



European School Luxembourg 1

School Year 2024/2025

Payment system for dossier management for higher education applications

In December 2017 and April 2018, the Board of Governors approved a payment system for “Dossier Management” for higher education applications from September 2020 (Doc. 2020-06-M-3-en).

A fee must be paid for the processing of applications to those higher education institutions that require individual applicants to submit detailed files needing accurate and time-consuming dossier management, which in some cases is through application platforms.

This is a one-off non refundable payment.

Fees

€130 for the processing of applications to these higher education institutions that require individual applicants to submit special application files (a “dossier”, for example, The Netherlands, UK Art foundation courses...)

€260 for applications to France (PARCOURSUP)

€260 for applications to the UK (UCAS).

Note: The UCAS payment of €260 does NOT include the administration fee to be paid directly to UCAS.

Important

The payment must be made for EACH application. If the candidate wants to apply to the UK and France, the payment would be, for example, €260 + €260 i.e. €520.

Payment may also be required for applications to institutions in other countries that need a dossier.

Parents / Students are requested to check in advance if a dossier or extended dossier is needed. In case of doubt please contact your Career Guidance teacher.

The relevant fee must be paid before the 27/09/2024.



School year 2024/2025

Request for supervision of university applications:
Administrative charges

To be given to the Careers teacher in charge of supervising university applications for the **27th September 2024 at the latest**

I, the undersigned

as the person responsible (parent/guardian) for:

SURNAME of pupil:

First name of pupil :

Class :

Home address:

Street :

Post code : District : Country :

request the supervision of the application(s) of my son/daughter for :

Country	Amount*	Choice
United Kingdom (UCAS)/	260,-€	
France (PARCOURSUP)	260,-€	
The Netherlands/ UK Art foundation courses / other countries requiring a dossier	130,-€ (260,-€ for two countries in this group)	

NB: The relevant fee should be paid before the 27th September 2024 (absolute deadline) to the account :

BANK : Banque et caisse d'épargne Luxembourg
Account holder: Ecole Européenne Luxembourg I – Kirchberg
IBAN : LU82 0019 2055 6425 4000
BIC CODE : BCEELULL
Communication: Last Name, First Name, Class of Student, Registration Country (s) chosen

Important notes *

Applications cannot be completed and sent before receipt of payment, at the latest by **29/09/2024**. Applicants making applications to more than one system must pay for each application. **In no case** will fees paid be refundable.

If you have any questions you may contact, **after September 1st 2024:**

For France: **Mr BROCARD Christophe** brocarch@teacher.eurasc.eu

For UK: **To be confirmed in September 2024**

For Netherlands: **Mr KÖYCÜ Ümit** umit.koycu@teacher.eurasc.eu

Signed at: Date Signature :