

APPLICATION PROCESS

1. Nuria Font (international@pactschools.org.uk) and Belen Vazquez (belen.vazquez@pactschools.org.uk) are currently the designated PACT international employees who are responsible for all foreign pupil arrangements. They should be contacted before applying for a place in one of the four PACT schools to check availability.
2. For international students entering a PACT school a completed application form must be returned together with the student's most recent academic report. The Application Form is available on the school website under: Forms.
3. All international students should provide two reference letters, one from their school English teacher with the student's current level of English clearly specified, and the other from their tutor describing their personality. PACT International staff may contact the foreign student's current school for further reference.
4. When the availability of a place at the school has been confirmed, based on the academic report and on the reference letters, a registration deposit of £1,000 must be paid as soon as possible.
5. On receiving the registration deposit PACT International will look for a suitable host family. If PACT international is unable to find a host family, or the hosting arrangement needs to be cancelled, the deposit will be refunded. However, any additional costs incurred (eg flights) will not be refunded.
6. When the host family has been agreed, PACT International will send both families a form that contains the other family's contact details as well as any relevant information that should be known about the student or the family before the international student arrives in England. These forms will be exchanged to facilitate the communication between the parents.
7. **PACT International fees** will be paid in full on or before the first day of term by transfer to the following account:

Account Name: PACT EDUCATIONAL TRUST LIMITED INTERNATIONAL

Account Type: Current Account

Sort Code: 200125

Account Number: 63450163

IBAN: GB70 BARC 2001 2563 4501 63

Swift Code: BARCGB22

Please contact Nuria Font or Belen Vazquez for information about fees.

Documents and Forms

- Application Form (signed)
- Last Academic Report
- English Teacher Letter or Tutor Reference Letter
- Consent Form (signed)
- Family Information Form (photo included)
- Photo of the student's passport
- Photo of the student (head with a white background)

Except for the photos, all documents should be sent by email in a pdf or Word format (each document or form must be one single file), to the following addresses:

international@pactschools.org.uk

belen.vazquez@pactschools.org.uk