

DOCUMENTS REQUIRED FOR NEW STUDENTS

2026/2027

TO RESERVE A PLACE

Once the place has been confirmed, the reservation may be made until January 1st of the year the student is due to start, by following steps 1 to 6. After that date, enrolment must be completed directly by following steps 1 to 10.

The place reservation may be made from the moment the child is registered in the family book or has a birth certificate and until all available places are filled.

- (1) Fully completed **enrolment form** (it will be sent by email).
- (2) Photocopy of **Family Book** (student's page) or D. N. I. / **N. I. E.** or **Birth certificate** or **Passport**.
- (3) Photocopy of **National ID / NIE** or **Passport** of the student's legal guardians.
- (4) Photocopy of **student's health card** (where the student is registered).
- (5) 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 if corresponds.
- (6) A payment of **€ 580.00** 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.

TO FINALISE THE ENROLMENT

To guarantee a previously reserved place, enrolment must be finalised before January 31st of the year of entry (points 6 to 10). If no prior reservation has been made; the applicant must also submit the documentation listed above (points 1 to 5).

- (7) Photocopy of the **vaccination record**.
- (8) **Two photos** passport size.
- (9) 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.
- (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.