



# BRENT INTERNATIONAL SCHOOL BAGUIO

## 2023 – 2024 RESERVATION AND RE-ENROLLMENT AGREEMENT

Please read carefully, complete the areas required, and reserve a slot by making the payment by April 20, 2023.

- **PROCESS FOR RETURNING STUDENTS:** A parent/guardian must sign below and submit this to the Cashier's Office along with the Re-Enrollment Deposit of \$300 for each returning student. The said amount will be credited to the student's account for the appropriate tuition for the 2023-2024 academic year. Returning students who are company dependents should have this form completed and sent to the Admissions Office. The corresponding amount will be directed to your employer or company.
- **ACCEPTANCE:** In consideration of the school's acceptance of this Reservation and Re-Enrollment Agreement and the Re-Enrollment Deposit, I / we agree to accept and support the policies of the School and to pay when due the required charges for tuition and other fees.
- **RE-ENROLLMENT DEPOSIT:** This deposit, when paid in full, reserves a slot in the school 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. In the event that prior or present obligations have not been met, any sums paid for any purpose including the Enrollment Deposit for a future year, will be applied first to the satisfaction of prior and/or current obligations.  
**Brent School cannot guarantee that a place will be reserved for the student if the deposit and this agreement are not received on or before April 20, 2023.** The reservation will be cancelled if the above named student has not attended class or communicated with the school by **August 10, 2023.**
- **RESPONSIBILITY FOR PAYMENT:** The school will withhold student grade reports, student transcripts, diplomas, or recommendations if specified tuition and fees are not paid when due. In addition, the school reserves the right not to permit a student to attend a class if tuition and fees are in arrears.

**WEBSITE INFORMATION:** Please note that the complete School Fees and Policies document for SY 2023 – 2024 as well as the School Calendar for SY 2023 – 2024 are posted on the Brent School website, <http://www.brentbaguio.edu.ph>, under the ADMISSIONS TAB.

**RE-ENROLLMENT DEPOSIT:** To be applied to school fees upon enrollment  
Returning Student (currently enrolled, due April 20, 2023, refundable on certain dates, check refund policy below) \$ 300.00

**TUITION AND OTHER FEES:** To be paid in **BOTH** the US\$ and PHP currencies listed

Pre-Kinder	\$ 1,960.00	and	PHP 69,624.00
Kinder	\$ 2,532.00	and	PHP 98,380.00
Grades 1,2 & 3	\$ 4,324.00	and	PHP 177,844.00
Grades 4,5 & 6	\$ 5,060.00	and	PHP 211,944.00
Grade 7	\$ 6,120.00	and	PHP 261,024.00
Grade 8	\$ 6,560.00	and	PHP 278,948.00
Grades 9 & 10	\$ 7,216.00	and	PHP 311,192.00
Grades 11 & 12	\$ 7,684.00	and	PHP 332,836.00
<b>Capital Development Fee</b> (To be paid yearly in full upon enrollment; non refundable)			\$ 250.00
<b>Matriculation Fee</b> for incoming Grade 1 students (To be paid in full upon enrollment; non-refundable)			\$ 1,500.00
<b>Boarding Fee</b> if applicable (To be paid upon enrollment in Full, per Semester, or Quarterly; non-refundable)			\$ 11,816.00
<b>International Baccalaureate (IB)</b> if applicable (IB students are billed upon receipt of actual charges; non-refundable)			
<b>English as Second Language (ESL) Fee</b> if applicable (To be paid in full upon enrollment; non-refundable)			
	Per Semester		
Beginner Level	\$ 1,000.00		
Intermediate Level	\$ 500.00		
Advance Level	\$ 250.00		

**All fees are payable by cash, check, or wire transfer.**

**REFUND POLICY for RE-ENROLLMENT DEPOSIT:** Cancellation requests must be made in writing to Brent's Accounting Office. Refund amounts will be distributed according to the following dates in 2023: 100% by June 15, 50% by July 11, 25% by July 31.

**CHARGE FOR LATE PAYMENTS:** A penalty assessment of 5% per month (cumulative) will be billed on fees not paid on the due date.

**Note:** Sibling discount on Tuition Fees    5% = 2<sup>nd</sup> child    10% = 3<sup>rd</sup> child    20% = 4<sup>th</sup> child

Contact Information: Trunk Line: +63 (74) 442-4050    Fax Number: +63 (74) 442-3638

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**PLEASE DETACH AND RETURN TO THE REGISTRAR'S OFFICE WHEN COMPLETED**

Student's Name: \_\_\_\_\_ Grade Level for 2023-2024: \_\_\_\_\_  
(Last) (First) (Middle)

Please check:     Is RETURNING     Is NOT RETURNING     Is NOT SURE

For **RETURNING** students:

**PAYMENT OPTIONS:** Please check method of payment. This is only applicable for TUITION and BOARDING. All other fees must be paid in their entirety on the due dates.

- One payment of tuition due on August 9, 2023
- Two equal payments of tuition, due on August 9, 2023 and January 8, 2024
- Four equal payments of tuition, due on August 9, 2023, October 9, 2023, January 8, 2024 and March 4, 2024

**Who is paying for the school fees?** (please check)     Self     Company

Parent Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address for billing: \_\_\_\_\_ Contact Name: \_\_\_\_\_

\_\_\_\_\_ Email for billing: \_\_\_\_\_

Email for billing: \_\_\_\_\_ Telephone No. : \_\_\_\_\_

To be filled-out by Brent Cashier: \_\_\_\_\_ Returning Student (\$300.00)    O.R. No.: \_\_\_\_\_    Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_ Relation to Student: \_\_\_\_\_ Date: \_\_\_\_\_