



European School Luxembourg 1

School Year 2023/2024

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

In December 2017 and April 2018, the Board of Governors approved a payment system for “Dossier Management” for higher education applications from September 2020 (Doc. 2020-06-M-3-en).

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 29/09/2023.**



School year 2023/2024

**Request for supervision of university applications:**

**Administrative charges**

To be given to the Careers teacher in charge of supervising university applications  
for the **29<sup>th</sup> September 2023 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 29<sup>th</sup> September 2023 (absolute deadline) to the account :**

BANK : Banque et caisse d'épargne Luxembourg

Account holder: Ecole Européenne Luxembourg I – Kirchberg

IBAN : LU22 0019 2055 6425 4000

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 29/09/2023. 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 1<sup>st</sup> 2023:**

For France: Mr GOS Arnaud [arnaud.gos@teacher.eurasc.eu](mailto:arnaud.gos@teacher.eurasc.eu)

For UK: Mr DUNCOMBE Peter [peter.duncombe@teacher.eurasc.eu](mailto:peter.duncombe@teacher.eurasc.eu)

For Netherlands: Mr KÖYÜ Ümit [umit.koycu@teacher.eurasc.eu](mailto:umit.koycu@teacher.eurasc.eu)

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