



2016-2017 Reservation and Re-Enrollment Agreement

Brent International School Manila

Student's Name _____ Grade Level for 2016-2017 _____
(Last) (First) (Middle)

STUDENTS NOT RETURNING: If a student will not return to Brent for the 2016-2017 school year, you must visit the Registrar's Office as soon as possible and complete the official Withdrawal Process. The remainder of this document can then be disregarded. Thank you!

Please read carefully, complete the areas required, and reserve a slot by making the payment by April 15, 2016

- **PROCESS FOR RETURNING STUDENTS:** A parent must sign below and submit this to the Cashier's Office along with the Re-Enrollment Deposit of \$1,000 for each returning student. The said amount will be credited to the student's account for the appropriate tuition for the 2016-2017 academic year. Returning students who are company dependents should have this form completed and sent to the Cashier's Office. The corresponding amount will be directed to your employer or company.
- **ACCEPTANCE:** In consideration of the school's acceptance of this Reservation and Re-Enrollment Agreement and the Re-Enrollment Deposit, I / we agree to accept and support the policies of the School and to pay when due the required charges for tuition and other fees.
- **RE-ENROLLMENT DEPOSIT:** This deposit, when paid in full, reserves a slot for the above-named student for the 2016-2017 school year, only if all financial obligations from any prior year have been paid and payments for the present school year are current. In the event that prior or present obligations have not been met, any sums paid for any purpose, including the Re-Enrollment Deposit for a future year, will be applied first to the satisfaction of prior and/or current obligations.

 Brent School cannot guarantee that a place will be reserved for the above-named student if the deposit and this agreement are not received **on or before April 15, 2016**. The reservation will be cancelled if the above-named student has not attended class or communicated with the school **by August 12, 2016**.
- **RESPONSIBILITY FOR PAYMENT:** The school will withhold grade reports, transcripts, diplomas, or possibly recommendations if specified tuition and fees are not paid when due. In addition, the school reserves the right not to permit a student to attend a class if tuition and fees are in arrears.

WEBSITE INFORMATION: Please note that the complete School Fees and Policies document for 2016-2017 as well as the School Calendar for 2016-2017 are posted on the Brent website, www.brent.edu.ph, under the ABOUT BRENT tab.

RE-ENROLLMENT DEPOSIT: To be applied to school fees upon enrollment. US\$ 1,000.00
Returning Students (currently enrolled, due April 15, 2016, refundable on certain dates, check refund policy below)

TUITION AND OTHER FEES: To be paid in both the US\$ and PHP currencies listed

Nursery	\$ 3,308.00	and	PHP 151,628.00
Pre-Kindergarten	\$ 4,252.00	and	PHP 195,000.00
Kindergarten, Grades 1-5	\$ 8,044.00	and	PHP 369,424.00
Grades 6-8	\$ 8,612.00	and	PHP 395,600.00
Grades 9-12	\$ 8,940.00	and	PHP 410,684.00
Capital Development Fee (to be paid yearly in full upon enrollment; non-refundable)			US\$ 1,575.00
Matriculation Fee for incoming Pre-K students (one time assessment to be paid in full upon enrollment; non-refundable)			US\$ 3,000.00
English as Second Language (if applicable, to be paid in full upon enrollment; non-refundable)			US\$ 1,210.00

All fees are payable by cash, check, credit card, or wire transfer.

REFUND POLICY FOR RE-ENROLLMENT DEPOSIT: Cancellation requests must be made in writing. Refund amounts will be distributed according to the following schedule: by June 15, 2016 (100%), by July 15, 2016 (50%), by August 2, 2016 (25%)

PAYMENT OPTIONS: Please check the method of payment. This is only applicable for tuition. All other fees must be paid in their entirety on the date due.

- One payment of tuition, due on August 4, 2016 (Students receive two school uniforms at no cost for payment made before Aug. 2)
- Two equal payments of tuition, due on August 4, 2016 and January 9, 2017
- Four equal payments of tuition, due on August 4, 2016, October 3, 2016, January 9, 2017, and March 6, 2017

Who is paying the school fees? circle one: Self Company

Parent Name: _____ Company Name : _____

Address for billing: _____ Contact Name : _____

_____ Email for billing : _____

Email for billing: _____ Telephone No. : _____

Name of Parent: _____ Signature: _____ Relation to Student: _____ Date: _____

Completed by Brent's Cashier: _____ Returning Student (US\$1,000.00) O.R. No.: _____ Date: _____