



Reservation and Re-Enrollment Form

Brent International School Manila
Reserve a seat for the 2023-2024 School Year

If **not** returning for the 2023-2024 school year at Brent:

We are sorry to see you go! **Before April 28, 2023** please email registrar@brent.edu.ph, or visit the Registrar's Office, to complete the official Withdrawal Process. (If not returning next school year, the rest of this form can be disregarded.)

To reserve a seat for the 2023-2024 school year (for currently enrolled students, not applicants):

- **Family Paid:** **Before April 28, 2023** 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. A third option is to present this form and payment to Brent's Cashier (Basement Level of the campus). The amount will be applied towards Tuition upon enrollment. Since a 100% refund is available by June 16, 2023, reserve a slot even if your plans are not finalized at this time. **Note: The completed form does not reserve the slot, the payment does.**
- **Company Paid:** 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. 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 2023:

100% by June 16; 50% by July 7; 25% by August 9

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

Website information:

Links to 2023-2024 [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 before April 28, 2023.

Use of the Re-Enrollment Deposit:

A seat is reserved for the student for the 2023-2024 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 16, 2023, without communication from your family:

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 16, 2023 the reservation can be canceled and the slot given to a student on our Wait Pool. There is no guarantee that a slot will open later for your child.



Reservation and Re-Enrollment Form

2023-2024 School Year slot

Before April 28, 2023 fill in the needed information below, scan, and email a copy to billingsection@brent.edu.ph, along with proof of payment. Refer to the [Payment Options](#). Alternatively, [complete the Form online](#) or present this form and payment to Brent's Cashier (Basement Level of campus).

Printed name of the **student** to reserve a seat for in the 2023-2024 school year:

(Last) (First) (Middle)

The student will be in **grade level** _____ for the 2023-2024 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: _____