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# Admissions Policy

Adopted March 1, 2017  
Last Update April 1, 2018

## Section 1: SCHOOL PROFILE

The American English Academy (AEA) is a private coeducational international school which offers a full U.S. educational program from pre-kindergarten (age 3) through Grade 12. Based on international Best Practices and accreditation requirements, the school's curriculum follows the U.S. Common Core Educational Standards. The learning program is in English language, student-centered, and includes a wide range of after-school activities and sports. The school year starts on September 15 and ends on June 30.

In cooperation with the Abraham Lincoln Private School, AEA offers an optional Dual Language Program which is designed for the specific educational needs of Bulgarian students from Pre-school to Grade 10. The program fully meets the requirements of the Bulgarian Ministry of Education.

The American English Academy is fully accredited by U.S. Middle States Association – Commission on Elementary and Secondary Schools (MSA-CES), Accreditation International, and U.S. National Council for Private School Accreditation (NCPA).

AEA is an independent, secular, private school without affiliation to any religious, political or interest group.

## Section 2: ADMISSIONS CONCEPT

The American English Academy operates a selective admissions policy and welcomes applications from students who have demonstrated high motivation, academic and social skills, and eagerness to learn. All applicants for Grades 1-12 are subject to further evaluation which includes an entrance interview and English language skills assessment.

Admissions to the American English Academy are based on the capacity of the school to meet the educational needs of the applicant, and the potential of the applicant to benefit from the education provided. In addition to the above, all applications are further evaluated in consideration of language support, special needs, class size and demographics. All admissions are subject to availability, and in case their designated grade-level is full students may be included in the wait pool upon parents' request.

Priority of admission is given to applicants in the following order: *children with siblings currently studying at AEA; children who have been studying in other international schools; children of parents with international citizenship; children of parents with Bulgarian citizenship.*

### Section 3: ADMISSIONS TIMELINE

American English Academy accepts students throughout the entire school year, provided that there is available placement in the respective grade level. All applications are reviewed on individual basis when submitted and there is no deadline for application. After being carefully evaluated new applications will receive either 'approved', 'rejected', or 'continued for further assessment' status. Approved candidates are enrolled and registered at AEA only after an Agreement for educational services is signed between the school and student's parent/representative. The complete 'application to enrollment' process usually requires about ten to fifteen days, provided all the application documents are submitted within the given time frame and no further assessment of the applicant is required.

Approved applicants are admitted to the school based on the chronological order of their application submission, acceptance, and registration. Therefore, we strongly advise interested parents to submit an admission application at their earliest conveniences in order to secure placement in the desired grade level.

### Section 4: STUDENT DEMOGRAPHICS

The student body of the American English Academy incorporates children from about 40 different countries. Cultural diversity is one of the most distinguishing features of AEA and the school aims to maintain a balanced mix between international and Bulgarian students. In order to provide enriched international experience and active intercultural exchange, AEA maintains an approximately equal ratio between international and local students. In this environment our international students gain a better perspective and appreciation of the local culture, while in the same time our students from Bulgaria benefit from the enriched international diversity.

### Section 5: GENERAL PLACEMENT

New students are placed in a specific grade level based on their previous educational experience, and their age. Thus, for example, a student who has completed 3<sup>rd</sup> grade in a previous school most probably will be admitted to 4<sup>th</sup> grade at AEA. Applicants' assessment results provide additional guidelines in regard to students' most adequate placement. The following table illustrates the AEA general placement age requirements as of academic year 2018-19.

Level	Applicant's Year of Birth	Class Size	Level	Applicant's Year of Birth	Class Size	Level	Applicant's Year of Birth	Class Size
K3	2015	15	Grade 3	2010/2009	20/40	Grade 9	2004/2003	20
K4	2014	15	Grade 4	2009/2008	20/40	Grade 10	2003/2002	20
K5	2013	20	Grade 5	2008/2007	20/40	Grade 11	2002/2001	20
K6	2012	20/40	Grade 6	2007/2006	20	Grade 12	2001/2000	20
Grade 1	2012/2011	20/40	Grade 7	2006/2005	20			
Grade 2	2011/2010	20/40	Grade 8	2005/2004	20			

Please note that each applicant is assessed on a case-by-case basis and exceptions could be made if there are relevant reasons for placement outside the described ranges. Due to the specifics of our student population and the fact that our students come from different educational systems, there are instances where additional criteria are applied. Generally students should be no more than twelve months older or younger than the average age for their grade.

