUS Vienna) offers both primary and secondary education in an English-speaking environment in the beautiful city of Vienna, Austria. We are an International Baccalaureate (IB) World School that offers students a chance to come and study from all over the world and graduate with an International Baccalaureate (IB) Diploma Certificate or an International Baccalaureate Career-related Level 3 BTECH Music Diploma (IBCP). Applications for admission to AMADEUS Vienna will be considered for all children regardless of race, national or ethnic origin, religion, gender or socio-economic background.



The Admissions team at AMADEUS Vienna operates on full alignment with the School Vision and Mission.

Purpose

- To ensure a clear and comprehensive system of admission for families and staff from initial contact through enrolment and into the classroom.
- To recruit prospective students based on the mission and vision of the school by promoting the unique AV Student Experience.
- To provide regular reporting of relevant data to the Board and School Leadership to support data driven decision making with regard to student recruitment strategies

Objectives

- To recruit a diverse student population regionally, nationally, and internationally who are motivated and talented and are able to succeed in the IB Programme and flourish at AV
- To recruit talented students who are interested in studying Music and the arts alongside their academic studies who are able to succeed in the IB Career-related Programme
- To provide individualized guidance and support throughout the admission process to families
- To identify all support needs and placement information in the process of admission so that the school start is seamless and successful

Admissions Criteria

AMADEUS Vienna welcomes applications from students aged 3 to 19 regardless of gender, ethnicity, race, religion, physical abilities or socio-economic backgrounds. Applications are accepted throughout the school year; however, an early application will increase the chances of being able to accommodate your needs.

We consider each application carefully, and admissions decisions are based on a composite of information including **age of the applicant, his/her prior academic performance, comments from references, and the interview with our school leadership team.**

Applicant Profile

AMADEUS Vienna serves the educational needs of the internationally-mobile community worldwide. Admissions are open to all students who, in the school's opinion, will benefit from a challenging international English-language education with a focus on the Arts which prepares them for higher education



and a life of challenge, change and purpose.

AMADEUS Vienna admits students whose academic, personal, social and emotional needs can be met by the school's programme and services, and who can be fully integrated into a mainstream classroom subject to availability at the time of admission.

The type of student we search for is the best articulated by the students themselves. They say: 'if AMADEUS Vienna, was a person, they would be:

- Open-minded, diverse, international. S/he is someone who saw the world, a traveler, who saw good and bad.
- Passionate, creative, imaginative, reflective. S/he is connected to both arts and music and keen to learn.
- Fun, Inspirational, risk taker. S/he is not afraid of challenges, but he could also be boring. We are not perfect.
- Likes to communicate, is a good communicator. S/he speaks two or more languages.
- Smart, critical thinker, curious. S/he has his own opinions.
- Friendly, non-judgmental, caring. S/he welcomes new people into his life.
- Unique, balanced, colorful. S/he brings something special to the community.'

(AV Student leadership Team, 2019)

Placement Policy

Decisions with respect to initial grade placement, promotion, retention, and continued attendance at AMADEUS Vienna are determined by criteria specific to the age and development of the student.

Annual re- enrolment is contingent upon successful school performance.

Students who are receiving additional support will be reviewed at specific intervals to determine if AMADEUS Vienna can continue to provide for their needs. All students receiving Learning Support will have an annually reviewed Individual Education Plan (IEP).

AMADEUS reserves the right to place students in a grade which is developmentally appropriate and aligned with the physical, social, and emotional maturity of the child. Placement is based by the Date of Birth. See table on the following page.



