March 2016

Dear Parents and Guardians,

The enrollment process for the 2016-2017 School Year will take place between April 13, 2016, and May 30, 2016. The Administration kindly requests confirmation of your child’s enrollment to Instituto Cultural International School.

The procedure is as follows:

1. Please complete the attached form and return it to the school by Wednesday, April 27, 2016.
2. Once the form is received, your child’s enrollment must be secured by paying in full the Admissions Fees.
4. You may pay using your credit card. VISA, MASTER CARD, AMERICAN EXPRESS and CLAVE are welcome.
5. The reservation form does not imply that a student’s enrollment is secured. Only when payment is received in full at The Administration and when the educational services contract is duly signed by the parent and / or guardian, is the student formally enrolled at the school.
6. The schedule of fees for school year 2016-2017 is available at The Administration as per your request.

As to fully and adequately prepare for the next academic year, it is very important to receive from parents and guardians the abovementioned information at your earliest convenience. If you were to have any queries, please feel free to contact Mrs. Yessica Castillo at 60308083.

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INSTITUTO CULTURAL / INTERNATIONAL SCHOOL
RESERVATION FORM

PLEASE RETURN THIS FORM, DULY COMPLETED AND SIGNED, IN ORDER TO RESERVE YOUR CHILD’S ENROLLMENT FOR SCHOOL YEAR 2016-2017.

Note that only when the admissions fees are paid in full, and when the educational services contract is duly signed by the parent and / or guardian, is the student formally enrolled at the school.

Please return this form by April 27, 2016.

THE SCHOOL MAY DISPOSE OF THE AVAILABLE SLOTS IF THE ABOVEMENTIONED REQUISITES ARE NOT FULFILLED.

STUDENT’S NAME: __________________________________________

CURRENT GRADE: __________________________________________

I AM INTERESTED IN RESERVING MY CHILD’S ENROLLMENT FOR SCHOOL YEAR 2016-2017 YES _____ NO _____

IF THE ANSWER IS NO, YOU DO NOT HAVE TO FILL THE REQUESTED INFORMATION. IN ALL CASES, PARENTS AND/OR GUARDIANS MUST SIGN AND RETURN THE RESERVATION FORM.

GRADE THE STUDENT WILL BE ENROLLED FOR 2016-2017______________

TELEPHONE________________________E-MAIL________________________

CEL. PHONE________________________

PARENT’S OR GUARDIAN’S SIGNATURE_____________________________