



**European School Luxembourg 1    School Year 2016 / 2017**

## **Payment system for dossier management for higher education applications**

At its April 2012 meeting, the Board of Governors approved a payment system for “Dossier Management” for higher education applications from September 2012 (Doc. 2011.09-D-36-en-6)

A fee must be paid for the processing of applications to those higher education institutions that require individual applicants to submit detailed files needing accurate and time-consuming dossier management, which in some cases is through application platforms.

This is a one-off non refundable payment.

### **Fees**

€130 for the processing of applications to these higher education institutions that require individual applicants to submit special application files (a “dossier”, for example, France (APB), The Netherlands, UK Art foundation courses...)

€260 for applications to the UK (UCAS). If you pay for this, you do not have to pay again for dossiers in other countries.

**Note: The UCAS payment of €260 does NOT include the administration fee to be paid directly to UCAS.**

### **Important**

**Applicants making applications to both/several systems/countries will pay only one handling fee of €260.**

**Payment may also be required for applications to institutions in other countries that need a dossier.**

**Parents / Students are requested to check in advance if a dossier or extended dossier is needed. In case of doubt please contact your Career Guidance teacher.**

**The relevant fee must be paid before the 30/09/2016.**



School year 2016/2017

**Request for supervision of university applications:**

**Administrative charges**

**To be given to the Careers teacher in charge of supervising university applications  
for the 30th September 2016 at the latest**

I, the undersigned .....

as the person responsible (parent/guardian) for:

**SURNAME of pupil:**

**First name of pupil :**

**Class :**

Home address:

Street :

Post code :.....District :.....Country :.....

**request the supervision of the application(s) of my son/daughter for :**

Country	Amount*	Choice
<b>United Kingdom (UCAS) –</b> NB : If you pay for this, you do not have to pay again for dossiers in other countries.	260,-€	
<b>France (APB)/ The Netherlands/ UK Art foundation courses / other countries requiring a dossier</b>	130,-€(260€ for two countries in this group)	

**NB: 260€ is the maximum you have to pay. Do not pay more necessary.**

**and I undertake to pay the relevant fee before the 30/09/2016 (absolute deadline) to the account :**

**BANK :** Banque et caisse d'épargne Luxembourg  
**Account number :** Ecole Européenne Luxembourg I – Kirchberg  
 GEST. FRAIS D'INS. UNI  
**IBAN :** LU11 0019 4255 4663 9000  
**BIC CODE :** BCEELULL

**Important notes \* Applications cannot be completed and sent before receipt of payment, at the latest by 30/09/2016  
 Applicants making applications to both systems will pay only one handling fee of €260.  
In no case will fees paid be refundable.**

**If you have any questions you may contact, after September 1st:**

**For France:** Ms GOS Arnaud arnaud.gos@teacher.eursec.eu  
**For UK:** Mr DUNCOMBE Peter peter.duncombe@teacher.eursec.eu

Signed at : ....., Date ..... Signature : .....

Boulevard Konrad Adenauer , 23 L-1115 Luxembourg – Kirchberg Tél : 43.20.82.1 Fax : 43.20.82.344