DATE OF BIRTH	AGE	GRADE
EARLY YEARS CENTRE (KINDERGARTEN)		
01.09.2017 – 31.08.2018	3 - 4	EARLY YEARS 1*
01.09.2016 – 31.08.2017	4 - 5	EARLY YEARS 2
01.09.2015 – 01.08.2016	5 - 6	EARLY YEARS 3 FOUNDATION
PRIMARY YEARS PROGRAMME (PYP)		
01.09.2014 – 31.08.2015	6 - 7	GRADE 1
01.09.2013 – 31.08.2014	7 - 8	GRADE 2
01.09.2012 – 31.08.2013	8 - 9	GRADE 3
01.09.2011 – 31.08.2012	9 - 10	GRADE 4
01.09.2010 – 31.08.2011	10 - 11	GRADE 5
MIDDLE YEARS PROGRAMME (MYP)		
01.09.2009 – 31.08.2010	11 - 12	GRADE 6
01.09.2008 – 31.08.2009	12 - 13	GRADE 7
01.09.2007 – 31.08.2008	13 - 14	GRADE 8
01.09.2006 – 31.08.2007	14 - 15	GRADE 9
01.09.2005 – 31.08.2006	15 - 16	GRADE 10
IB DIPLOMA PROGRAMME (DP) / CAREER RELATED PROGRAMME (CP)		
01.09.2004 – 31.08.2005	16 - 17	GRADE 11
01.09.2003 – 31.08.2004	17 - 18	GRADE 12



The Head of Primary and Head of Secondary will only approve applications for enrolment and grade placement when all requested documentation is complete. Students are placed at a grade compatible with their age, development, and previous school performance. The first priority is to place a student with the age peer group. Occasionally the School may decide that a student's best interests will be served by a placement a Grade Level above or below that of their age peers. The School's decision on Grade Level placements is final.

**Students turning 3 years of age outside the timeframe specified for Early Years 1 may join Early Years 0, and upon turning 3, join Early Years 1 immediately.*

Students with Special or Specific Needs

The AMADEUS Vienna Learning Support Department has a finite capacity. One class can fit in maximum one full time 1:1 SEN specialist. We can assist and provide for students with mild learning differences. If a student requires additional support (including but not limited to: external assessments, occupational therapy, speech and language therapy, a personal assistant or tutors) services are at the parents' expense. In order to understand if a child needs learning support, all previous and existing documents and evaluations of the student's special needs must be submitted with the application.

Language requirements and English as an Additional Language (EAL) Programme

We align our decision making with the Common European Framework of Reference for Languages (CEFR). Each student takes an online English assessment test through which we identify at what level he/she is at. Accordingly, we place the student in the respective English level classes.

GRADE	INTENSIVE	C	B	A
6	A1	A2	B1	MOTHER TONGUE
7	A1	A2	B1	
8	A2	B1	B2	
9	A2	B1	B2	
10	-	B2	C1	
IB Diploma Programme/Career Related Program				



Language A Options English		
11		German
		Mandarin
		Russian
12		Other - Self Taught (must be C1/C2)

A = Basic User/A1 = Beginner/A2 = Elementary/B= Independent User/B1 = Intermediate/
B2 = Upper intermediate/C= Proficient User/C1 = Advanced User/C2 = Mastery or proficiency

For students who have been assessed as requiring support during the admissions process AMADEUS Vienna provides additional English instruction. If necessary, students may be required to take an intensive EAL course for the first term of the school year. The decision is made by the Head of Section. Information is shared with the family at the time of application.

EAL programme placement is based on various components such as,

- admissions English tests (written and online assessments)
- and several other diagnostic tests that have been designed and tailored to AMADEUS Vienna students by our EAL Department, as needed.

International Baccalaureate Career-related Programme (IBCP)

The International Baccalaureate Career-related Programme provides the perfect pathway for students who wish to become professional musicians, or otherwise go on to study music at university level.

