

Brussels, September 2014

INFORMATION to the PUPILS of the 6th and 7th YEARS and their PARENTS

Payment system for “dossier management” for some university applications.

At its April 2012 meeting, the Board of Governors approved new arrangements for careers guidance and a new payment system for ‘dossier management’ for some university applications.

There will be a fee of:

- €130 for the processing of applications to those universities e.g. in The Netherlands, Germany and France that require individual applicants to submit special application files which need accurate and time-consuming dossier management, and also through application platforms (*The list of systems or universities which fall into these categories will be updated annually*).
- €260 for applications to the UK (UCAS).

Applicants making joint applications to both systems will pay only one fee of €260. The amount thus collected is allocated by the school to pay staff replacing those who handle the applications.

The school will request payment of the dossier management fees each September. For payment details, please see the other side of this paper.

Payment of the fee should be made *by 15 October at the latest*. This will coincide with the first UCAS application deadline. Only one fee, even if it is the more expensive one, will be charged to each family for each pupil. The payment will not be refunded if a student decides not to continue with an application after the process has begun.

On the first day of school, Tuesday 2nd September 2014, candidates will receive a form requesting parents/students so that dossiers can be launched.

Yours sincerely,



Anthony Peter Swallow
UCAS coordinator European School Brussels 2

UCAS INSCRIPTION FORM Entry Cycle 2014-2015

*This form is to be handed to Mr AP Swallow at or before the meeting for students for Oxford, Cambridge and Medicine on Wednesday 3rd September 2014 OR at or **before** the meeting for all other candidates on Wednesday 17th September 2014*

We the undersigned hereby wish to enter the following student for the 2014-2015 UCAS cycle for entry to UK Universities.

NAME OF STUDENT :
(BLOCK CAPITALS PLEASE)

CLASS :

First application? please tick the appropriate box

OR: Repeat application from 2013-2014 cycle?

- We understand that this firmly engages us to effect a single payment of the sum of €260 (two hundred and sixty euros) for the management of the UCAS file; and that in the event of a subsequent withdrawal from the scheme by the student, this sum will not be refunded once the application process has begun.
- We further understand that the fee of €260 will cover the student's possible application through another national system for which a payment of €130 would have been demanded.
- Lastly, we understand that in the event of a re-application by the same student through UCAS (or another national system) in the academic year 2015-2016, no further payment will be demanded.

The payment is to be made to the following bank account. **Please mark your payment clearly with your son/daughter's name and the letters UCAS.**
Thank you.

IBAN : BE32 3100 2440 6502 in the name of **Europese School Brussel 2.**
BIC : BBRUBEBB

Last date of payment = 15th October 2014 (corresponding with the first UK UCAS deadline)

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SIGNATURE OF THE STUDENT

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SIGNATURE OF THE ADULT LEGALLY IN CHARGE OF A STUDENT UNDER 18