

Policy

Stichting AFNORTH International School is charged with the responsibility of providing for the education of the children of nationals of the contracting nations, who are recognized by the contracting parties as entitled and for such national non-entitled children as may be permitted by National Section Heads with the concurrence of the Director. Children of other nationalities may be admitted in accordance with the rules laid down by the Board of Governors.

Definitions

1. Contracting Nations – Canada, Germany, United Kingdom, United States
2. Entitled Student – those students identified by the owning nations who are eligible to register without paying tuition.
3. Non-entitled students – those students who are not entitled to a tuition free student position at AFNORTH International School Brunssum as defined by one of the owning nations. This includes space available and space required placements.
 - a. Non-entitled student - military affiliation – those students who may be enrolled on a space available, program available basis and are required to pay tuition while registered to attend AFNORTH International School.
 - b. Non-entitled student – commercial affiliation – those students who may be enrolled on a space available, program available basis, are required to pay tuition while registered to attend AFNORTH International School and must be approved by the Dutch Customs Authority.

Procedures

Initial Process

1. Parents or guardians of entitled students contact their national section office to complete the registration process.
2. Parents or guardians of non-entitled students with either a military or commercial affiliation wishing to enrol their children begin with an appointment with the Directorate Secretary.
 - a. Parents or guardians submit a completed Non-Entitled Student Application Form to the Directorate Secretary. Once Page 1 and 2 has been completed the applicant, with complete academic records, is assigned to the appropriate person in the national section.
 - b. The national section determines whether a position will be offered to a non-entitled student according to the admission policy. This decision is based on program and space availability. Once a national section has made a determination, they will inform the Directorate whether or not a non-entitled student will be offered a position in their section.
 - c. Non-entitled commercial affiliation applicants must also have approval from the Dutch Customs Authority which is processed through the Directorate Secretary.
 - d. All sections of the Application Form must be completed.

- e. The check list on page 5 is completed and at point 8 the application form is processed in green by the Directorate and the 'Green Application Form' confirms all processes are complete. It is distributed to all the relevant parties.

3. Notification

When all the checks listed 1-8 (page 8 of the Application Form) have been completed the Directorate Secretary will inform the parents/guardians of non-entitled students in writing about the decisions of the national sections and the Dutch Customs authorities.

4. Tuition fees

4.1 Payments.

All fee payers need to understand that the tuition payments may be made annually, bi annually or quarterly but must be paid in advance of the first day of attendance. Exceptions to the established payment methods may be considered by the Director in extreme circumstances only.

4.2 Additional fees.

Students not enrolled in the US school wishing to participate in co-curricular activities (such as sports) hosted by the US National Section will be subject to an additional fee. The billing and collecting of co-curricular activities shall be done by the established fee paying schedule.

4.3 Invoices

All billing and collection of tuition for fee paying students shall be done by the Directorate. Tuition fees shall be collected in Euros. Tuition Invoices shall be mailed within 5 working days of 1 July, after the exchange rate from 1 July has been taking into consideration. Payment is due upon receipt of the invoice but no later than 30 days from the invoice date.

5. Admission criteria

Tuition fee paying students are enrolled in an owning nation's section according to the following criteria:

- a) Students who request an education in the German language can apply to enrol in the German section.
 - b) Students who request an education in the US section can apply to enrol in the US section.
 - c) Students who request a middle or high school education in the Canadian section can apply to enrol in the Canadian section.
 - d) Students who request an Elementary education in the BC-elementary department will enrol in the British or Canadian section according to a 50-50 ratio.
 - e) An attempt is made to honour the family's individual wishes to enrol in a specific section.
6. Entitled students who wish to attend programs in another national section begin the cross-over process through registration in their national section with a request to attend a different nation's program.

STUDENT SERVICES

4000

Admission Procedures

4030

Cross Reference

4030 Admission Policy
2020 Tuition Fee Procedure
2010 Financial Management
Procedures

Date Approved

15 Nov 2017
10 May 2016

Legal Reference

Foundation Statutes, Article 2
BOG 1967, 1968, 1969, 1973,
1975, 1976, 1977, 1978, 1979,
1980, 1981, 1982, 1984, April
1987, October 1987, March 1988,
October 1988, October 1989,
December 1989, May 1990, July
1990, October 1990, April 1991,
October 1991, November 1992,
June 1993, November 1994, May
1996, May 1997, November 1997,
May 1998, May 1999, November
1999, May 2000, November 2000,
March 2001, May 2001, January
2002, May 2002, November 2002