



ADMISSIONS
HANDBOOK
2025-26





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WELCOME

Dear Family,

We are delighted that you are considering joining the DISV community. Our school is proud to be home to students from over sixty nationalities, creating a vibrant, family-oriented environment where new members are warmly welcomed and supported.

To begin the admissions process, please complete the enclosed application forms and return them along with your child's previous school records and/or examination results, a copy of their birth certificate, and a recent photograph. This information pack provides details about both our admissions process and life at our school.

Whenever possible, I would be happy to personally give you a tour of our campus so you can see our learning environment in action. We will also arrange an assessment to ensure your child is placed in the class or programme best suited to their needs. If you are currently outside Austria and a visit isn't possible, we can often complete the application process by mail or email. Please note that all secondary applicants will need to take an entrance assessment before acceptance.

At DISV, we understand how important it is to make each family's transition into our school community a positive and memorable experience. I look forward to sharing with you what makes DISV such a special place for students to learn, grow, and thrive.

If you have any questions or need further assistance at any point, please don't hesitate to contact me.

Yvonne Ging-Wiedeschitz
Registrar

0043 1 720 3110 ext 22
registrar@danubeschool.com



ADMISSIONS POLICY

OVERVIEW:

The Danube International School Vienna (DISV) is an IB World School whose vision is to be a world leader in international education by *‘striving for excellence by engaging minds, exciting learners, acting ethically and showing empathy’*. In order to achieve our vision we offer the International Baccalaureate Organisation Primary Years, Middle Years and Diploma Programmes for students aged from 3 to 18.

We are a non-sectarian, non-denominational school that welcomes students of all nationalities. In our admissions policy, we strive to maintain the diversity of students and encourage the multicultural atmosphere within the school. We welcome potential students who are motivated, internationally minded and academically capable of benefitting from our educational programmes.

CONDITIONS:

We are delighted to welcome new families to our school community. When space is available, we are happy to consider new students for admission, provided that we can offer an environment in which they can thrive and learn.

Our language of instruction is English. For entry into Grades 11 and 12, where students follow the International Baccalaureate Diploma Programme, a certain level of English proficiency is required, as all courses at this level are taught in English. The English Language Development (ELD) Coordinator will assess applicants to ensure they are ready to succeed in these classes. This requirement does not apply to younger students.

If a student has a history of learning support—such as dyslexia, ADHD, or medication intervention they will have the opportunity to meet with a member of our Learning Support team. This helps us ensure that we can provide a strong, supportive programme tailored to their needs. Please note that, while we strive to be inclusive, our facilities are unfortunately not wheelchair accessible. Admission will be subject to an assessment of their needs and any related safety considerations.

Our goal is to work in partnership with families so every student who joins us can flourish academically, socially, and personally.

ADMISSIONS PRIORITIES:

The priorities for admission if a grade is oversubscribed are as follows.

1. Students with siblings in the school.
2. International students.
3. Students with a parent who is a DISV alumnus/alumna.
4. Students for whom the alternative of an Austrian school is unrealistic (for example, someone having already attended English speaking schools).
5. Students entering in August and committing to remain for at least one academic year.
6. Students with the earliest application date.
7. Students with parents who are members of DISV staff.

ENTRANCE AGE:

A child is eligible for admission to a grade if they reach the required age before the 1st September.

Placement in instructional groups is determined primarily by age, but additional factors such as academic records, assessed aptitude and achievement, physical and emotional development, and any other relevant considerations are also taken into account.

The Director's decision is final on grade placement.

APPLICATION FORMS:

We require parents to ensure that Application Form Part A (see Appendix I) is completed and that Application Form Part B (see Appendix II) has been given to the previous school (if relevant) for completion. The non-refundable application fee is payable at this time.

STUDENT RECORDS FROM OTHER SCHOOLS:

The school requires student records in English/German or translated into English/German from the applicant's previous school before any student is accepted to DISV. These records include reports, transcripts, results of standardised tests and any reports by a counselor or psychologist. The school reserves the right to contact the applicant's previous school prior to acceptance.

PHOTO IDs:

These are required for both the student and the parents.

INTERVIEWS:

Whenever possible, the applicant will be interviewed by the Director or a Principal, prior to acceptance.

ADMISSIONS TEST:

The school maintains an enrolment policy, whereby a standardised Cognitive Abilities Test is given to applicants for Secondary School before admittance. The test is for placement purposes.

PLACEMENT TESTS:

The Secondary School will utilise a Cognitive Abilities Test to help place students. In addition Secondary Students will also complete a writing sample in English, and if applicable additional languages.

DECISIONS ON ADMISSION:

Once the admissions procedure has been followed and the application fee payment has been paid, then the application will be considered. Decisions will be given in writing.

If, in the judgment of the school, an applicant meets all criteria and space is available, acceptance will be unconditional. However, under some circumstances, a conditional acceptance may be offered. The conditions of acceptance will be clearly stated.

An applicant is only guaranteed a place at the school once the enrolment fee payment has been made.