Entry Requirements

Student profile for entry into our IB Career – related Programme (Year 1)

- 15-17 years old
- Has successfully completed Grade 10 or equivalent (previous reports)
- Has a minimum of level B1 in English
- Has successfully completes a musical audition (online or in person)
- A minimum of 5 years of instrumental lessons and/or music theory
- Currently studying with a music teacher/professor



- A successful interview with the Head of Secondary
- Has a valid guardianship arrangement or enters our boarding programme

Student profile for entry into our Pre-IB Career-related Programme (Year 0)

- 14-16 years old
- Has successfully completed Grade 9 or equivalent (previous reports)
- Has a minimum of Level A2 in English
- Has successfully completed a musical audition (online or in person)
- A minimum of 3 years of instrumental lessons and/or music theory
- A successful interview with the Head of Secondary
- Has a valid guardianship arrangement or enters our boarding programme

Admissions Priority Categories

Diversity Quota

AMADEUS Vienna strives to provide a balanced, multi – cultural student body, by having students from more than 50 countries all across the world.

Siblings

After having processed all applicants, siblings of AMADEUS Vienna students are given priority over other applicants.

	EY	PYP	MYP	IBDP	IBCP	BOARDING (added on)	AMAA (added on)
Application (Open Apply)	✓	✓	✓	✓	✓	✓	✓
Submit School Reports	Optional	✓	✓	✓	✓	-	-
Interview	Head of Primary	Head of Primary	Head of Secondary	Head of Secondary	Head of Secondary	Head of Boarding	-
English test	-	A1	Tracktest A2	Tracktest B1	Tracktest B1	-	-
Trial Day	Recommend	Recommend	Optional	Optional	Optional	Recommend	-



Audition (Music)	-	-	-	-	✓	-	✓
Recommendations	Optional	✓	✓	✓	✓	-	✓

Visa Requirements

AMADEUS Vienna requires all BOARDING students to have legal permission to live in Austria. The school provides all VISA services (see fee policy) which requires a minimum of 4 months for processing. AMADEUS Vienna does not usually aid in visa application procedures of DAY students.

Scholarships

AMADEUS Vienna empowers individuals to discover and develop their talents so that they may make positive contributions to our world. Our Scholarships provide the opportunity for students to pursue an excellent academic and Arts education that leverages the school's unique international environment and host country opportunities. The programme is based on recognising all-around student excellence. Applicants are required to demonstrate achievement in academics and the arts, as well as to embody the values of AMADEUS Vienna at the highest level.

	DIVERSITY	ACADEMIC	AMAA
Audition	-	-	✓
Letter of Motivation	✓	✓	-
Copy of Passport	✓	-	-
Abstract Reasoning Test	✓	✓	-
Interview	Head of School	Head of School	AMAA

Admissions Process

- Complete application process on Open Apply, via 'Apply Now' on the Admissions page on our website
- Provide evidence of satisfying all entry requirements and complete all pre-enrolment tasks assigned by our admission liaison

Waiting Lists

If there is no space available in the appropriate class, families may submit their application and pay a non-



refundable Application Fee EUR 300 to hold a place on the waiting list.

Withdrawal

AMADEUS Vienna reserves the right to ask that a student be withdrawn if:

- The student's best interests cannot be met
- The student's behaviour is determined to jeopardise the welfare of the school community or opportunity for others to learn
- Educationally significant information is withheld from the School

The family may withdraw by

- Submitting the official AMADEUS withdrawal form
- Meeting the withdrawal deadline or giving valid reason of sudden withdrawal (see Terms and Conditions)

After receiving a withdrawal notification from the family, the family is required to meet with the Head of School for the exit interview.

Re-enrolment

- Parents/Guardians will receive re-enrolment notifications and reminders with steps as to how to re-enroll their children
- They will be provided with payment options and a specific timeline

New Entry Fees

Application and Enrolment Fee

To become an applicant, a non-refundable Application Fee is to be paid upon submission of the Application Form via 'Open Apply'. Applications can be processed only upon receipt of all documentation, and receipt of this fee. This fee is also payable by scholarship students.

If the applicant is deemed to have satisfied all requirements to be admitted as stipulated in the admissions policy), the family will receive a **formal offer letter**. To accept the offer and reserve the place, the enrolment fee, capital fee, and security deposit must be paid in full. This should be completed within 10 days unless special arrangements are made. Scholarship students must pay a prorated amount according to the



value of their scholarship.

