



Reservation and Re-Enrollment Form

Brent International School Manila

Reserve a seat for the 2022-2023 School Year

If **not** returning for the 2022-2023 school year at Brent:

We are sorry to see you go! By **April 18, 2022**, please email registrar@brent.edu.ph, or visit the Registrar's Office, to complete the official Withdrawal Process. Meeting the April 18, 2022 deadline is needed and appreciated. Thank you! (If not returning next school year, the rest of this form can be disregarded.)

To reserve a seat in Brent's 2022-2023 school year:

- **Family Paid:** By **April 18, 2022**, a parent should fill in the form (one per child) and email it to billingsection@brent.edu.ph along with proof of payment (US\$ 1,000.00 Re-Enrollment Deposit, per child). See the [Payment Options](#) document on Brent's website. Or, [complete the Form online](#). A third option is to present this form and the payment to Brent's Cashier (Basement Level of the campus). The amount will be applied towards Tuition upon enrollment. A 100% refund is available by June 17, 2022, so it is recommended to reserve a slot even if your plans are not finalized at this time. Meeting the April 18, 2022 deadline is needed and appreciated. Thank you!
- **Company Paid:** A parent should fill in the needed information on this form, 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. A third 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 2022:

100% by June 17; 50% by July 8; 25% by August 10

Cancellation requests must be made in writing to Brent's Accounting Office: billingsection@brent.edu.ph

Website information:

Brent School's 2022-2023 [School Calendar](#), [School Fees](#), [Payment Options](#) and this Reservation and Re-Enrollment Form are posted on our website (www.brent.edu.ph), under the "About" / "Resources" tab.

No increase in Tuition or Fees:

During this trying time of a global pandemic, and the financial impact it has made on our families and companies, this is the fifth year in a row that Brent School is not increasing Tuition or Fees. We hope this helps to alleviate some stress, and allows students to continue as Brent Lions into the next school year.

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 by April 18, 2022.

Use of the Re-Enrollment Deposit:

A seat is reserved for the student for the 2022-2023 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 until August 18, 2022, without communication from your family:

Classes begin on Thursday, August 11, 2022. If a slot is reserved for your child, but classes have not been attended, and there has been no explanation from your family as to why, by August 18, 2022 the reservation can be cancelled and the slot given to a student on our Wait Pool.

Please fill in the needed information below and email it to billingsection@brent.edu.ph, along with proof of payment. Refer to the [Payment Options](#) document on Brent's website, if needed.

Or, [complete the Form online](#)

Or, present this Form and payment to Brent's Cashier at the Basement Level of the campus.

Printed name of the **student** to reserve a seat for in the 2022-2023 school year:

(Last)

(First)

(Middle)

The student will be in **grade level:** _____ for the 2022-2023 school year.

Printed name of a **parent:**

(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: _____