



European School Luxembourg 1

School Year 2020 / 2021

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, The Netherlands, UK Art foundation courses...)

€260 for applications to France (PARCOURSUP)

€260 for applications to the UK (UCAS).

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

Important

The payment must be made for EACH application. If the candidate wants to apply to the UK and France, the payment would be, for example, €260 + €260 i.e. €520.

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 30/09/2020.



School year 2020/2021

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 2020 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 |
|--|--|--------|
| United Kingdom (UCAS)/ | 260,-€ | |
| France (PARCOURSUP) | 260,-€ | |
| The Netherlands/ UK Art foundation courses / other countries requiring a dossier | 130,-€ (260€ for two countries in this group) | |

NB: The relevant fee should be paid before the 30/09/2020 (absolute deadline) to the account :

BANK : Banque et caisse d'épargne Luxembourg
Account holder : Ecole Européenne Luxembourg I – Kirchberg

IBAN : LU49 0019 1002 9905 9000
BIC CODE : BCEELULL

Communication : Last Name, First Name, Class of Student, Registration Country (s)
chosen

Important notes * Applications cannot be completed and sent before receipt of payment, at the latest by 30/09/2020
Applicants making applications to more than one system must pay for each application.
In no case will fees paid be refundable.

If you have any questions you may contact, after September 1st 2020:

For France: Ms GOS Arnaud arnaud.gos@teacher.eursec.eu
For UK: Mr DUNCOMBE Peter peter.duncombe@teacher.eursec.eu
For Netherands Mr KÖYCÜ Ümit umit.koycu@teacher.eursec.eu

Signed at: Date Signature :.....