

In force since 19 February 2014

## Chapter I Basic principles

1. A class group shall not be composed of more than 20 students (the equal number of boys and girls being the preferred ratio). The number of students in class groups may be changed by a separate decision of the administering body.
2. The following children shall have priority as regards admission:
  - a) those whose siblings attend schools or other educational institutions for which the Foundation of International Education is the administering body,
  - b) those who have completed schools or other educational institutions for which the Foundation of International Education is the administering body,
  - c) those named by a Company that has, at the time of commencement of the qualifying procedure, the status of Foundation Donor obtained not later than before the end of the calendar year after which the qualifying procedure for a given school year commences.
3. The status of Foundation of International Education Donor shall be specified in the Donor Regulations. Subject to the availability of places, a Company shall be entitled to two places at the school in a given school year. The total number of places for Foundation Donors within one class group shall not be higher than 6. The status of Donor shall remain in force during the term of the donation agreement concluded with the Foundation of International Education.
4. Candidates referred to in Sections 2 and 3 above must meet the conditions as set out in Chapters II Subchapter B and Chapter III.
5. After the qualifying procedure is concluded for candidates mentioned in Sections 2 and 3 above, the remaining places available shall be assigned according to the date on which a *School Admission Application* was filed.

## Chapter II – Qualifying procedure – recruitment of students

### A. Internal recruitment

An internal recruitment shall mean a recruitment of students to the International High School of Wrocław, hereinafter **school**, from among graduates of the lower secondary school for which the Foundation of International Education is the administering body.

1. Every graduate of the lower secondary school for which the Foundation of International Education is the administering body has the right to continue his or her education at the school, as long as he or she meets all of the following criteria:
  - a. **by 31 March** of the year in which the candidate is to commence his or her education, a written declaration of the will to ensure that the student's education was continued at the International High School of Wrocław was submitted to the school office,
  - b. **by 31 April** of the year in which the candidate is to commence his or her education, the enrolment fee was paid as specified in these *Admission and Payment Regulations*. The enrolment fee shall not be refunded, if, after the recruitment is concluded and the list of students admitted is announced, the will to ensure that the student's education is continued at the school is withdrawn,
  - c. the candidate has obtained **at least a "good"** grade for conduct in both the final annual and the semester classification in the 3<sup>rd</sup> year of his or her education at a lower secondary school,
  - d. the student's legal guardians have complied with all the provisions of the educational agreement regarding the child's education and, in particular, are not in arrears with any payments due to the administering body at the time of commencement of the qualifying procedure,
  - e. the candidate has obtained a positive opinion and has been enrolled as a student by the Principal,
  - f. **by 31 April** of the calendar year in which the student is to commence his or her education, his or her legal guardians signed an educational agreement regarding the child's education,
  - g. If, despite the child being qualified for admission, the above-mentioned agreement is not signed by the date referred to in Section f above, the will to take advantage of the educational service provided by the Foundation school shall be deemed to have been withdrawn, as a result of which the enrolment fee shall not be refunded.

### B. External recruitment

External recruitment shall mean recruitment of students to the International High School of Wrocław, hereinafter "school", from among graduates of lower secondary schools for which the Foundation

of International Education is not the administering body, as long as the school has any places available following internal recruitment.

1. The procedure for the student's admission to the 1<sup>st</sup> year shall commence upon:
  - a. completion and signing by his or her legal guardian the *School Admissions Application*, attached to these Regulations,
  - b. completion and signing of the *Application Form* together with the required attachments,
  - c. payment of anon-refundable handling fee, required for the submission of the *School Admissions Application*, in the amount as adopted by the body administering the school,
  - d. the payment of the enrolment fee in the amount as adopted by the administering body, i.e. by the board of the Foundation of International Education, by the date as specified in a notice on the commencement of the qualifying procedure.
2. Admission procedure:
  - a. **by 15 April** of the calendar year in which the student is to commence his or her education at the school, notices on the commencement of the qualifying procedure are sent to candidates,
  - b. **by 31 April**, the enrolment fee must be paid in the prescribed amount in a timely manner to the bank account designated, and a completed *Application Form* must be submitted together with the required attachments. The date of payment shall be the date on which the funds are booked in the account by the bank,
  - c. **by 10 May**, notices are sent to those legal guardians who have paid the enrolment fee and submitted an *Admissions Application* and an *Application Form* in a timely manner concerning the date of the examination for candidates for upper secondary school students,
  - d. the School Principal shall appoint a Qualifying Team composed of teachers employed at Foundation of International Education schools.
3. Qualification criteria for Grade 10:
  - a. at least a "good" grade for conduct obtained by the candidate as part of his or her last classification together with an up-to-date written opinion of the tutor of the class group attended by the student;
  - b. a passing mark on a written test of the English language, humanities subjects and science subjects (with the minimum score of 60%);
  - c. a qualifying interview consisting of a candidate's discussion of their interest in international education and an oral test of the English language. A member of the Qualifying Team shall evaluate the qualifying interview by awarding a score that shall take into account the candidate's self-presentation and English language skills.

Qualification criteria for the Diploma Programme are to be found in the Diploma Programme Admissions policy.

