



**A. STUDENT INFORMATION**

Surname: \_\_\_\_\_  
First name: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Nationality: \_\_\_\_\_  
ID/Passport N°: \_\_\_\_\_  
N°Registre National (11 numbers): \_\_\_\_ . \_\_\_\_ . \_\_\_\_ - \_\_\_\_ . \_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Previous school: \_\_\_\_\_

**B. FAMILY INFORMATION**

Mother's name: \_\_\_\_\_  
Mother's telephone number: \_\_\_\_\_  
Mother's email: \_\_\_\_\_  
Mother's occupation: \_\_\_\_\_  
Father's name: \_\_\_\_\_  
Father's telephone number: \_\_\_\_\_  
Father's email: \_\_\_\_\_  
Father's occupation: \_\_\_\_\_  
Mother tongue: \_\_\_\_\_  
How did you hear about us? \_\_\_\_\_

Internet search  Email  Family/Friend  Advertisements  Other:

Our child completed year/grade \_\_\_\_\_ in his/her previous school.

**Signature:**

Before a student may be admitted to BIS, all of the following must be submitted:

1. Student Application Form.
2. Two full years of school transcripts or reports.
3. A photocopy of the applicant's passport.
4. Two passport sized photographs.

**Your child's knowledge of language(s)** - is he or she learning to read and write in this language?

Language(s) spoken	Some Knowledge	Good Knowledge	Fluent/ mother tongue	Learning to read	Learning to write
1.					
2.					
3.					

**Your family's knowledge of English** - e.g. father/parent 1 , mother/parent 2, au pair/nanny, live-in family

	Father/Parent 1			Mother/Parent 2			Au pair/live-in family		
	Some	None	Fluent	Some	None	Fluent	Some	None	Fluent
Speaking English									
Reading English									
Writing English									

**Family traditions and festivities:**


**Medical History:**


**Current abilities and health:**

Gross motor ability	
Fine motor ability	
Interaction with others	
Concentration level	
Specific interests	
Motivation	
Responsibility	
Self initiative	
Developmental or learning disabilities	
Activity level	
Sleeping patterns	
Eating habits	
Specific food habits	
Current medication	
Allergies	

**Which school is your child currently attending:**

**Did your child attend other schools and for how long?**

*It is the mission of the Admissions department to recruit, inform and admit new, qualified students to Bogaerts International School in a professional manner, while maintaining the integrity of the school, the students and their families.*

### A. GENERAL

Applications for admission are accepted throughout the year. No official decision on an application is given until all the relevant documents have been received. Families seeking admission for their child(ren) are advised to apply as early as possible as certain classes fill up quickly. All are encouraged to visit the School website to learn more on both Primary or Secondary sections.

### B. ADMISSIONS DEPARTMENT AND DECISION MAKING PROCESS

The Admissions department is comprised of the Director, Head of School, and the Admissions Coordinator. When appropriate, additional members of staff will also be consulted.

Application files are reviewed by each member. From the time an application is completed, the Admissions department aims to return a decision within ten working days, pending any further follow-up that may be required.

### C. REQUIRED APPLICATION MATERIALS

Before a student may be admitted to BIS, all of the following must be submitted:

1. Student Application Form. This should be completed and signed by the parent or legal guardian.
2. Two full years of school transcripts or reports. These should cover two complete years (the most recently completed academic year and the previous one) as well as the year in progress, if applicable. School reports/transcripts must be in English or in French, with official translations provided when originals are written in another language.
3. A photocopy of the applicant's passport. It is the parents' responsibility to ensure that their child(ren) have the appropriate visa(s) to allow them to study at BIS.
4. Two passport sized photographs.

### D. INTERVIEWS AND SCHOOL VISITS

While it is not always possible for overseas families to arrange a visit to the school, it is always preferable to do so. A compulsory interview may be required in cases where it is deemed necessary to discuss a candidate's application in more depth in order for a decision to be made.

### E. CRITERIA FOR ADMISSION

Each candidate's application materials are carefully studied for admission. We look for candidates:

- who are motivated/determined, and committed to the BIS vision, mission and philosophy
- who are internationally-minded
- whose qualities would enrich the BIS community and be a positive contribution to it.

