



Dublin Oak Academy  
International Boarding School for Boys 9-15



## APPLICATION LEAFLET 2017-2018





## ADMISSIONS PROCEDURE

Dear Applicant, this leaflet is intended to guide you through the application and admissions process to **Dublin Oak Academy**. It consists of three stages:

### Stage 1: Application forms and documents

An application to **Dublin Oak Academy** is based on the receipt of all the following documentation:

1. Student Information
2. Contact information
3. Parent's Report
4. Recommendation form
5. Application Form\*
6. Physician's Report signed by a doctor
7. Copy of the most recent official school grades
8. Family photo
9. Psychological Report\* <sup>(1)</sup>

<sup>(1)</sup>A psychological report is required for each applicant. Oak International will provide the contact for the psychologist who will apply the test and release this report to the Academy. This information is confidential and will be viewed by authorized staff only.

### Stage 2: Offer

Admissions Council will normally grant the acceptance of the applicant to **Dublin Oak Academy's** programs, after careful consideration of all the above documentation. Accepted applicants will receive a confirmation email with the decision of the Admissions Council. This may take **up to 15 days** for validation. There are no guaranteed or reserved places. Placement is subject to availability in each level. If a level is full, it is possible that a waiting list will be set up by the Admission Council.

### Stage 3: Supporting documentation

- Parents Agreement
- Medical Care Authorizations
- Computer Acceptable Use Policy Agreement\*
- Child Safeguarding Policy\*
- TUSLA Form\*
- 2 Photocopies of applicant's passport
- 7 Recent Passport-size color photographs
- Birth Certificate
- External exams certificates (Optional in case of have KET, PET, FCE o Microsoft)\*

Applicants will be given **20 working days** to send the supporting documentation to **Dublin Oak Academy** directly. The address to send the package will be given at Stage 3 at the Online Application. However, be aware that Dublin Oak Academy will not review any incomplete application. If the school secretary does not receive the supporting documentation within the given time, the application may be considered null and void.

In this stage it is required a deposit of 3,000 EUR to secure a place for the accepted applicant. Only when full supporting documentation is sent to **Dublin Oak Academy**, with the enrollment agreement signed, and the deposit reception confirmed in writing by **Dublin Oak Academy**, you will have completed the application process.

\*Does not apply for Summer Courses



## SUMMER CAMP & SCHOOL YEAR DATES 2017-2018

### School Year Courses

	Annual	Autumn	Spring
Ages	12-15 years	12-15 years	12-15 years
Students arrival	13-Sep-17	13-Sep-17	07-Jan-18
London Trip *	October	October	N/A
Paris Trip*	November	November	N/A
Christmas Break	20-Dec-17 /07-Jan-18	N/A	N/A
Trip to Austria	February	N/A	February
Trip to Italy ( Easter)	April	N/A	April
Students return	24-Jun-18	20-Dec-2017	24-Jun-18

### Summer Courses

	2 Weeks	4 Weeks
Ages	9-14 years	9-14 years
Students arrival	01-Jul-17	01-Jul-1
Students return	15-Jul-17	29-Jul-1

## FINANCIAL INFORMATION

### Annual courses

	Annual	Autumn	Spring
Tuition and boarding	EUR 33,198	EUR 13,609	EUR 21,651
Clinics base charge	EUR 2,732	EUR 1,083	EUR 1,804
Trip to London (Oct)*	EUR 1,300	EUR 1,300	N/A
Trip to Paris (Nov)*	EUR 1,300	EUR 1,300	N/A
Trip to Austria (Feb)	EUR 3,402	N/A	EUR 3,402
Trip to Italy ( Easter)	EUR 3,454	N/A	EUR 3,454

