



European School Luxembourg 1

School Year 2025/2026

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 30/09/2025. If your child's orientation has not yet been decided after the summer holidays, it is preferable to make the payment in September in order to avoid any refusal of enrolment aid for the 2025/2026 school year. Please note that no other solution will be possible after this date.

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 2025 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 30th September 2025 (absolute deadline) to the account :

BANK : Banque et caisse d'épargne Luxembourg

Account holder: Ecole Européenne Luxembourg I – Kirchberg

IBAN : LU82 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 30/09/2025. 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 2nd 2025:

For France: Mr BROCARD Christophe christophe.brocard@teacher.eursec.eu

For UK: Mr WATSON David david.watson@teacher.eursec.eu

For Netherlands: Mr KÖYÜ Ümit umit.koycu@teacher.eursec.eu

Signed at: Date Signature :