If a student broadly corresponds to BIS's admissions criteria, but is currently having difficulty reaching his or her full potential, the student may be admitted, in certain cases, pending his or her (and his or her parents') agreement to engage in a programme of additional support. Such decisions remain, however, entirely at the discretion of the Admissions department. ***The Admissions department has the right to accept or refuse any applicant based on their assessment of the applicant's suitability.***

### F. GRADE PLACEMENT

In general, students will be placed according to their age on 1st September of their year of entry. Where it is considered to be of benefit to the student, he/she may be placed in a lower grade than requested. Only under exceptional circumstances will a student be placed in a higher grade than his/her age group.

### G. APPLICANTS WITH SPECIAL EDUCATIONAL NEEDS

BIS has a Learning Support programme, although the number of students to whom it can be offered is limited by the resources it has available at any given time. Parents or guardians of any applicant having a specific need must submit complete reports along with their application. These might include psychological, speech, and language reports.

Any student with significant specific academic or physical needs for which the school does not have adequate resources will not be admitted.

Students needing Learning Support may be admitted if it is believed that the school can offer appropriate support and that they can be placed in a regular classroom. When reviewing a special needs student's application, the Admissions department will take into consideration all students receiving learning support in that grade. In the case where a specific need has not previously been identified, the school reserves the right to review the situation in order to assess the appropriateness of the student's presence in the school based on its capacity to address his/her needs.

### H. LANGUAGE SUPPORT

It is the policy of the school to meet student needs that cannot be met solely by subject teachers through Learning Support sessions. If a student's needs cannot be adequately met, professional counselling is made available to the student. School coordinators and counsellors will decide on the action needed to help students progress.

This may include:

language support; individual academic support; introduction to differentiated learning; different learning materials or special equipment.

Our support programme is available to all students and attendance will be encouraged for students who are not meeting the objectives during the academic year in order to accelerate progress. Support classes may take place in lieu of extracurricular activities.

Our support classes come at a cost of €750 per semester, although this is subject to vary depending on the support needed.

### I. THE INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

The International Baccalaureate Diploma Programme (DP) is a two year programme taking place over the course of Year 11 and Year 12 and is based on six courses studied at either higher or standard level in addition to three core requirements (Extended Essay, Community Activity Service, and Theory Of Knowledge).

The programme is open to all students, regardless of previous educational experience, and is an extension of the school's mission to develop students who are internationally minded, independent, and enthusiastic about life and learning.

The course is recognised internationally as a qualification for university entrance. As well as all required application materials, students applying to the Diploma Programme are to submit a personal statement explaining why they wish to enrol in the programme. Students applying from other schools must take an entrance exam.

Following the entrance exam results the student will attend an interview with a member of the Admissions Committee.

#### **Academic Requirements:**

- Entrance exam results must be approved by the Admission Committee.
- Proficiency in English Language, based on the entrance exam.
- Middle Year Programme (MYP) grade in any subject must not be less than 4 out of 7.
- Average grades for applicants from other programmes and schools must be approved by the Admission Committee.
- Statement of understanding from parent/guardian.

Students should bear in mind that there is no guarantee that they will be able to follow selected courses. While the school will try to meet the needs of all students, for timetabling reasons some students may be asked to choose a different subject.

Admission to the Diploma Programme may be denied based on insufficient academic achievements or if a candidate's command of English is considered insufficient to fully cope with the requirements of the programme.

### J. POST-REVIEW PROCEDURE

From the time an application is completed, the Admissions department aims to return a decision within ten working days, pending any further follow up that may be required.

**Acceptance:** If an applicant is accepted, an acceptance email will be sent. An official confirmation must be returned within 10 days of receipt, along with the Admission fee for each child, in order to officially reserve the space(s). If the offer of a place has not been accepted by the 10-day deadline, it can be offered to another family.

**Denial:** If an applicant is denied a place, an official confirmation will be sent.

**Waiting lists:** If an applicant is accepted but no space is available in the appropriate year, he/she will be placed on a waiting list and the parents will be sent an official communication when space becomes available. When a place does become available in the appropriate year, it will be offered to a student on the waiting list.

### K. FOR NEW STUDENTS ARRIVING DURING THE COURSE OF THE YEAR

#### • General

The Admissions department informs preschool, primary or secondary staff as appropriate, as well as all administrative staff, of the arrival of new students with an e-mail providing the student's grade, entry date, and any relevant background details.

#### • Secondary school students

New students who arrive during the year will be given an orientation by the Head of School, the MYP coordinator, or one of the Admissions Coordinators.

#### • Preschool and Primary School students

Each classroom teacher ensures a smooth transition for all new children.

