



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 **27<sup>th</sup> 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 27<sup>th</sup> 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 1<sup>st</sup> 2024:**

For France: Mr BROCARD Christophe brocarch@teacher.eursc.eu  
For UK: Mr WATSON David watsonda@teacher.eursc.eu  
For Netherlands: Mr KÖYCÜ Ümit umit.koycu@teacher.eursc.eu

Signed at: ..... Date .....Signature : .....