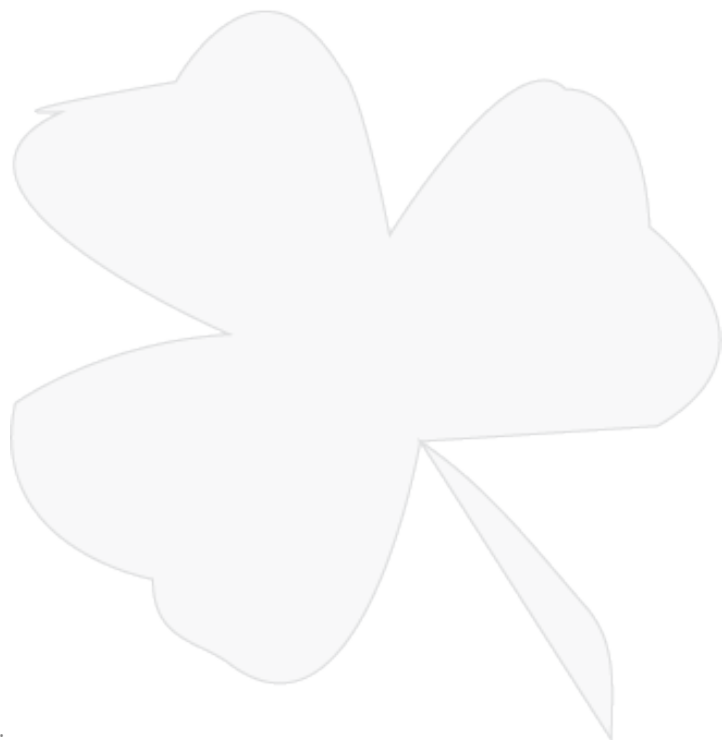




APPLICATION LEAFLET 2017-2018



ADMISSIONS PROCEDURE

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

Stage 1: Application forms and documents

An application to **Woodlands 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* ⁽¹⁾

⁽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: Offer

The Admissions Council will normally grant the acceptance of the applicant to Woodlands 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, a waiting list will be set up by the Admission Council and a cancellation list will be formed.

Stage 3: Supporting documentation

- Parental Agreement
- Medical Authorization forms
- TUSLA Form*
- Clinics choice Form*
- iPad Acceptable Use Policy Agreement*
- 1 Photocopies of applicant's passport
- 4 Recent Passport-size color photographs
- Birth Certificate

Applicants will be given **20 working days** to send the supporting documentation to **Woodlands Academy** directly. The address to send the package will be given at Stage 3 at the Online Application. However, be aware that Woodlands Academy will not review any incomplete applications. If the Admissions office does not receive the supporting documentation within the given time, the application cannot be processed.

In this stage a deposit of 3,000 EUR is required to secure a place for the accepted applicant. Only when full supporting documentation is sent to **Woodlands Academy**, with the enrollment agreement signed and the deposit receipt confirmed in writing by **Woodlands 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	11-15 years	11-15 years	11-15 years
Students arrival	13-Sep-17	13-Sep-17	07-Jan-18
Students return	17-Jun-18	20-Dec-16	17-Jun-18

Summer Courses

	2 Weeks	4 Weeks
Ages	8-14 years	8-14 years
Students arrival	1-Jul-17	1-Jul-17
Students return	15-Jul-17	29-Jul-17

FINANCIAL INFORMATION

Prices do not include flights to and from Ireland. Prices do not include Personal Expenses - each Academy has an account for personal expenses. International trips are optional and incur additional fees as below:

Annual courses

	Annual	Autumn	Spring
Tuition and boarding	EUR 32,889	EUR 13,609	EUR 22,579
Clinics base charge	EUR 2,990	EUR 1,237	EUR 2,010
Paris trip (Oct)*	EUR 1,300	EUR 1,300	N/A
London Trip (Nov)*	EUR 1,300	EUR 1,300	N/A
Trip to Switzerland (Feb)	EUR 3,196	N/A	EUR 3,196
Trip to Italy (Easter)	EUR 3,454	N/A	EUR 3,454
Portugal Trip (May)*	EUR 1,300	N/A	EUR 1,300

Summer courses

	2 Weeks	4 Weeks
Tuition and boarding	EUR1,907	EUR3,454

**Optional trips*

The school is closed during the Christmas break

PERSONAL ACCOUNT

Personal Account Department is in charge of the student's personal accounts in Woodlands Academy. Statements are visible 24/7 to parents at **Woodlands 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 2,350	EUR 1,000	EUR 1,350
Summer Courses		2 weeks EUR 125	4 weeks EUR 250

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 www.woodlands-academy.org

ACCOUNT INFORMATION

TUITION ACCOUNT

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: 29861018

Swift: AIBKIE2D

Currency: EUR

IBAN: IE45 AIBK 9333 9229 8610 18

Sorting Code: 93-35-70

Reference: ID Number - Student name

PERSONAL ACCOUNT

Receiving Bank: AIB (Allied Irish Banks)

Beneficiary Name: Del Riada Language Centre Ltd.

Branch: Sandyford, Blackthorn Road, Dublin 18

Sorting Code: 93-35-70

Account No. 37165091

IBAN: IE 70 AIBK 933570 37165091

Swift Address: AIBKIE2D

Reference: ID Number - Student name

To contact the Accounts Department:

Mairead Fahy

Personal Accounts

Email: mfahy@arcol.org

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

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Chile- Argentina – Peru

Brazil

France - Spain - Italy

Korea

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