The School reserves the right to deny admission or re-enrolment to any applicant if, in its opinion, there were reasons to believe that admission or re-enrolment would not be in the best interest of the applicant or the school. Please note that a re-enrolment fee applies to students who had previously been in the school.

The school also reserves the right to postpone admission if a class is full or if the additional student will cause an imbalance in the class profile for reasons of gender, learning needs, nationality, language or culture. In these cases, the applicant is placed on a waiting list. The qualified applicants are then accepted subject to the above admission priorities.

ON-GOING ADMISSIONS:

As an international school student enrolment is on-going throughout the academic year. Students may be admitted at any time in the school year if places are available.

CANCELLED ENROLMENT AND WITHDRAWAL:

The parent and/or legal guardian must send notification by registered letter to the Admissions Office. Please note charges may still apply.

CLASS EQUIVALENTS BY AGE GROUP

It can often be confusing when moving from one educational system to another. One of the confusions can be over the name given to your child's class. The table below is intended to help you understand the system that we use at Danube International School Vienna and how this compares with some national systems around the world. The age refers to how old your child will be at the beginning of the academic year.

Age	DISV	Austria	USA	England	Germany	France
3-4	EYU 1	Kindergarten	Nursery	Preschool	Kindergarten	Petite Section
4-5	EYU 2		Pre-K	Reception		Moyenne Section
5-6	Foundation	Vorschule	K	Year 1	Vorschule	Grande Section
6-7	Grade 1		Grade 1	Year 2	Grundschule	CP
7-8	Grade 2		Grade 2	Year 3		CE1
8-9	Grade 3		Grade 3	Year 4		CE2
9-10	Grade 4	Volkschule	Grade 4	Year 5	Hauptschule /	CM1
10-11	Grade 5	Unterstufe Hauptschule / Realschule/ Gymnasium	Grade 5	Year 6	Realschule/	CM2
11-12	Grade 6		Grade 6	Year 7	Gymnasium	Sixième
12-13	Grade 7		Grade 7	Year 8		Cinquième
13-14	Grade 8	Oberstufe	Grade 8	Year 9		Quatrième
14-15	Grade 9		Grade 9	Year 10	Gymnasium	Troisième
15-16	Grade 10	AHS	Grade 10	Year 11	Abitur	Seconde
16-17	Grade 11	Gymnasium	Grade 11	Year 12		Première
17-18	Grade 12	leading to Matura	Grade 12	Year 13		Terminale
18-19						Bac

Admission age guideline for placement at DISV – School Year 2025-26					
Grade	Age	Born before	Grade	Age	Born before
EYU 1	3	1 Sept 2022	Grade 6	11	1 Sept 2014
EYU 2	4	1 Sept 2021	Grade 7	12	1 Sept 2013
Foundation	5	1 Sept 2020	Grade 8	13	1 Sept 2012
Grade 1	6	1 Sept 2019	Grade 9	14	1 Sept 2011
Grade 2	7	1 Sept 2018	Grade 10	15	1 Sept 2010
Grade 3	8	1 Sept 2017	Grade 11	16	1 Sept 2009
Grade 4	9	1 Sept 2016	Grade 12	17	1 Sept 2008
Grade 5	10	1 Sept 2015			

PAYMENT

METHOD OF PAYMENT

Fees must be paid in Euros. All payments should be made to Danube International School GmbH and should refer to the invoice number.

Please note that parents are responsible for any bank charges.

Cash payments can be made at the Finance Office, open Monday to Friday between 09.00 and 13.00. A cash handling fee of € 50 will be charged for tuition fee payments in cash. This fee will be donated to our projects at Waluka & Miwani Primary Schools in Kenya.

Credit card payments are possible in the Finance Office. A surcharge of 1.65% will be charged for credit card payments of tuition fees.

Bank transfers can be made to the following account:

Annual fees:

Vorarlberger Hypo Bank

Int. transfers:

IBAN AT 41 5800 0201 7319 3115

SWIFT HYPVAT2B

It is important that all payments are made by the due date.

RESPONSIBILITY OF PAYMENT

Parents whose children's fees are paid by agencies or companies are reminded that the contractual agreement regarding fees is with parents in the first instance and that parents are therefore responsible for

ensuring that fees are paid by the due dates.

NOTICE OF WITHDRAWAL

(refer to the contract for specific details)

The General Terms and Conditions of Danube International School, Vienna are laid down in the contract that each parent is required to sign.

Specific note should be made of Section 4: Payment Obligations in the event of Premature Termination of Contract and Section 2: Term of School Contract.

The school reserves the right to alter fees should there be a significant change in circumstances. Fees are not refundable in the event of temporary withdrawal by parents, or of suspension or expulsion of the student by the school.

The school understands that families occasionally have difficulties with fee payments and will try to assist in such circumstances.

If you anticipate any problems with payments of fees, please arrange to meet with the Director or Business Office as early as possible so that alternative payment plans could be discussed.

