

## **APPLICATION PROCEDURE**

To enroll, please fill in the application forms which are attached and fax/send them to us or bring them when you come to our school. An appointment is necessary. After receiving your application, an invoice of 200 Euro registration fee will be sent to you.

After the school receives the application forms and the registration fee, the applications will be processed. There are three things that may result:

1. Acceptance - The school accepts the application and a letter of acceptance is sent to you. An invoice for an upfront payment of an Acceptance Deposit of €1000 will be sent to the parent(s)/guardian(s). The acceptance letter may be signed and returned to us, together with the Acceptance Deposit payment. The Acceptance Deposit will be credited against the annual school fees. Admission is only assured upon payment of the Acceptance Deposit. However if you withdraw your application, for any reason whatsoever, the Acceptance Deposit is not refundable;
2. Waiting List - The school accepts the application, but the student is put on a waiting list. A letter of acceptance is sent to the parent(s)/guardian(s) as soon as an opening is available;
3. Refusal – If we see that your child will not benefit from the education that we offer, we will notify you as parent(s)/guardian(s), and send back the application.