## Section 6: TUITION FEE RATES

### NEW STUDENTS

The following tuition fees are applied for the education of new students and students returning to AEA after more than one year of absence. These rates are valid only for student's first academic year at the school. A non-refundable application and capital fees are charged as listed below (*no application fee is charged for siblings of AEA students*). Wait pool registration is charged with an additional fee of 55 EUR.

The AEA tuition fee is all-inclusive and no additional charges are made in relation to the educational process. The capital fee is dedicated to the continuous development of the school facilities. All fees listed below are VAT inclusive.

#### Standard Enrollment

Registration of new students for an upcoming school year made after the 1<sup>st</sup> of April is considered as *standard enrollment*. Tuition fee installments are paid in accordance with the *AEA Standard Payment Plan* as described below. Please note that new students are enrolled only after an Agreement for educational services is signed between the school and student's parent/representative.

Grade Level	Annual Tuition Fee
Kindergarten K3-K5	6 400 EUR
Advanced K (K6)	9 730 EUR
Grade 1-8	13 900 EUR
Grade 9-11	14 800 EUR
Grade 12	15 800 EUR

Standard Payment Plan		
Application Fee	250 EUR	Due upon student's application
Capital Fee	1 500 EUR	Due upon student's enrollment
Tuition Payment 1	20 %	Due within a period of a month
Tuition Payment 2	30 %	Due by August 31
Tuition Payment 3	50 %	Due by January 15

#### Early Enrollment

Registration of new students for an upcoming school year made until the 31<sup>st</sup> of March is considered as *early enrollment*. Tuition fee installments are paid in accordance with the *AEA Standard* or *Early Enrollment Payment Plans* as described below. Parents are offered the opportunity to choose a preferred option. Please note that new students are enrolled only after an Agreement for educational services is signed between the school and student's parent/representative.

#### Option 1: Standard payment plan

Grade Level	Annual Tuition Fee
Kindergarten K3-K5	6 400 EUR
Advanced K (K6)	9 730 EUR
Grade 1-8	13 900 EUR
Grade 9-11	14 800 EUR
Grade 12	15 800 EUR

Standard Payment Plan		
Application Fee	250 EUR	Due upon student's application
Capital Fee	1 500 EUR	Due upon student's enrollment
Tuition Payment 1	20 %	Due within a period of a month
Tuition Payment 2	30 %	Due by August 31
Tuition Payment 3	50 %	Due by January 15

#### Option 2: Early enrollment payment plan A (reduction of 10 %)

Grade Level	Annual Tuition Fee
Kindergarten K3-K5	6 400 EUR
Advanced K (K6)	9 730 EUR
Grade 1-8	12 510 EUR
Grade 9-11	13 320 EUR
Grade 12	14 220 EUR

Early Enrollment Payment Plan A		
Application Fee	250 EUR	Due upon student's application
Capital Fee	1 500 EUR	Due upon student's enrollment
Tuition Payment 1	40 %	Due within a period of a month
Tuition Payment 2	30 %	Due by August 31
Tuition Payment 3	30 %	Due by December 31

#### Option 3: Early enrollment payment plan B (reduction of 20 %)

Grade Level	Annual Tuition Fee
Kindergarten K3-K5	6 400 EUR
Advanced K (K6)	9 730 EUR
Grade 1-8	11 120 EUR
Grade 9-11	11 840 EUR
Grade 12	12 640 EUR

Early Enrollment Payment Plan B		
Application Fee	250 EUR	Due upon student's application
Capital Fee	1 500 EUR	Due upon student's enrollment
Tuition Payment 1	100 %	Due by March 31
Tuition Payment 2	-	n/a
Tuition Payment 3	-	n/a

## RETURNING STUDENTS/ RE-ENROLLMENT

The following tuition rates are applied on annual basis for the education of returning students who continue at AEA for a consecutive academic year.

Grade Level	Annual Tuition Fee
Kindergarten K3-K5	6 400 EUR
Advanced K (K6)	9 730 EUR
Grade 1-8	13 205 EUR
Grade 9-11	14 060 EUR
Grade 12	15 010 EUR

Standard Payment Plan	
Application Fee	- n/a
Capital Fee	- n/a
Tuition Payment 1	20 % Due by May 31
Tuition Payment 2	30 % Due by August 31
Tuition Payment 3	50 % Due by January 15

The AEA tuition fee is all-inclusive and no additional charges are made in relation to the educational process. All fees listed below are VAT inclusive.

