

To Year 7 Pupils and their parents

At its April meeting, the Board of Governors has approved a new payment system for 'Dossier management' for some university applications from September 2012.

Pupils will now pay a fee for the processing of applications to those universities that require applicants to submit detailed files needing accurate and time-consuming dossier management, which in some cases are through application platforms.

Initially, those universities that will require a payment are some French Higher Education institutions and all UK Higher Education institutions (mostly through UCAS). In future years, it is anticipated that payment may also need to be made for applications to institutions in other countries that require detailed dossiers.

Fees

€130 for applications to some French universities (to be notified by the French section)

€260 for all applications to the UK (UCAS).

Applicants making joint applications to both France and the UK will pay only one fee of €260. Repeat applications made in the following year will not have to be paid for again.

If a candidate decides to withdraw after the application process is underway, the fee cannot be refunded.

How to pay

Payment should normally be made by 15th October although for applicants to Oxford, Cambridge and for Medical Sciences in the UK, the payment should be made by 1st October.

If a student decides to make an application requiring a dossier later in the school year, the correct payment can be made later but must be done before the school can work on the student's dossier.

Bank details

Please transfer the fees to the following account of the European School Munich:

Commerzbank München
BLZ: 700 800 00
Account: 871 600 600

with the name of the applicant and the country to which they are applying.