2019-2020 Reservation and Re-Enrollment
Brent International School Manila

IF NOT RETURNING FOR THE 2019-2020 SCHOOL YEAR AT BRENT: By April 22, 2019, visit the Registrar’s Office to complete the official Withdrawal Process. Meeting the April 22, 2019 deadline is needed and appreciated. Thank you.

TO RESERVE A SLOT FOR BRENT’S 2019-2020 SCHOOL YEAR: By April 22, 2019, 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 22, 2019 deadline is needed and appreciated. A 100% refund is available by June 14, 2019, 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 2019-2020 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 22, 2019. 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, 2019: If a slot is reserved but the student has not attended class or communicated with the school by August 14, 2019, the reservation will be cancelled and the slot given to an applicant on our Wait Pool. (Classes begin on Wednesday, August 7, 2019.)

RE-ENROLLMENT DEPOSIT: US$ 1,000.00
--Applied to Tuition upon enrollment
--Due by April 22, 2019. 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

(continued on the next page)
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 2019: 100% by June 14; 50% by July 12; 25% by August 2

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 2019-2020: _________

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, 2019
   — Students receive two school uniforms at no cost for payments made by August 2, 2019

☐ Two equal Tuition payments: due August 7, 2019 and January 13, 2020

☐ Four equal Tuition payments: due August 7, 2019, October 7, 2019, January 13, 2020, and March 9, 2020

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: ____________________________