## PARTIAL YEAR ENROLLMENT AND EARLY WITHDRAWAL

We recognize that in many cases international families need to relocate at very short notice, sometimes for a period which is not known in advance. Aiming to facilitate this transfer, AEA offers the option for both partial year enrollment and early withdrawal. In such cases, tuition fees are calculated on a prorated basis in accordance with the enrollment period. Partial year enrollment option is offered for students in Grades 1-12, kindergarten excluded. Individual Payment Plan is applied. A non-refundable application and capital fees are charged as per AEA Standard Payment Plan. Wait pool registration is charged with an additional fee of 55 EUR.

Enrollment Period	Tuition Fee
Students enrolled within 4 <sup>th</sup> quarter	25 % of the annual tuition fee is charged
Students enrolled within 3 <sup>rd</sup> quarter	50 % of the annual tuition fee is charged
Students enrolled within 2 <sup>nd</sup> quarter	75 % of the annual tuition fee is charged
Students enrolled within 1 <sup>st</sup> quarter	Full annual tuition fee is charged

## PREFERENTIAL RATES

American English Academy offers preferential tuition rates for children of NATO employees, and families from the diplomatic corps in Bulgaria. The preferential fees are VAT inclusive and are applied for all academic years during the education of preferential students at AEA. A non-refundable application and capital fees are charged as listed below (*no application fee is charged for siblings of AEA students*). Wait pool registration is charged with an additional fee of 55 EUR.

Grade Level	Annual Tuition Fee
Kindergarten K3-K5	6 400 EUR
Advanced K (K6)	9 730 EUR
Grade 1-8	9 730 EUR
Grade 9-11	10 360 EUR
Grade 12	11 060 EUR

Standard Payment Plan	
Application Fee	250 EUR Due upon student's application
Capital Fee	1 500 EUR Due upon student's enrollment
Tuition Payment 1	20 % Due within a period of a month
Tuition Payment 2	30 % Due by August 31
Tuition Payment 3	50 % Due by January 15

## ADDITIONAL FEES

Additional school fees cover optional non-pedagogical and pedagogical services, such as: school meals, transportation, and after-school activities. All listed fees are VAT inclusive.

Optional Service	Additional Fee Per Academic Year
School meals (breakfast and lunch)	Approx. 750 EUR (Grades 1-3), 830 EUR (Grades 4-7), and 920 EUR (Grades 8-12)
Transportation – round trip	1 520 EUR per student
Transportation – one direction	970 EUR per student
After-school activities	Fees are set in accordance with the respective average price range for Sofia City

## Section 7: ENROLLMENT PROCEDURE

### KINDERGARTEN ENROLLMENT PROCEDURE

Enrollment procedure	Description of the process	Parents submit the following documents
<b>Step 1: Application</b>	Parents submit an application for admission form. If possible, a personal visit to AEA is scheduled.	<ul style="list-style-type: none"> <li>▪ Admission application (<i>AEA form</i>)</li> <li>▪ Bank transfer/cash receipt for the payment of the application fee</li> </ul>
<b>Step 2: Assessment</b>	An assessment procedure is conducted at AEA Kindergarten. The child is introduced to a group of other children for a period of 1 h and 30 min. During this period, the child is under the care and supervision of the school's counselor and the Kindergarten director.	
<b>Step 3: Preliminary Registration</b>	The child is pre-registered as a new student for the respective kindergarten group and school year. The preliminary registration is valid for a period of one month and parents are invited to sign an Agreement for educational services. Preliminary registration is cancelled and the reserved place is announced open if the Agreement for educational services is not signed within the given time frame.	<ul style="list-style-type: none"> <li>▪ Registration card (<i>AEA form</i>)</li> <li>▪ Passport size photo of the child - 2 copies</li> </ul>
<b>Step 4: Agreement for Educational Services</b>	An Agreement for educational services is signed between the school and a parent/guardian of the child. The child is registered as a new student for the respective kindergarten group and school year.	<ul style="list-style-type: none"> <li>• Bank transfer/cash receipt for the payment of the capital fee</li> <li>• Agreement for educational services</li> </ul>
<b>Step 5: Medical Documents</b>	Prior to child's actual admittance to kindergarten, parents need to provide mandatory medical documents and test results.	<ul style="list-style-type: none"> <li>• Immunization record translated in Bulgarian</li> <li>• Health-prophylaxis medical card completed by a Bulgarian GP</li> <li>• Single negative test for pathogenic intestinal bacteria and intestinal parasites, carried out not earlier than 15 days before the child's admittance to kindergarten</li> <li>• Blood and urine tests carried out within 1 week before the child's admittance to kindergarten</li> <li>• Medical note from a General Practitioner stating the lack of contact with others with infectious diseases, issued not earlier than 3 days before the child's admittance to kindergarten</li> </ul>