FEES SCHEDULE 2025-26

New Student Fees:

Application Fee - €300, Enrollment Fee - €4500, Capital Fee € 2800, Refundable Security Deposit - €365

School Fees:

DISV charges tuition fees annually which cover the direct educational costs of the following:

- ♦ classroom instruction, supervision, in-school workshops
- ♦ assessment costs (IB Diploma examinations, IB MYP moderation, CATs assessments and the ISA test)
- ♦ exercise books, the loan of textbooks, supplies, educational materials and documentation, subscriptions, educational memberships, the yearbook, school photos and one PE shirt for every new student.
- ♦ whole grade overnight field trips (grade 2 to 10), single event/day field trips, additional activities (i.e. swimming, ice-skating)
- ♦ after-school activities

DISV Tuition Fee Schedule

	1. Rate / 1 st instalment	2. Rate / 2 nd instalment	Total Fee / Jahresschulgebühr	Total Fee 2% deduction / Jahresschulgebühr 2 % Skonto
Due dates/Fälligkeit	15/07/2025	01/12/2025	15/07/2025	15/05/2025
EYU 1	9113	9113	18226	17861
EYU 2	9113	9113	18226	17861
Foundation	13128	13128	26256	25732
Grade 1	13128	13128	26256	25732
Grade 2	13330	13330	26660	26128
Grade 3	13330	13330	26660	26128
Grade 4	13347	13347	26694	26160
Grade 5	13403	13403	26806	26270
Grade 6	15609	15609	31218	30594
Grade 7	15609	15609	31218	30594
Grade 8	15609	15609	31218	30594
Grade 9	15609	15609	31218	30594
Grade 10	15609	15609	31218	30594
Grade 11	16662	16662	33324	32658
Grade 12	16781	16781	33562	32891

Fees Payment:

You may pay tuition fees either in one complete payment for the whole school year, or in two separate instalments by the dates specified above. Full payment of the Annual Fee before the 30th of April 2025 will be eligible for a 2% discount.

Late payment will incur a 1% monthly charge. All fees are quoted in Euros.

Capital Fee:

The fee is assigned to a fund specifically created to finance capital investments. The Capital Fee is non-refundable and will be charged in full regardless of the date of entry or withdrawal.

Supplementary Fees:

DISV only charges supplementary fees for the following items: English Language Development (ELD) Lessons (per semester) - € 1605, Learning Support Lessons per semester (A level: € 1605, B level: € 3210, Extended Learning Support: € 8032, Comprehensive Learning Support: € 22498

Additional overnight/multi-day field trips (e.g. Model United Nations, Waluka Primary School, sports tournaments) – on a trip by trip basis

Boarding:

DISV offers boarding places in three boarding institutes in Vienna. Prices range from € 700 to € 1000 per month, including supervision and meals.

Contact us for further information: registrar@danubeschool.com

Language A:

Students may wish to study a Language A other than those normally offered by the school. The school will support the student through the purchase of materials and textbooks, and provide space and equipment as necessary. We will also help students find a private tutor, **but families will pay for these lessons directly to the private tutor.**

Instrumental Music:

Students may wish to study a musical instrument. The school will support the student by finding appropriate space and equipment, where possible. We will also help students find a private tutor, **but families will pay for these lessons directly to the private tutor.**

School Lunch 2025-26:

Students may either bring a packed lunch or purchase lunch at our Cafeteria. Park Club Wien runs the Cafeteria and **payment must be made to the Business Office who collect payment on behalf of Park Club Wien.**

- ☐ Secondary Students – Annual Cost € 1546
- ☐ Elementary Students (Grades 1 to 5) – Annual Cost € 1230
- ☐ Elementary Students (EYU and Foundation) – Annual Cost € 924

PADIS membership 2025-26:

All parents are invited to contribute - €50 a year per family. **Payment made directly to the PADIS account at DISV.**

 School Holidays
 National Holidays/Weekends

 Staff Workdays (No school for students)

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Aug					1	2	3	Important Dates 15 Aug Assumption Virgin Mary 18 Aug New staff induction 19-22 Aug -Staff work days 25 Aug First day of school for students
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
Sep								1-5 Sep Challenge week
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
Oct								26 Oct National holiday 27 Oct-4 Nov Student fall break 1 Nov All Saints Day, National holiday 3-4 Nov Staff work days
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
Nov						1	2	8 Dec Immaculate Conception 22 Dec -9 Jan Winter break 25 Dec Christmas Day, 26 Dec Boxing Day
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
Dec								1 Jan New Year's Day 6 Jan Epiphany 19 Jan - Semester II begins
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
Jan								16-24 Feb Student Ski break 23-24 Feb Staff work days
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
Feb							1	30 Mar-10 Apr Spring break
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28		
Mar							1	6 Apr Easter Monday
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
Apr								1 May Labor Day 14 May Ascension Day 25 May Whit Monday
	30	31						
			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
May								4 Jun Corpus Christi 26 Jun Last day of school
	20	21	22	23	24	25	26	
	27	28	29	30				
					1	2	3	
	4	5	6	7	8	9	10	
Jun								27 Jun - 30 Jun Summer break
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
Jul								1 Aug - 31 Aug Summer break
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
Aug								29 Aug - 31 Aug Summer break
	29	30						
			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
Sep								20 Aug - 22 Aug Staff work days
	20	21	22	23	24	25	26	
	27	28	29	30	31			





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