

**Administration**

Maslak Meydan Sokak  
Spring Giz Plaza  
No29 Kat 5  
Maslak 34398 Istanbul

Tel: + 90 (0)212 286 7375  
Fax: + 90 (0)212 286 6980  
Email: registrar@bis.k12.tr



Director of Admissions: Tuba Güven

Dear Parents,

1 December 2015

**Registrations 2016 –2017**

To assist us with planning the coming academic year, we ask you to complete the below form and return it along with the attached Financial Policy to the above address.

We are now well into the planning stages for next year. An early indication of your intention would be very much appreciated.

The Financial Policy document must:

1. Be completed each year.
2. Be completed in blue or black ink.
3. Be signed and counter-signed on both pages
4. Be either taken in person to our Maslak office or sent by registered post or courier to the above address.

We cannot accept photocopied or scanned emailed versions of the completed form. Please also note, in reference to point 4 above, that forms will not be accepted at school.

**No child will be registered legally and permitted to start school unless a Policy has been signed in FULL and returned to the Admissions Office, regardless of fees being paid.**

Yours sincerely,

Tuba Güven  
Director of Admissions

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**INITIAL INTENTION FOR ACADEMIC YEAR 2016 -2017**

- My child / children will be returning to BISI next year.
- My child / children will not be returning to BISI next year.  
If not, please indicate the reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Thank you
- We are still unsure at this stage, and hope to advise the school by \_\_\_\_\_ (date)

Child / children's name (s)

Current Class (2015-2016)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_