## ENROLLMENT IN GRADE 1

Enrollment procedure	Description of the process	Parents submit the following documents
<b><u>Step 1:</u></b> <b>Application</b>	Parents submit an application for admission form. If possible, a personal visit to AEA is scheduled.	<ul style="list-style-type: none"> <li>▪ Admission application (<i>AEA form</i>)</li> <li>▪ Bank transfer/cash receipt for the payment of the application fee</li> </ul>
<b><u>Step 2:</u></b> <b>Student Assessment</b>	An assessment procedure is conducted at AEA or online via Skype video conference. The procedure includes entrance interview and student's evaluation test.	
<b><u>Step 3:</u></b> <b>Preliminary registration</b>	The student is pre-registered for the respective school year. The preliminary registration is valid for a period of one month and parents are invited to sign an Agreement for educational services. Preliminary registration is cancelled and the reserved place is announced open If the Agreement for educational services is not signed within the given time frame.	<ul style="list-style-type: none"> <li>▪ Registration card (<i>AEA form</i>)</li> <li>▪ Passport size photo of the applicant - 2 copies</li> </ul>
<b><u>Step 4:</u></b> <b>Agreement for Educational Services</b>	An Agreement for educational services is signed between the school and a parent/guardian of the student. The student is registered for the respective grade and school year.	<ul style="list-style-type: none"> <li>• Bank transfer/cash receipt for the payment of the capital fee</li> <li>• Agreement for educational services</li> </ul>
<b><u>Step 5:</u></b> <b>Medical Documents</b>	Parents need to provide mandatory medical documents not later than 30 days after student's admittance to AEA.	<ul style="list-style-type: none"> <li>• Immunization record translated in Bulgarian</li> <li>• Health-prophylaxis medical card completed by a Bulgarian GP</li> </ul>

## ENROLLMENT IN GRADES 2-12

Enrollment procedure	Description of the process	Parents submit the following documents
<b><u>Step 1:</u></b> <b>Application</b>	Parents submit an application for admission form. If possible, a personal visit to AEA is scheduled.	<ul style="list-style-type: none"> <li>▪ Admission application (<i>AEA form</i>)</li> <li>▪ Academic transcript from previous school translated in English or Bulgarian</li> <li>▪ Bank transfer/cash receipt for the payment of the application fee</li> </ul>
<b><u>Step 2:</u></b> <b>Student Assessment</b>	An assessment procedure is conducted at AEA or online via Skype video conference. The procedure includes entrance interview and English language skills evaluation.	
<b><u>Step 3:</u></b> <b>Preliminary registration</b>	The student is pre-registered for the respective school year. The preliminary registration is valid for a period of one month and parents are invited to sign an Agreement for educational services. Preliminary registration is cancelled and the reserved place is announced open if the Agreement for educational services is not signed within the given time frame.	<ul style="list-style-type: none"> <li>▪ Registration card (<i>AEA form</i>)</li> <li>▪ Passport size photo of the applicant - 2 copies</li> </ul>
<b><u>Step 4:</u></b> <b>Agreement for Educational Services</b>	An Agreement for educational services is signed between the school and a parent/guardian of the student. The student is registered for the respective grade and school year.	<ul style="list-style-type: none"> <li>• Bank transfer/cash receipt for the payment of the capital fee</li> <li>• Agreement for educational services</li> </ul>
<b><u>Step 5:</u></b> <b>Medical Documents</b>	Parents need to provide mandatory medical documents not later than 30 days after student's admittance to AEA.	<ul style="list-style-type: none"> <li>• Immunization record translated in Bulgarian</li> <li>• Health-prophylaxis medical card completed by a Bulgarian GP</li> </ul>

## Section 8: GENERAL 'INQUIRY TO ENROLLMENT' PROCESS

