



**BRENT INTERNATIONAL SCHOOL SUBIC**  
**2024-2025 RESERVATION AND RE-ENROLLMENT AGREEMENT**

**Please read carefully, complete all areas required, and reserve a slot by making payment by April 26, 2024.**

- **PROCESS FOR RETURNING STUDENTS:** A parent/guardian must sign below and submit this to the **Cashier's Office** along with the Re-Enrollment Deposit of \$300 for each returning student. The said amount will be credited to the student's account for the appropriate tuition for the 2024-2025 academic year. Returning students who are company dependents, upon signing, should forward this form directly to the **Cashier's Office**. The corresponding amount will be directed to your employer or company.
- **ACCEPTANCE:** In consideration of the school's acceptance of this Reservation and Re-Enrollment Agreement and the Re-Enrollment Deposit, I / we agree to accept and support the policies of the School and to pay when due the required charges for tuition and other fees.
- **RE-ENROLLMENT DEPOSIT:** This deposit, when paid in full, reserves a slot in the school for the student for the 2024-2025 school year, only if all financial obligations from any prior year have been paid and payments for the present school year are current. In the event that prior or present obligations have not been met, any sums paid for any purpose including the Enrollment Deposit for a future year, will be applied first to the satisfaction of prior and/or current obligations.  
Brent School cannot guarantee that a place will be reserved for the student if the deposit and this agreement are not received on or before April 26, 2024. After this date, slots will be opened to new applicants. The reservation slot will be cancelled if the student has not attended class or communicated with the school by **August 13, 2024**.
- **RESPONSIBILITY FOR PAYMENT:** The school will withhold student grade reports, transcripts, diplomas, or recommendations if specified tuition and fees are not paid when due. In addition, the school reserves the right not to permit a student to attend a class if tuition and fees are in arrears.

**WEBSITE INFORMATION:** Please note that the complete School Fees and Policies document for SY 2024 – 2025 as well as the School Calendar for SY 2024 – 2025 are posted on the Brent School website, [www.brentsubic.edu.ph](http://www.brentsubic.edu.ph), on the right pop-up tab.

**RE-ENROLLMENT DEPOSIT:** To be applied to school fees upon enrollment  
**Returning Student** (currently enrolled, due **April 26, 2024**, refundable on certain dates, check refund policy below) \$ 300.00

**TUITION AND OTHER FEES: To be paid in BOTH the US\$ and PHP currencies listed**

Nursery / Pre-Kindergarten	\$ 3,544.00	<b>and</b>	PHP 162,380.00
Kindergarten	\$ 4,312.00	<b>and</b>	PHP 198,080.00
Grade 1 - 5	\$ 5,444.00	<b>and</b>	PHP 249,920.00
Grade 6 - 8	\$ 6,612.00	<b>and</b>	PHP 303,408.00
Grade 9 - 12	\$ 8,316.00	<b>and</b>	PHP 384,848.00
Capital Development Fee (To be paid yearly in full upon enrollment; non refundable)	\$ 500.00		
Matriculation Fee (One-time fee for new students. To be paid in full upon enrollment; non-refundable)	\$ 1,500.00		
International Baccalaureate (IB) if applicable (IB students are billed upon receipt of actual charges)	TBD by the IB		
English as Second Language (ESL) Fee if applicable (To be paid in full upon enrollment; non-refundable)	\$ 1,150.00		

**All fees are payable by cash, check, or online bank / wire transfer.**

**REFUND POLICY for RE-ENROLLMENT DEPOSIT:** Cancellation requests must be made in writing to Brent's **Accounting Office**. Refund amounts will be distributed according to the following dates in 2024: 100% by June 15, 50% by July 11, 25% by July 31.

**CHARGE FOR LATE PAYMENTS:** A penalty assessment of \$25 or 2% per month (cumulative) whichever is higher, will be billed on fees not paid on the due date.

Contact Information: Trunk Line: +63 (47) 252-6833 Fax Number: +63 (47) 252-3240

**PLEASE DETACH AND RETURN DIRECTLY TO THE CASHIER (NOT TO TEACHER) WHEN COMPLETED ALONG WITH PAYMENT**

Student's Name: \_\_\_\_\_ Grade Level for 2024-2025: \_\_\_\_\_  
(Surname, Given Name, Middle Initial)

Please check:  Is RETURNING  Is NOT RETURNING  Is NOT SURE

For **RETURNING** students:

**PAYMENT OPTIONS:** Please check method of payment. This is only applicable for TUITION. All other fees must be paid in their entirety on the due dates.

- One payment of tuition due on August 7, 2024
- Two equal payments of tuition, due on August 7, 2024 and January 6, 2025
- Four equal payments of tuition, due on August 7, 2024, October 7, 2024, January 6, 2025 and March 3, 2025

Who is paying for the school fees? (please check or circle one)	Self	Company
Parent/Guardian Name on billing: _____	Company Name: _____	
Address for billing: _____	Email for billing: _____	
_____	Telephone No: _____	
_____	Contact Name: _____	

Name of Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_ Relation to Student: \_\_\_\_\_ Date: \_\_\_\_\_

To be filled-out by Brent Cashier: \_\_\_\_\_ Returning Student (\$300.00) O.R. No.: \_\_\_\_\_ Date: \_\_\_\_\_