4. Students applying for admission must meet all of the qualification criteria as specified in Section 3 above.
5. Candidates shall be ranked on the list according to their scores achieved – from the highest to the lowest score.
6. The Qualifying Team shall prepare a report on the qualifying interviews.
7. If the space is limited and potential candidates have achieved equal scores then the date of submitting the application will be the deciding factor.
8. By **1 June** the list of the students admitted to the school shall be announced and relevant information shall be communicated to the legal guardians by means of placing that list on the school notice board, notification by post, e-mail or telephone.
9. By **15 June** an *Educational Agreement* shall be signed with the body administering the school.
10. If, despite the child being qualified for admission, the educational agreement is not signed by the date referred to in Section 10 above, the application for admission will be considered withdrawn, as a result of which the enrolment fee shall not be refunded.
11. The enrolment fee shall be refunded to those candidates who have not qualified, within 21 days from the date of submission to the school office of a written application together with the bank account number to which such refund is to be made.
12. If the school has any places available, candidates applying after the conclusion of the qualifying procedure, but before the end of the school year preceding the school year in which their education were to commence, shall not be bound by the dates as specified in Sections 2 – 10 above. For candidates applying during summer holidays the qualifying procedure shall take place a in the last week of August.
13. All newly admitted students shall be required to provide, in accordance with educational law, school documentation from their previous institution. Such documentation shall include, in particular, copies of a certificate of class or school completion. The above documents must be delivered to the school office not later than on the date of commencement of education by the student.

### Chapter III – Fee payment rules

1. Together with the delivery of a signed *School Admission Application* to the school a non-refundable **handling fee** shall be paid for each enrolled child for one particular school year.
2. An **enrolment fee** shall be paid for the whole period of the child's education at the school, which shall not be refunded if the child leaves the school after the commencement of classes or if the child graduates from the school, except as provided in Chapter II Subchapter B Section 11.
3. The payment of the enrolment fee in the amount as adopted by the administering body, i.e. by the board of the Foundation of International Education, by the date as specified in a notice on the commencement of the qualifying procedure.
4. **The tuition fee** is an annual fee paid by the student's legal guardians for the educational service as part of which the school offers, on the terms as separately determined by the school:
  - a. obligatory and non-obligatory classes and other activities arranged by the school,
  - b. possibility to take advantage of the school's library resources,
  - c. individual consultations for students,
  - d. supervision by a psychologist and a school counsellor,
  - e. additional didactic materials prepared by teachers for the purpose of classes,
  - f. accident insurance for up to the sum insured.

For the Diploma Programme students the tuition does not include examination fees.

5. The tuition fee shall not cover any costs associated with, in particular:
  - a. students' course books or stationery materials,
  - b. meals,
  - c. use of the swimming pool,
  - d. trips,
  - e. cinema, theatre or municipal public transport tickets,
  - f. school ID card duplicates.
6. The tuition fee shall be paid on the basis of the *Educational Agreement*, which shall specify the annual tuition fee, the number of instalments and due dates for their payment.
7. The tuition fee may be paid in the form of:
  - a. a single payment,
  - b. 2 instalments – annual tuition fee divided into 2 equal instalments,
  - c. 4 instalments – annual tuition fee divided into 4 equal instalments,
  - d. 10 instalments – annual tuition fee divided into 10 equal instalments.
8. If the student's legal guardians take him or her out of the school during a school year, the tuition fee shall only be paid for the period of up to the last commenced month of his or her education.
9. If the student's legal guardians take him or her out of the school after his or her final annual classification, that is to say after the student has received a certificate of class or school completion issued by the school, the tuition fee shall be paid for the entire school year.
10. Siblings attending schools for which the Foundation of International Education is the administering body shall be entitled to the following tuition fee discounts:
  - a. a 3<sup>rd</sup> child at a school – 50% discount,
  - b. a 4<sup>th</sup> child at a school – 100% discount.
11. The student's legal guardians employed on a full-time basis under a contract of employment at schools having the status of a bilingual or international school or other educational institutions, holding an authorisation certificate from the International Baccalaureate Organization, shall be entitled to a 50% discount for the tuition fee and an exemption from the enrolment fee referred to in Section 3 above.
12. A discount referred to in Section 11 or 12 shall be cancelled without the possibility of its reinstatement at a later date, if the legal guardians fail to comply with the provisions of the educational agreement concluded with the administering body, in particular where they have defaulted on the payment of the tuition fee or tuition fee instalments referred to in Sections 6 and 7. A discount referred to in the first sentence shall be cancelled automatically after the occurrence of a default in the payment of sums due to the body administering the school and the tuition fee shall be automatically recalculated to reflect its amount without the discount, without the necessity of executing an annexe to the educational agreement.
13. The tuition fee must be paid to an individual bank account assigned to each of the students after the signing of the Educational Agreement by their parents/legal guardians.
14. Any overdue payments shall result in the child being struck off from the list of students as of the end of the month for which the payment has not been made. The child shall be struck off by way of an administrative decision issued by the School Principal on the basis of a resolution of the administering body. The student's documents shall be sent to the school of his or her zone of residence or to any other school named by his or her parent/legal guardian.

15. A default on tuition fee payment shall give rise to an obligation to pay fees in the amount as specified in the educational agreement. The legal guardians may also be required to pay damages, as well as the costs and fees associated with the enforcement of any sums overdue.
16. The amount of the tuition fee and other fees due in a given school year, including the amount of the handling and the enrolment fee, shall be specified in a resolution of the board of the body administering the school.

*Approved on 19 February 2014*

*(-) Cezary Gluszek  
President of the Board – Managing Director  
Foundation of International Education*