

DOCUMENTS REQUIRED FOR NEW STUDENTS

2025/2026

FORMALISATION OF ENROLMENT – REQUIRED DOCUMENTS

- ☐ (1) Fully completed **enrolment form**.
- ☐ (2) Photocopy of the **Family Book** (page of student) or the student's **National ID** or **Birth certificate**.
- ☐ (3) Photocopy of the **National ID /NIE** or **Passport** of the student's legal guardians.
- ☐ (4) Photocopy of **student's health card** (where the student is registered).
- ☐ (5) Photocopy of the **vaccination record**.
- ☐ (6) **Two photos** passport size.
- ☐ (7) Completed **SEPA Direct Debit Order** (available for download on our website), indicating the account to be used for payments. A copy of the ID of the account holder must be included if they are not one of the student's legal guardians. The SEPA order must be signed by the account holder.
- ☐ (8) Student Identification Code Certificate (CIAL), if coming from another school within the Canary Islands, along with the most recent academic report issued by the previous school.
- ☐ (9) A payment of **€ 561.00** for enrolment in Infant and Primary. **For enrolments in other year groups, please refer to the School Fees** document to find the corresponding amount for the first payment. This payment acts as a non-refundable reservation/enrolment fee, and it is considered the first monthly payment for the reserved academic year. **The exact amount will be adjusted in the second monthly payment (September) according to the applicable fees for that school year.** Payment may be made in cash or via bank transfer. For bank transfers, please request our bank account details and send the payment receipt by email to administracion@canterburyschool.com.
- ☐ (10) A **€ 2,500.00 deposit per family**, refundable when the last enrolled child (in the case of siblings) leaves the school. **If the student does not start the school year for reasons unrelated to the school, the deposit will be considered non-refundable.** Enrolment is considered valid for the entire academic year. **If the student begins the year but leaves before its completion for reasons not attributable to the school, the remaining monthly payments will still be due for the rest of the academic year.** The deposit may be used to settle any outstanding debts in the student's or siblings' name at the time of withdrawal. Payment may be made in cash or by bank transfer. If paying by bank transfer, please request the bank details and send the transfer receipt to administracion@canterburyschool.com.