	<b>AFNORTH International School</b>	
	<b>Student Services</b>	
	Serial number	4030.002 Pro-admission
	Date approved	7 November 2023
	replaces	8 May 2019

## **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

## **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 contacting the Directorate Secretary.
  - a. Parents or guardians submit a completed and signed Non-Entitled Student Application Form to the Directorate Secretary. [Once the form has been completed and the posting-military orders /employer records has been submitted, the applicant will be 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 [principal](#) has made a determination, they will inform the Directorate whether or not a non-entitled student will be offered a position in their section.
    - i. Academic Admission NOT approved – The National section will inform the parents/guardians.

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- II. Academic admission approved – The Directorate secretary will send out an official AIS acceptance letter to the parents/guardians and National section office.
- c. The original application form is handed over to the finance manager for sending the invoice to the responsible party listed on the non-entitled application form.
- d. The check list on page 3 is completed till point 3 the application form is processed in green by the Directorate secretary and the 'Green Application Form' confirms all processes are complete. It is distributed to-the National section.
- e. The national sections fills out the student number (student registration number aspen) and returns the original non-entitled application form to the Directorate secretary.
- f. The National Section returns the green form, marked with the student's last day of attendance, as at the moment the student has deregistered from AIS.
- g. The green form and the original non-entitled application form are handed to the financial manager to check for overpayment tuition fees refunded and/or issue a credit note.

### **3. Dutch Customs Authority**

Statistics of the student population within AFNORTH must be reported twice per year in April and October to the Dutch Customs Authority.

### **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**

#### **5.1 Entitled students**

- a. Entitled students in the US, Canadian and British sections are not allowed to enroll in any other English language section as long as their own section can provide the students with a program.

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	<b>Student Services</b>	
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- b. Entitled students in the US are allowed to enroll into the German section. Students will learn an additional language.  
Entitled US students begin the cross-over process through registration in their national section with a request to attend the German national program. Both principals will need to sign an agreement.
- c. British entitled students who will need to enroll into the middle school are allowed to enroll into the Canadian section.

### 5.2 Tuition fee paying students:

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

- a. Students other than UK entitled who request Sunbeams education will be enrolled in the British section on space available basis. This group of students will be registered into ASPEN and invoiced by the British National section.
- b. Students who request an education in the German language can apply to enrol in the German section.
- c. Students who request an elementary education in the English language can apply to enroll in the British, Canadian or US section.
- d. Students who request a middle or high school education in the English language can apply to enroll in the Canadian or US section.
- e. An attempt is made to honour the family's individual wishes to enrol in a specific section.

#### Cross Reference

4030 Admission Policy  
2020 Tuition Fee Procedure  
2010 Financial Management  
Procedures

#### Date Approved

10 May 2016  
15 Nov 2017  
14 November 2018  
8 May 2019

#### 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,  
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March 2001, May 2001, January  
2002, May 2002, November 2002