



2018-2019 Reservation and Re-Enrollment Brent International School Manila

IF NOT RETURNING FOR THE 2018-2019 SCHOOL YEAR AT BRENT: By **April 20, 2018**, visit the Registrar's Office to complete the official Withdrawal Process. Meeting the April 20, 2018 deadline is needed and appreciated. Thank you.

TO RESERVE A SLOT FOR BRENT'S 2018-2019 SCHOOL YEAR: By **April 20, 2018**, read this form (front and back), submit this completed form to Brent's Cashier, and pay the US\$ 1,000.00 Re-Enrollment Deposit per child. The amount is applied to Tuition upon enrollment. Meeting the April 20, 2018 deadline is needed and appreciated. A 100% refund is available by June 15, 2018, so it is recommended to reserve a slot even if your plans are not finalized at this time.

- **IF FAMILY PAID:** Parents should complete the section on the back and submit it to the Cashier's Office (Basement level), along with a Re-Enrollment Deposit for each returning student.
- **IF COMPANY PAID:** Parents should complete the section on the back and submit it to the Cashier's Office (Basement level). The Re-Enrollment Deposit will be billed to your company.
- **USE OF RE-ENROLLMENT DEPOSIT:** A slot is reserved for the student for the 2018-2019 school year only if all financial obligations from any prior year have been paid, and payments for the present school year are current. If 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.
- **IF THE RE-ENROLLMENT DEPOSIT IS LATE:** Brent School cannot guarantee that a slot will be available for the student if the Re-Enrollment Deposit and this Reservation Form are not received by April 20, 2018. Some grade levels already have Wait Pools, so reserve a slot even if your plans are not finalized. Refer to the Refund Policy on the back and plan accordingly.
- **IF ABSENT UNTIL AUG. 14, 2018:** If a slot is reserved but the student has not attended class or communicated with the school by August 14, 2018, the reservation will be cancelled and the slot given to an applicant on our Wait Pool. (Classes begin on Tuesday, August 7, 2018.)

RE-ENROLLMENT DEPOSIT: US\$ 1,000.00

--Applied to Tuition upon enrollment
--Due by April 20, 2018. See Refund Policy, other side.

TUITION AND OTHER FEES:

--Paid in both the US\$ and PHP currencies listed

Nursery	US\$ 3,376.00	and	PHP 154,664.00
Pre-Kindergarten	US\$ 4,336.00	and	PHP 198,900.00
Kindergarten, Grades 1-5	US\$ 8,204.00	and	PHP 376,812.00
Grades 6-8	US\$ 8,784.00	and	PHP 403,512.00
Grades 9-12	US\$ 9,120.00	and	PHP 418,900.00

Capital Development Fee US\$ 1,575.00

--Paid yearly, in full upon enrollment; non-refundable

Matriculation Fee US\$ 3,000.00

--Paid once only, and in full upon enrollment
--For new students to PK or above; non-refundable

English as Second Language (ESL) Fee US\$ 1,210.00

--Paid in full upon enrollment,
--Grades 1-8 if not fluent in English; non-refundable

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REFUND POLICY FOR RE-ENROLLMENT DEPOSIT: Cancellation requests must be made in writing to Brent's Accounting Office. Refund amounts will be distributed according to the following months in 2018: 100% by June 15; 50% by July 13; 25% by August 3

WEBSITE INFORMATION: Brent's School Calendar, School Fees, and this Reservation and Re-Enrollment form are all posted on our website (www.brent.edu.ph), under the ABOUT tab.

PLEASE FILL IN THE NEEDED INFORMATION AND PRESENT IT TO BRENT'S CASHIER

Printed name of student: _____
(Last) (First) (Middle)

Grade Level for 2018-2019: _____

Printed Name of Parent: _____
(Last) (First) (Middle)

PAYMENT OPTIONS: Please check the method of payment for Tuition. Fees are payable by cash, check, credit card, or wire transfer. All other fees must be paid in their entirety by the date due.

- One Tuition payment: due August 7, 2018
 --Students receive two school uniforms at no cost for payments made by August 3, 2018
- Two equal Tuition payments: due August 7, 2018 and January 7, 2019
- Four equal Tuition payments: due August 7, 2018, October 8, 2018, January 7, 2019, and March 11, 2019

If Tuition and Other Fees will be Family Paid:

Billing Address: _____

Email address of parent printed above: _____

In consideration of Brent School's receipt of this Reservation and Re-Enrollment form, and the Re-Enrollment Deposit, I agree to accept and support the policies and pay the required Tuition and Other Fees when due.

Signature of Parent: _____

If Tuition and Other Fees will be Company Paid:

Company Name: _____

Contact Person: _____ Telephone number: _____

Email address for billing: _____

Completed by Brent's Cashier:

____ Returning Student (US\$1,000.00) O.R. No: _____

Date: _____