The Enrolment Fee is due in the first year only. It is non-refundable and non-transferable. Students who leave the school and return within 24-months are not required to pay the Enrolment Fee again. New families are automatic members of the AMADEUS Vienna Community Association (AVCA). This association contributes to building a stronger collective identity for all members of the AMADEUS Community.

Application Fee	€ 300
Enrolment Fee, G1-G12	€ 3,040
Enrolment Fee, Early Years 0-3	€ 2,040

Capital Fee

The Capital Fee is an investment into future campus development and capital expenses. This Fee is due in the first year only and applies only to the first two siblings. It is non-refundable and non-transferable. Primary and Secondary students who leave the school and return within 24-months are not required to pay the Capital Fee again. The capital fee may be split over the first two years by special request.

Capital Fee: G1-G12 (Primary and Secondary)	€ 4,000
Capital Fee: Early Years 3	€ 3,000
Capital Fee: Early Years 0-2	€ 2,000

Security Deposit Fee

The Security Deposit is paid in the first year only upon entry into AMADEUS Vienna. It is held on the student's account and refunded (without interest) after the student has left school, less any outstanding fees or charges. The balance should be topped up annually.

Refundable Security Deposit Fee: EY-G10 Day Students	€ 1,500
Refundable Security Deposit Fee: Boarding & G11-G12 Students	€ 3,000

Resident Permit Fee (only for boarding students)

AMADEUS requires ALL BOARDING STUDENTS to have legal permission to live in Austria and to sign an authorization form for temporary appointment of guardianship. Boarding students may utilise our residence permit service, or opt to outsource this to our partner relocation service (this is advisable for more complex cases). This process usually requires a minimum of 4 months to complete. Please note that this fee is non-refundable.



Resident Permit Fee for EU Citizens	€ 400
Fee for non-EU Citizens	€ 1,880
Partner Services	Upon request

Medical Insurance Fee (only for boarding students)

Medical Insurance (for boarding students only) Medical health care coverage is mandatory in Austria. Boarding students are required to purchase medical insurance with AMADEUS. We have designed this package specially with our partner Allianz to cover all that may be feasibly required. The medical insurance fee is payable yearly for private health care coverage. The fee quoted below is for most students who do not have significant pre-existing medical conditions, in which case the fee may be higher. Please note that this fee is non-refundable.

Medical Insurance Fee	€ 1,600
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Additional Fees

Uniforms

The School's dress code requires our students to wear uniforms. The students have both a day uniform and a festive uniform. The guidelines for the required items are in the Parent Handbook. The uniform items are purchased from an external shop "DER WALTER". Further information is provided on our homepage.

Uniform Fee (approximate)	€ 500
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Shuttle Service (optional)

AMADEUS offers a transportation service provided for students to get to and from the school (round trip). It will operate on school days both in the morning and afternoon, with door-to-door service. For students under the age of 4, an accompanying adult will be travelling on the school bus with the child. The shuttle service is bookable on a yearly basis.

Shuttle Service Fee	Upon Request
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Mother Tongue Language Programme (optional)

AMADEUS students use many different languages at home. At school the language of instruction is English; it is nonetheless AMADEUS's mission to encourage and support students and their families to maintain and improve their native language(s). The programme is bookable on a termly basis and is generally paid directly to tutors by parents.

Mother Tongue Language Programme	Upon request
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Special English Programmes (EAL) (as indicated in the official offer letter):

AMADEUS Vienna provides additional English instruction for students who have been assessed as requiring support during the admissions process. This is based on the assessment of English and the grade requirements set out in the Admissions Policy and will be a condition of enrolment specified in the official offer letter.

