



# 2017-2018 Reservation and Re-Enrollment Agreement

## Brent International School Manila

Student's Name \_\_\_\_\_ Grade Level for 2017-2018 \_\_\_\_\_  
(Last) (First) (Middle)

**STUDENTS NOT RETURNING:** If a student is not returning to Brent for our 2017-2018 school year, visit the Registrar's Office by April 17, 2017 to 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 paying the Deposit by April 17, 2017**

- **PROCESS FOR RETURNING STUDENTS:** Parents should sign below and submit this form to the Cashier's Office (Basement level) 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 2017-2018 school year. Returning students who are company dependents should complete this form and submit it to the Cashier's Office. The corresponding Re-Enrollment Deposit will be billed to your employer or company.
- **RE-ENROLLMENT DEPOSIT:** This deposit, when paid in full, reserves a slot for the above-named student for the 2017-2018 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 Re-Enrollment Deposit and this Agreement Form are not received **on or before April 17, 2017**. If a slot is reserved but the above-named student has not attended class or communicated with the school by August 15, 2017, the reservation will be cancelled.
- **RESPONSIBILITY FOR PAYMENT:** Brent School will withhold grade reports, transcripts, diplomas, and 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 class if tuition and fees are in arrears.
- **ACCEPTANCE:** In consideration of Brent School's acceptance of this Reservation and Re-Enrollment Agreement and the Re-Enrollment Deposit, I agree to accept and support the policies and to pay the required charges for tuition and other fees when due.

**WEBSITE INFORMATION:** Please note that Brent's 2017-2018 School Calendar and School Fees are posted on Brent's website ([www.brent.edu.ph](http://www.brent.edu.ph), ABOUT tab).

**RE-ENROLLMENT DEPOSIT (for returning students):** Applied to Tuition upon enrollment. US\$ 1,000.00  
(Due on or before April 17, 2017. Check the Refund Policy below for the specific dates.)

**TUITION AND OTHER FEES:** **Paid in both the US\$ and PHP currencies listed**

Nursery	\$ 3,376.00	and	PHP 154,664.00
Pre-Kindergarten	\$ 4,336.00	and	PHP 198,900.00
Kindergarten, Grades 1-5	\$ 8,204.00	and	PHP 376,812.00
Grades 6-8	\$ 8,784.00	and	PHP 403,512.00
Grades 9-12	\$ 9,120.00	and	PHP 418,900.00
Capital Development Fee (Paid yearly in full upon enrollment in all grades; non-refundable)			US\$ 1,575.00
Matriculation Fee (One-time assessment paid in full upon enrollment for incoming students as of PK; non-refundable)			US\$ 3,000.00
English as Second Language (ESL fee paid in full upon enrollment, if applicable; non-refundable)			US\$ 1,210.00

**REFUND POLICY FOR RE-ENROLLMENT DEPOSIT:** Cancellation requests must be made in writing to Accounting. Refund amounts will be distributed according to the following schedule: by June 15, 2017 (100%), by July 14, 2017 (50%), by August 4, 2017 (25%).

Fees are payable by cash, check, credit card, or wire transfer

**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 tuition payment, due on August 7, 2017 (Students receive two school uniforms at no cost for payment made before Aug. 3)
- Two equal payments of tuition, due on August 7, 2017 and January 8, 2018
- Four equal payments of tuition, due on August 7, 2017, October 2, 2017, January 8, 2018, and March 12, 2018

Who is paying the school fees? Circle one:    Family    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: \_\_\_\_\_