### Summer courses

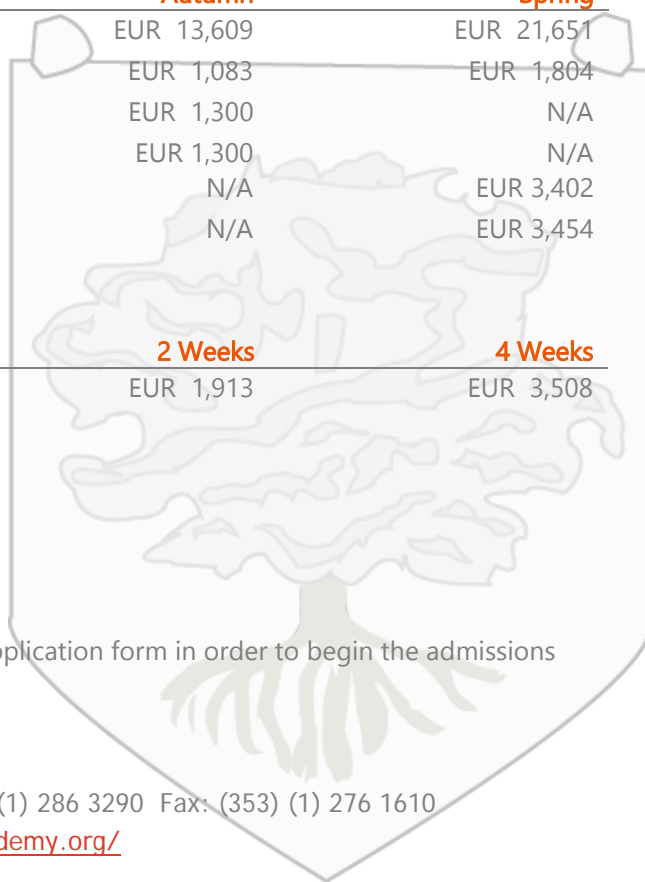
	2 Weeks	4 Weeks
Tuition and boarding	EUR 1,913	EUR 3,508

\*Optional trips.

The school is closed during the Christmas break

### Application fee

A one-time non-refundable fee of EUR 3,000 must accompany the application form in order to begin the admissions process.







## PERSONAL ACCOUNT

Personal Account Department is in charge of the student's personal accounts in Dublin Oak Academy. Statements are visible 24/7 to parents at **Dublin Oak Academy's** website under parent's portal. The recommended amount to transfer for the personal account is shown in the table below. This estimated amount will normally cover the general expenses.

### Minimum recommended

	Annual	Autumn	Spring
School Years	EUR 2,200	EUR 900	EUR 1,600
Summer Courses		2 weeks EUR 200	4 weeks EUR 400

Charges such as the optional trips, medical expenses, taxis, special requests and the school shop account will be charged on your child's personal account.

For more information visit <http://dublinoakacademy.org/admissions-tuitions-and-fees/en>

## TUITION ACCOUNT DETAILS

All payments for Tuition and Boarding and Clinics should be deposited to:

**Receiving Bank:** AIB (Allied Irish Banks) Old Bray Road, Cornelscourt, Dublin 18

**Beneficiary Name:** Oak Academies Inc.

**Account Number:** 29861281

**IBAN:** IE25 AIBK 9333 9229 8612 81

**Swift:** AIBKIE2D

**Sorting Code:** 93-35-70

**Currency:** EUR

**Reference:** ID Number - Student name

### To contact Accounting Department

**Alison Hanley**

*Financial Accountant*

Email: [ahanley@arcol.org](mailto:ahanley@arcol.org)

**Jessica Masterson-Whelan**

*Personal Accounts*

Email: [personalaccounts@dublinoakacademy.com](mailto:personalaccounts@dublinoakacademy.com)



## NEED HELP WITH THE APPLICATION?

We have agents around the world willing to assist you through the application process. We offer unparalleled service, excellent professionalism, and the highest ethical standards. All our agents are well trained to ensure they have the answers to your questions and the knowledge to make your application process easier.



### Mexico

South	Adriana García Colin Gomez	<a href="mailto:adriana.garcia@oakinternational.org">adriana.garcia@oakinternational.org</a>
Bajío	Beatriz Escobedo	<a href="mailto:beatriz.escobedo@oakinternational.org">beatriz.escobedo@oakinternational.org</a>
Center	Rebeca Pérez Guillot	<a href="mailto:rperez@oakinternational.org">rperez@oakinternational.org</a>
North	Monica Leal	<a href="mailto:monica.leal@oakinternational.org">monica.leal@oakinternational.org</a>
Pacific	Perla María Martínez M	<a href="mailto:guadalajara@oakinternational.org">guadalajara@oakinternational.org</a>

### Chile- Argentina – Peru

Isabel Oelckers Hollstein [i.oelckers@oakinternational.org](mailto:i.oelckers@oakinternational.org)

### Brazil

Nathalie Musella [nathalie.musella@oakinternational.org](mailto:nathalie.musella@oakinternational.org)

### France - Spain - Italy

Victoria Pastor [vpastor@oakinternational.org](mailto:vpastor@oakinternational.org)

### Korea

Anna Lee [alee@grupointeger.com](mailto:alee@grupointeger.com)

### Rest of the World

Maria Hermida [atc@oakinternational.org](mailto:atc@oakinternational.org)