COURSE	LESSONS	FEE
Intensive English	The Intensive English course consists of small group instruction with a specialist English teacher. Students attend Music, Art, PE, Math and Science in their normal classes and have intensive EAL instruction in place of English, Languages and Humanities classes. Students generally graduate from intensive English into the English C before they move into the main program.	€ 3,000 per term
English C	The English C course consists of a special English instruction in a small group designed to quickly bring students to the level of English that can operate in the main English Programme. This can take between one and three terms.	€ 500 per term

Special Education Needs (SEN) (as indicated in the official offer letter)

AMADEUS Vienna provides additional learning support for students with certain special educational needs. Each case is evaluated individually and decided as part of our application process and within the student's first term at AMADEUS Vienna.

Special Education Needs	Upon request
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Annual Fees

AGE	GRADE	DAY PROGRAMME ANNUAL TUITION	FULL BOARDING PROGRAMME ANNUAL TUITION
EARLY YEARS CENTRE			
3-4	EARLY YEARS 0-2	€ 13,235	-
5-6	EARLY YEARS 3 FOUNDATION	€ 15,135	-
PRIMARY YEARS PROGRAMME			
6	GRADE 1	€ 18,180	-
7-8	GRADE 2-3	€ 19,380	-
9	GRADE 4	€ 19,950	-
10	GRADE 5	€ 21,780	-
MIDDLE YEARS PROGRAMME			
11	GRADE 6	€ 25,030	€ 46,640
12-14	GRADE 7-9	€ 26,050	€ 47,660
15-17	GRADE 10	€ 27,070	€ 48,680
IB DIPLOMA PROGRAMME			
16-18	GRADE 11	€ 29,760	€ 52,050
17-19	GRADE 12	€ 29,820	€ 52,110

Sibling Discount

The sibling discount is 10% for the second child and 5% for any additional child enrolled simultaneously.

Diplomatic, Embassy, or Corporation Discount

For students from diplomatic and embassy families we offer a discount on the tuition fee, for the first year, of 10%. Companies and international organisations who send us three or more students per year are also eligible for this offer.



Re-enrolment Fees

Early Bird Discount

- Families that pay their tuition fees before 15 March of the following year for re-enrolment may receive a discount of 4%.
- Families that pay their tuition fees before 15 April of the following year for re-enrolment may receive a discount of 2%.
- Families that wish to pay two years fees in advance may take the opportunity of paying the previous year's fee without inflation.

Late Re-enrolment Fee

- Families re-enroll free of charge automatically in line with the stipulated time periods within the terms and conditions. The School contract is entered into until completion of the academic programme (i.e. graduation from the IBDP) or until termination of the contract for other important reasons. The term of the contract shall automatically continue for the following school year, if the contract is not terminated by either party or the respective school year constitutes the final school year for the Student. Either party may terminate the contract by giving notice to the respective other party. Families are automatically re-enrolled for the following year after the last day of Term 2 as per the published calendar; after which financial obligations apply.
- Families who require additional time to finalise their plans, and who expressly request this in advance, can be granted an extension for late re-enrolment for a non-refundable fee of **€ 500.00** per student.

Annual Medical Insurance (Boarding only)

Medical health care coverage is mandatory in Austria. Boarding students are required to purchase medical insurance with AMADEUS. We have designed this package specially with our partner Allianz to cover all that may be feasibly required. The medical insurance fee is payable yearly for private health care coverage. The fee quoted below is for most students who do not have significant pre-existing medical conditions, in which case the fee may be higher. Please note that this fee is non-refundable.

Medical Insurance Fee	€ 1,600
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Residence Permit Renewal (Boarding only)

Residence Permit Renewal	€ 1,000
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Payment Terms and Conditions

(See **General Terms and Conditions** for full details)

AMADEUS Vienna charges an Annual Fee for each student per academic year, payable in full or on a termly basis in advance upon receipt of enrolment confirmation by the school. Should you intend to enrol your child for only part of an academic year, it is possible to request an individual fee estimate.

AMADEUS determines the following fees (“School Fees”) payable for each Student attending AMADEUS for each school year. Fees may be increased before the start of a new school year, in particular with the increasing costs of personnel, facilities, programmes, and material for running the School.

