



## Reservation and Re-Enrollment Form

How to reserve a seat for the 2026-2027 School Year

(For currently enrolled Brent Manila students **only**)

### If **not** returning for the 2026-2027 school year at Brent Intl. School Manila:

We are sorry to see you go! **On or before April 24, 2026** please email registrar@brent.edu.ph, or visit the Registrar's Office, to complete the official Withdrawal Process form. Officially informing the Registrar's Office by the deadline helps Brent best plan for August. Thank you. 😊  
(If your child is not returning for the next school year, the remainder of this form can be disregarded.)

### To reserve a seat for the 2026-2027 school year (for currently enrolled Brent Manila students, not applicants):

- **Family Paid:** **On or before April 24, 2026** a parent should fill in page 2 of this form (one per enrolled child) and email it to billingsection@brent.edu.ph along with proof of payment (US\$ 1,000.00 Re-Enrollment Deposit, per child). Or, [complete the Form online](#). Review the [Payment Options](#). Another option is to provide the completed form and payment to Brent's Cashier (Basement Level of the campus). The amount will be applied towards Tuition. A 100% refund is available by June 11, 2026, so please reserve a seat even if your plans are not finalized at this time. **The completed form does not reserve the seat, the payment does.** Thank you. 😊
- **Company Paid:** **On or before April 24, 2026** a parent should fill in page 2 of this form (one per enrolled child), scan it, and email it to billingsection@brent.edu.ph. Or, [complete the Form online](#). The Re-Enrollment Deposit will be billed to your company. Another option is to visit Brent's Cashier's Office (Basement level) to submit this form.

### Refund policy for the Re-Enrollment Deposit:

Refund amounts will be distributed according to the following months in 2026:

100% by June 11;      50% by July 3;      25% by August 7

Email billingsection@brent.edu.ph to request a refund, which cancels the reserved seat.

### Website information:

Links to Brent's 2026-2027 [School Calendar](#), [School Fees](#), [Payment Options](#)

This Reservation and Re-Enrollment Form is also posted on Brent Manila's website.

### Practices to be aware of:

#### If the Re-Enrollment Deposit is late or not paid:

Brent School cannot guarantee that a seat will be available if the US\$ 1,000.00 Re-Enrollment Fee and this Reservation Form are not received **on or before April 24, 2026**.

#### Use of the Re-Enrollment Deposit:

A seat is reserved for the student for the 2026-2027 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 your child is absent August 10 & 11, 2026 without communication from your family:

If a seat is reserved for your child but classes have not been attended and there has been no explanation from your family as to why, on August 12, 2026 the reservation can be canceled and the seat given to an accepted student in our Wait Pool. There is no guarantee that a seat will open later for your child.



## Reservation and Re-Enrollment Form

To secure a seat for the 2026-2027 School Year

**On or before April 24, 2026:** Fill in the information below, scan / take a photo, and email a copy of it to [billingsection@brent.edu.ph](mailto:billingsection@brent.edu.ph), along with proof of payment. The information alone does not reserve a seat for your child/ren.

Alternatively, [complete the Form online](#) or present this form and payment to Brent's Cashier.

Refer to [Payment Options](#) on Brent's website.

Printed name of the **enrolled Brent student** to reserve a seat for the 2026-2027 school year:

\_\_\_\_\_

(Last)

(First)

(Middle)

The student **will be in grade level** \_\_\_\_\_ for the 2026-2027 school year.

Printed name of a **parent** of the Brent student this form is for:

\_\_\_\_\_

(Last)

(First)

(Middle)

### Family Paid:

*In consideration of Brent School's receipt of the Re-Enrollment Deposit, and this Reservation and Re-Enrollment form, I agree to accept and support the policies detailed in the School Fees document and will pay the required Tuition and Other Fees by the due dates.*

Signature of Agreement by a Parent: \_\_\_\_\_

### Company Paid:

The Re-Enrollment Deposit will be billed to your company.

Company Name: \_\_\_\_\_

### Completed by Brent's Cashier:

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

Date: \_\_\_\_\_