



APPLICATION LEAFLET 2018-2019





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. Psychological Report* ⁽¹⁾
7. Physician's Report signed by a doctor
8. Copy of the most recent official school grades
9. Family photo
10. TUSLA Form*
11. 1 Photocopies of applicant's passport
12. Birth Certificate*

⁽¹⁾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: Proceeding

Applicants will receive a confirmation email with the decision of the Admissions Council. This may take **up to 15 days** for validation. If the Admissions Council decision results in **proceeding** status you will be required to send Supporting documentation (Stage 3). If not you will receive a non-acceptance letter. 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

In this stage, it is required a deposit of 3,000 EUR (Application fee) to secure a place for the proceeding applicant. Applicants will be given **20 working days** to send the following documents to **Dublin Oak Academy** directly.

- Parents Agreement
- Flu Vaccination Consent
- 2 Recent Passport-size color photographs
- Medical Care Authorization Forms

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 and be officially accepted. 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.

*Does not apply for Summer Courses



SUMMER CAMP & SCHOOL YEAR DATES 2018-2019

School Year Courses

	Annual	Autumn	Extended Autumn	Spring
Ages	12-15 years	12-15 years	12-15 years	12-15 years
Students arrival	12-Sep-18	12-Sep-18	12-Sep-18	05-Jan-19
Paris Trip *	October	October	October	N/A
London Trip*	November	November	November	N/A
Christmas Break	20-Dec-18 /04-Jan-19	N/A	20-Dec-18 /04-Jan-19	N/A
Trip to Germany & Austria	February	N/A	February	February
Trip to Italy (Easter)	March	N/A	N/A	March
Students return	19-Jun-19	20-Dec-2018	UNKOWN	19-Jun-19

Summer Courses

	2 Weeks	4 Weeks
Ages	8-14 years	8-14 years
Students arrival	29-Jun-18	29-Jun-18
Students return	13-Jul-18	27-Jul-18

FINANCIAL INFORMATION

Annual courses

	Annual	Autumn	Extended Autumn	Spring
Tuition and boarding	EUR 34,850	EUR 14,300	EUR 21,400	EUR 22,700
Clinics base charge	EUR 2,900	EUR 1,200	EUR 1,680	EUR 2,000
Trip to Paris (Oct)*	EUR 1,300	EUR 1,300	EUR 1,300	N/A
Trip to London (Nov)*	EUR 1,400	EUR 1,400	EUR 1,400	N/A
Trip to Germany (Feb)	EUR 3,450	N/A	EUR 3,450	EUR 3,450
Trip to Italy (Easter)	EUR 3,500	N/A	N/A	EUR 3,500

Summer courses

	2 Weeks	4 Weeks
Tuition and boarding	EUR 1,900	EUR 3,500

*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

Jessica Masterson-Whelan

Personal Accounts

Email: 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	adriana.garcia@oakinternational.org
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Rest of the World

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