



The  
**British School**  
of Monaco



## **Admissions Process**

[www.britishschool.mc](http://www.britishschool.mc)

# Admissions Process Summary

## 1 INITIAL MEETING

This will give you, as parents, an opportunity to discuss The British School of Monaco, our values and educational philosophy, alongside your child's particular needs.

## 2 PROVIDE US WITH THE FOLLOWING DOCUMENTS:

### a. Complete all required documents

STUDENT APPLICATION FORM

PARENT INFORMATION FORM

MEDICAL INFORMATION FORM

EMERGENCY CONTACT FORM

### b. Copy of student's passport page

### c. Copy of student's birth certificate

### d. Immunisation certificates against Polio, Diphtheria and Tetanus in conformity with the Ordonnance Souveraine 5408 of 5 August 1974 in respect of Law 882 of 29 May 1970

### e. Four recent passport sized photos of the student – less than 3 months old

### f. Copy of parents' passports

### g. For Monaco residents – copy of parents' Monaco Carte de Séjour

### h. Copies of the two most recent school reports - where these have been issued

### i. Payment of the non - refundable Application Fee of €375 per student in line with our Terms and Conditions

Incomplete applications will not be processed.

### 3 ASSESSMENT

Your child will be invited to sit an entrance assessment which will enable The British School of Monaco to better understand your child's learning profile and to ensure that the school can meet any individual learning needs.

### 4 REVIEW BY THE ADMISSIONS TEAM

Once all documentation and assessment information have been collated and the Application Fee paid, your child's file will be reviewed and a decision made by the Principal on the offer of a place.

### 5 SECURE YOUR PLACE

We will notify you of the outcome of your application.

If your child is offered a place at The British School of Monaco, you will initially receive confirmation that a place has been allocated.

Subsequently, you will receive:

- a. An Offer Letter
- b. An Enrolment Agreement
- c. An invoice for a one time, non - refundable Registration Fee of €2,250, and Tuition Fees in line with our Terms and Conditions.

Please note:

A place will only be finally secured, and the student able to attend The British School of Monaco, upon receipt of all fees as per our Terms and Conditions and the signed Enrolment Agreement.

With limited class sizes, and in line with our Admissions Policy, there may be times when we cannot accept all applicants. The British School of Monaco reserves the right to decline an application and the decision of the Principal is final.

The British School of Monaco reserves the right to withdraw your child's application, even after admission, if significant information relevant to your child's health or educational needs has been withheld.



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