### INSTRUCTIONS

Parents/guardians/employers must agree to the B.I.S. Financial Regulations before enrollment. Please sign at the end of this document to confirm you have read and agree with the terms and conditions.

### TERMS AND CONDITIONS

#### 1.1 Admission fee

This fee shall be paid for students from Preschool to Year 12, when the student is first enrolled in the school. Upon receipt of the application for admissions, B.I.S. issues an invoice for the application fee and tuition. This one-time non-refundable fee covers the administrative costs of processing the application.

#### 1.2 Tuition fees

For a list of activities and materials not covered by tuition fees, please refer to Section 'Other Fees' under the Schedule of Fees.

#### Tuition payment options

- **Annual** payment of tuition due July 31st.
- **Semi-annual** payment of tuition (first payment due July 31st of 50% and second payment due by December 31st of 50%).
- **Tri-annual** payment of tuition (first payment due July 31st of 20%, second payment due by October 31st of 40%, and third payment due by December 31st of 40%).
- **Ten payments** calculated from tuition due with 1st payment due on July 31st.

#### 1.3 Late Payments

All late payments are subject to a penalty payment of 5% on the amount past due. Interest on the late portion of the payment begins to accrue on the date the payment is due and continues to accrue monthly through to the date the payment is made in full.

In addition, an administration charge of 50 EUR is added for the second and another 50 EUR for the third reminder and all other costs incurred in the process of obtaining payment will be added to the original invoice.

Families who have outstanding debts with the school will not receive academic reports, school transcripts or any other school records until all balances outstanding have been cleared.

A student may be barred from attending school if the school accounts remain unpaid following three written reminders. Students will not be enrolled for the following school year if fees are outstanding.

#### All payments should be made to:

Brussels School ASBL  
Bogaerts International School  
Rue Engeland 555  
1180 Uccle  
Belgium

IBAN: BE 45 3630 2981 3089  
S.W.I.F.T.: BBRUBEBB  
Bank: ING

### 1.4 Late Arrivals

Reductions are applicable for students joining the school during the course of the academic year.

Please see <http://www.bogaertsmontessori.com/admissions/> for further information.

### 1.5 Withdrawals

Notice of a student's withdrawal must be given to the Head of School, in writing, and as early as possible; as a minimum, the school must have one term's notice for the withdrawal of a student. The fees for early withdrawal will be prorated according to the following scheme:

- Students withdrawing before 31st October will be charged 50% of the annual tuition fee;
- Students withdrawing between 1st November and 31st December will be charged 65% of the annual tuition fee;
- Students withdrawing on or after 1st January will be charged the full annual tuition fee.

### 1.6 Insurance

Parents are required to maintain health, accident and liability insurance for their children. The school does not insure the personal belongings of the students.

### 1.7 Invoice Payments

The parent/guardian who signs the Financial Regulations form is responsible for all financial matters, regardless of the invoice address.

### 1.8 Schedule of Fees

Admission fee: 1000 €

#### ANNUAL TUITION:

Please see <http://www.bogaertsmontessori.com/admissions/> for current tuition fees.

### 1.9 Other Fees

The following fees/charges are examples of what is not included in the tuition fees and will be invoiced separately:

- Transport to school
- Sports Trips/Tournaments
- After School Activities
- School Trips
- School Supplies
- Canteen
- Photos
- Books
- Yearbook
- Uniforms
- Optional Curriculum Enriching Trips (CAS, MUN, Language trips, ...)



### 2.1 Tuition Payment

Please choose a following payment plan:

- Annual payment of tuition due July 31st.
- Semi-annual payment of tuition (first payment due July 31st of 50% and second payment due by December 31st of 50%).
- Tri-annual payment of tuition (first payment due July 31st of 20%, second payment due by October 31st of 40%, and third payment due by December 31st of 40%).
- Ten payments calculated from tuition due with 1st payment due on July 31st.

### 2.2 Declaration

I confirm that I have read the Bogaerts International School Financial Regulations and understand both the conditions for the payment of the fees and the required notice period to be given to the school in writing should I wish to withdraw my child from B.I.S.

Guardian Name: .....

Signature: .....

Date (day/month/year): .....

The employer will pay the tuition fees:  yes  no

The employer will pay other fees:  yes  no

if yes, please specify: .....

### 2.3 Company Information (if applicable)

Company Name: .....

Contact Person: .....

Telephone: Email: .....

Mailing Address: .....