



Admissions Policy

ENG-03/2017

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 in Grades 1-10. 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-CESS), Accreditation International, and U.S. National Council for Private School Accreditation (NCPSA).

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 35 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 50:50 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 3rd grade in a previous school most probably will be admitted to 4th 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 2017-2018.

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	2014	15	Grade 3	2009	20/40	Grade 8	2004	20
K4	2013	15	Grade 4	2008	20/40	Grade 9	2003	20
K5	2012	20	Grade 5	2007	20	Grade 10	2002	20
Grade 1	2011	20/40	Grade 6	2006	20	Grade 11	2001	20
Grade 2	2010	20/40	Grade 7	2005	20	Grade 12	2000	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. In all cases 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 fee of 250 EUR is charged. Wait pool registration (optional) is charged with an additional fee of 55 EUR.

Please note that AEA tuition fee covers *textbooks, uniforms, notebooks, field trips, sports days, school yearbook, etc.* All listed fees are VAT inclusive.

Standard Enrollment

Registration of new students for an upcoming school year made after the 1st 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 registered only after an Agreement for educational services is signed between the school and student's parent/representative.

Grade Level	Annual Tuition Fee
Kindergarten	5 900 EUR
Grade 1-8	13 900 EUR
Grade 9-11	14 800 EUR
Grade 12	15 800 EUR

Standard Payment Plan		
First installment	20 %	Due within a month from enrollment
Second installment	30 %	Due by August 31
Third installment	50 %	Due by January 15
TOTAL	100 %	

Early Enrollment

Registration of new students for an upcoming school year made until the 31st 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 registered 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	5 900 EUR
Grade 1-8	13 900 EUR
Grade 9-11	14 800 EUR
Grade 12	15 800 EUR

Standard Payment Plan		
First installment	20 %	Due within a month from enrollment
Second installment	30 %	Due by August 31
Third installment	50 %	Due by January 15
TOTAL	100 %	

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

Grade Level	Annual Tuition Fee
Kindergarten	5 900 EUR
Grade 1-8	12 510 EUR
Grade 9-11	13 320 EUR
Grade 12	14 220 EUR

Pre-enrollment Payment Plan A		
First installment	40 %	Due within a month from enrollment
Second installment	30 %	Due by August 31
Third installment	30 %	Due by December 31
TOTAL	100 %	

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

Grade Level	Annual Tuition Fee
Kindergarten	5 900 EUR
Grade 1-8	11 120 EUR
Grade 9-11	11 840 EUR
Grade 12	12 640 EUR

Pre-enrollment Payment Plan B		
First installment	10 %	Due within a month from enrollment
Second installment	90 %	Due by March 31
Third installment	-	-
TOTAL	100 %	

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	5 900 EUR
Grade 1-8	11 815 EUR
Grade 9-11	12 580 EUR
Grade 12	13 430 EUR

Standard Payment Plan		
First installment	20 %	Due by May 31
Second installment	30 %	Due by August 31
Third installment	50 %	Due by January 15
TOTAL	100 %	

Please note that AEA tuition fee covers *textbooks, uniforms, notebooks, field trips, sports days, school yearbook, etc.* All listed fees 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 fee of 250 EUR is charged additionally for all new students.

Enrollment Period	Tuition Fee
Students enrolled for 1–45 school days	Tuition fee is prorated on a daily basis
Students enrolled for 46–90 school days	50 % of the annual tuition fee is charged
Students enrolled for 91–135 school days	Tuition fee is prorated on a daily basis
Students enrolled for 136–180 school days	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 fee of 250 EUR is charged for all new students.

Grade Level	Annual Tuition Fee
Kindergarten	5 900 EUR
Grade 1-8	9 730 EUR
Grade 9-11	10 360 EUR
Grade 12	11 060 EUR

Standard Payment Plan		
First installment	20 %	Due by May 31/month of enrollment
Second installment	30 %	Due by August 31
Third installment	50 %	Due by January 15
TOTAL	100 %	

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
Step 1: Application	Parents submit an application for admission form. If possible, a personal visit to AEA is scheduled.	<ul style="list-style-type: none"> ▪ Admission application (<i>AEA form</i>) ▪ Bank transfer/cash receipt for the payment of a non-refundable admission fee of 250 EUR
Step 2: Assessment	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.	
Step 3: Preliminary Registration	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"> ▪ Registration card (<i>AEA form</i>) ▪ Passport size photo of the child - 2 copies
Step 4: Agreement for Educational Services	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"> • Agreement for educational services
Step 5: Medical Documents	Prior to child's actual admittance to kindergarten, parents need to provide mandatory medical documents and test results.	<ul style="list-style-type: none"> • Immunization record translated in Bulgarian • Health-prophylaxis medical card completed by a Bulgarian GP • Single negative test for pathogenic intestinal bacteria and intestinal parasites, carried out not earlier than 15 days before the child's admittance to kindergarten • Blood and urine tests carried out within 1 week before the child's admittance to kindergarten • 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

ENROLLMENT IN GRADE 1

Enrollment procedure	Description of the process	Parents submit the following documents
Step 1: Application	Parents submit an application for admission form. If possible, a personal visit to AEA is scheduled.	<ul style="list-style-type: none"> ▪ Admission application (<i>AEA form</i>) ▪ Bank transfer/cash receipt for the payment of a non-refundable admission fee of 250 EUR
Step 2: Student Assessment	An assessment procedure is conducted at AEA or online via Skype video conference. The procedure includes entrance interview and student's evaluation test.	
Step 3: Preliminary registration	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"> ▪ Registration card (<i>AEA form</i>) ▪ Passport size photo of the applicant - 2 copies
Step 4: Agreement for Educational Services	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"> • Agreement for educational services
Step 5: Medical Documents	Parents need to provide mandatory medical documents not later than 30 days after student's admittance to AEA.	<ul style="list-style-type: none"> • Immunization record translated in Bulgarian • Health-prophylaxis medical card completed by a Bulgarian GP

ENROLLMENT IN GRADES 2-12

Enrollment procedure	Description of the process	Parents submit the following documents
Step 1: Application	Parents submit an application for admission form. If possible, a personal visit to AEA is scheduled.	<ul style="list-style-type: none"> ▪ Admission application (<i>AEA form</i>) ▪ Academic transcript from previous school translated in English or Bulgarian ▪ Bank transfer/cash receipt for the payment of a non-refundable admission fee of 250 EUR
Step 2: Student Assessment	An assessment procedure is conducted at AEA or online via Skype video conference. The procedure includes entrance interview and English language skills evaluation.	
Step 3: Preliminary registration	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"> ▪ Registration card (<i>AEA form</i>) ▪ Passport size photo of the applicant - 2 copies
Step 4: Agreement for Educational Services	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"> • Agreement for educational services
Step 5: Medical Documents	Parents need to provide mandatory medical documents not later than 30 days after student's admittance to AEA.	<ul style="list-style-type: none"> • Immunization record translated in Bulgarian • Health-prophylaxis medical card completed by a Bulgarian GP

Section 8: GENERAL 'INQUIRY TO ENROLLMENT' PROCESS

