



**antwerp
british
school**



**Application procedures
2010-2011**

APPLICATION PROCEDURES

Your first point of contact will be the school registrar Karen Verbeeck (kverbeeck@antwerpbritschool.org) who will introduce you to the school and take down your details. She will then organise a suitable date for an interview with the Head of School.

The Head of School will normally meet the parents and student(s). During your meeting he/she will run through the school curriculum, school fees and day to day procedures. You will also have a guided tour of the school facilities and meet the class teacher.

The application form and necessary documents can be submitted to the school registrar at any time during the application process. If your child has been accepted you will receive a letter of acceptance from the Head of School.

Enrolment

We allow a maximum of 25 students per class. A waiting list operates for classes that are currently full. Applicants are therefore advised to contact the school as soon as possible for an application form and to establish whether places are still available.

The minimum age for Pre School applicants is:

Pre School 1	at least <i>3 years old</i> by 1st January
Pre School 2	at least <i>4 years old</i> by 1st January
Pre School 3	at least <i>5 years old</i> by 1st January

Term holidays

First day students	2 September 2010
Half term	1-5 November 2010
New year holidays	20 December-7 January
Half term	7-11 March
Easter holidays	11-25 April
Last day students	29 June

FEES

School fees 2010-2011

Tuition fees are payable on receipt of the invoice. We work with three instalments. See table for details.

ENROLLED FOR		TUITION FEE
Preschool	Preschool 1 (half-day)	€ 5 400
	Preschool 1&2 (full-day)	€ 7 375
	Preschool 3	€ 10 700
Primary	Classes 1,2,3	€ 10 700
Primary	Classes 4,5,6	€ 11 775
Upper School	Classes 7,8	€ 14 375
IGCSE	Classes 9,10	€ 16 525
FEES ARE DUE IN THREE INSTALMENTS		
1st instalment	2nd instalment	3rd instalment
25% of the total amount (due by the date indicated on your invoice)	45% of the total amount (due by the date indicated on your invoice)	30% of the total amount (due by the date indicated on your invoice)

In addition to the above mentioned fees you will be charged

- A) A registration fee of €750 per family (for new families only)
- B) An annual capital building fee of €500 per a child (max of 1000 euro per family).

The payment of these charges will be equally divided in the above mentioned three instalments.

What does your tuition fees include or not include?

Tuition fees DO include the following items:

- 1) two day trips for all students.
- 2) Books, paper and reading materials.
- 3) IGSCE students do not to pay for exams or texts.

Tuition fees do NOT include the items below which will be charged separately:

- 1) Overnight field trips.
- 2) Snack and drinks.
- 3) Additional or alternative exams requested by parents but not recommended by the school.
- 4) School uniforms, PE kit and house T-Shirt.

Students who leave early

Students leaving prior to December 31 of the school year will be liable for 75% of the total annual tuition fees. Application fees and the capital building fee are not eligible for any refunds. Early leavers after January 31 of the school year cannot benefit from any tuition fee refund.

Enrolments during the school year

The following adjustments are made for students who enrol later than December 31st:

Enrolment in:	Fee adjustment:
Prior December	100% of annual fee
January	70% of the total fee
February	60% of the total fee
March	50% of the total fee
April/May	30% of the total fee
June	20% of the total fee

Payment of school fees



All school fee payments must be made in Euros, payable in cash or via bank transfer to:



Sponsoring a new student

We are currently enlarging the ABS community and want to give something back to our current ABS families who can help us in this respect. ABS families who introduce a new family to ABS can claim a 2000 Euro credit on both their own account and the new family's account. For details please refer to the last page of this document.

SCHOOL UNIFORM

PRESCHOOL	CLASSES 1-T3
<p>All preschool students are required to wear a red tracksuit and white T-shirt with suitable shoes. In the summer children are allowed to wear shorts.</p>	<p>Boys : Grey trousers, white shirt, red tie and grey sweater, black shoes. Girls : Grey trousers or skirt, white shirt, red tie and grey cardigan, black shoes.</p>
	
<p><i>Additional information about the school uniform will be provided during enrolment.</i></p>	

Gym equipment PS1 & PS2 do not need a gym kit as they do not change except their shoes. For this they need slip on gym shoes. PS3 to class T3 need gym shoes, house t-shirt and shorts.

SPONSORSHIP PROGRAMME - €2000 per student

Currently enrolled ABS families (2009-2010 school year) will be rewarded if they expand our ABS community by introducing a new family to the school. The sponsorship programme may be extended on an annual basis pending the decision of the administration. The currently enrolled sponsoring family will be credited a once only amount of 2000 Euros per student from the newly sponsored family. This offer is subject to the conditions described below:

Conditions

- 1) A new "sponsored" family is any family, which has not previously been enrolled at any time with ABS.
- 2) Sponsoring and sponsored families must complete in writing the sponsorship request form provided by the school.
- 3) New families must commit to enrolment for two consecutive school years at ABS. If the sponsored child is withdrawn during the second year of enrolment the sponsorship credit will be reduced to 1.000 euro for both sponsoring and sponsored family and invoices updated accordingly.
- 4) This sponsorship offer cannot be applied to new families who receive any other reduction in fees at any time.
- 5) Sponsorship credits of 2000 euro will paid into the bank account of the sponsoring and the sponsored family once the fees of the first year of enrolment are fully paid by both families (all instalments paid on schedule as indicated on the invoice). Payment will be made by January 30th 2011.

Please note that an existing family can introduce new families without any limit and can benefit from an unlimited number of sponsorship credits of 2000 euro.

*****COMPLETE AND RETURN*****

PLEASE RETURN THIS ORIGINAL TO THE SCHOOL OFFICE AND KEEP ONE COPY FOR YOURSELF

Sponsorship Form

I (Surname & first name) _____ (address) _____ parent of
_____ class _____ hereby sponsor (child's name) _____

I understand the conditions as outlined above. Signed _____ Date _____

I (name of new family) _____, (name of student) _____ (class) _____
(address) _____ (tel) _____

I accept the sponsorship under the conditions listed above.

Signed _____ Date _____