Fee Summary

- Application Fees: Must be paid before the application is processed.
- Enrolment Fees: Must be paid for the offer to be accepted and the school place to be reserved.
 - Enrolment Fee: A one-time non-refundable Enrolment Fee is payable upon the Student’s first- time admittance to AMADEUS. Enrolment Fee may be waived for the Student who returns to AMADEUS within a 24-month period.
 - Capital Fee: A non-refundable Capital Fee is payable upon the Student’s first-time admittance to AMADEUS. If a Student leaves AMADEUS and is re-admitted within 24 months, no further Capital Fee will be applied.
 - Deposit: A one-time refundable deposit to cover the cost of any loss or damage incurred during the time the Student attends AMADEUS is payable in full upon the Student’s first-time admittance to AMADEUS. AMADEUS reserves the right to deduct the cost of any missing or damaged school property (in particular laptops) or any other costs incurred by the Student to AMADEUS from this Deposit.
- Annual Fee: Boarding (as applicable) and tuition fees must be paid in full in case of annual fees or completed first installment in case of termly fee options before the student begins classes. A two-



week grace period may be requested in the case of late enrolments.

- Additional Fees: Residence permit and medical insurance for boarders are to be paid annually in addition to the annual fee. Fees for additional services such as shuttle service, mother-tongue/language programme, additional English support, Special Educational Needs (SEN), travel insurance, external assessment costs (SAT, TOEFL, IELTS, etc.), or activities not included in the annual tuition fee, are payable for every school year and may be conditions of enrolment as indicated in the official enrolment letter. These services must be paid in full before the service is provided.

Payment Options

- Payments should generally be received in full, however, AMADEUS may accept payment in three (3) instalments subject to a financing charge (approximately 6%) according to the Annual Fee Instalment Scheme and only available upon request to Admissions Office. The desired payment method should be indicated at the time of enrolment. Changing between payment options carries a € 50.00 administrative fee.

Payment Conditions

- Payment of any and all School Fees is due within four (4) weeks from the date of invoice.
- Late fees will incur a 1 % surcharge per month. If a late payment continues for more than four (4) weeks, AMADEUS may in its own discretion terminate school contract and dis-enrol the Student by way of a notice in writing to the Parent(s)/Guardian(s). Any costs, including legal costs incurred by AMADEUS in the recovery of outstanding fees are to be borne by the Parent(s)/Guardian(s).
- Fee Reminder letters will carry an additional administration and processing fee of EUR 20.00.
- It is the responsibility of the parents/guardians to ensure that the third-party payments are made according to the school's payment terms. Parent/guardians are liable for any outstanding balances of school fees including charges for late payments
- Payment must be made in EURO only.
- Payment must be made according to AMADEUS's bank details as stated on the invoice. Bank handling charges are to be borne in full by remitter. Payment is complete once AMADEUS's accounting department has acknowledged receipt of payment.
- For mid-year enrolment, Annual Fee and Fees for Additional Services are calculated pro rata on the basis of full calendar months and are payable upon the Student's admittance to AMADEUS.



However, if the Student enters AMADEUS within four (4) weeks after the official commencing date according to school calendar, full amount of Annual Fee and, if applicable, Fees for Additional Services are payable.

- Fees are non-refundable in the event of serious misconduct leading to expulsion.
- Boarding fees are 'whole-programme fees' and non-refundable irrespective of consumption.
- Notice of withdrawal must be given with one term notice. In the event of late withdrawal all fees for the following term remain payable.

Special Considerations

- In times of financial hardship families must communicate in a timely manner with AMADEUS should they wish to receive special consideration or alternative payment conditions. We seek to support our families within reasonable parameters but will only do so upon receipt and consideration of a special consideration request. Families will be asked to provide financial details in such cases.
- Enrolment and tuition fees are non-refundable in cases where there are visa complications or delays. Online learning will be available until such time that the situation can be resolved.

