



A Step by Step Guide to the Admissions Process

Step 1 – Application

In order to begin the admissions process, it is essential that we receive both the completed application form as well as the application fee of €1000. Once we have both the form and the fee (or proof of payment), we will open a file in your child's name and only then does the admissions process begin.

NOTE: The application fee is a non-refundable payment that covers the administrative costs of the application process. The fee may, however, be refunded in the following circumstances:

- 1) an application for admission is refused;
- 2) a student is placed on a 'waiting list' for more than 60 days;
- 3) an application for financial assistance is turned down and the admissions application is subsequently withdrawn. In this case, 50% of the fee is refunded.

Step 2 – Admissions Decision

The admissions office acknowledges receipt of both the application form and fee and sends you details about how to continue with the admissions process. Required documentation will include:

- School Questionnaire
- School reports/transcripts. Most recent together with the previous year.
- Standardized test results from the last 5 years (e.g. SAT, WISC, WIAT)
- Other relevant information if applicable (e.g. special programmes / modified courses that your child may have followed)

Please note that all documents must be completed in English and/or translated into English.

As soon as we have the required documents, we send your child's file to the Head of school. The Head and other members of the educational team then review the file and make the final decision on acceptance. Please note that this process usually takes a few days.

Step 3 – Decision Notification

The admissions office will contact you immediately once the decision is made. If your child is accepted, you will receive a welcome package with additional information about the ISB community. You will also receive a checklist of any remaining documentation required before the first day of school. This list will include:

- Doctor's Physical Examination and Student Health form
- Medical Records
- Photos for identity cards for PARENTS and STUDENTS (head and shoulders passport style)
- Family Information Form
- Direct Debit Form
- Bus service form

On the first day of school, a member of the ISB staff will welcome you at the Château Reception desk.