

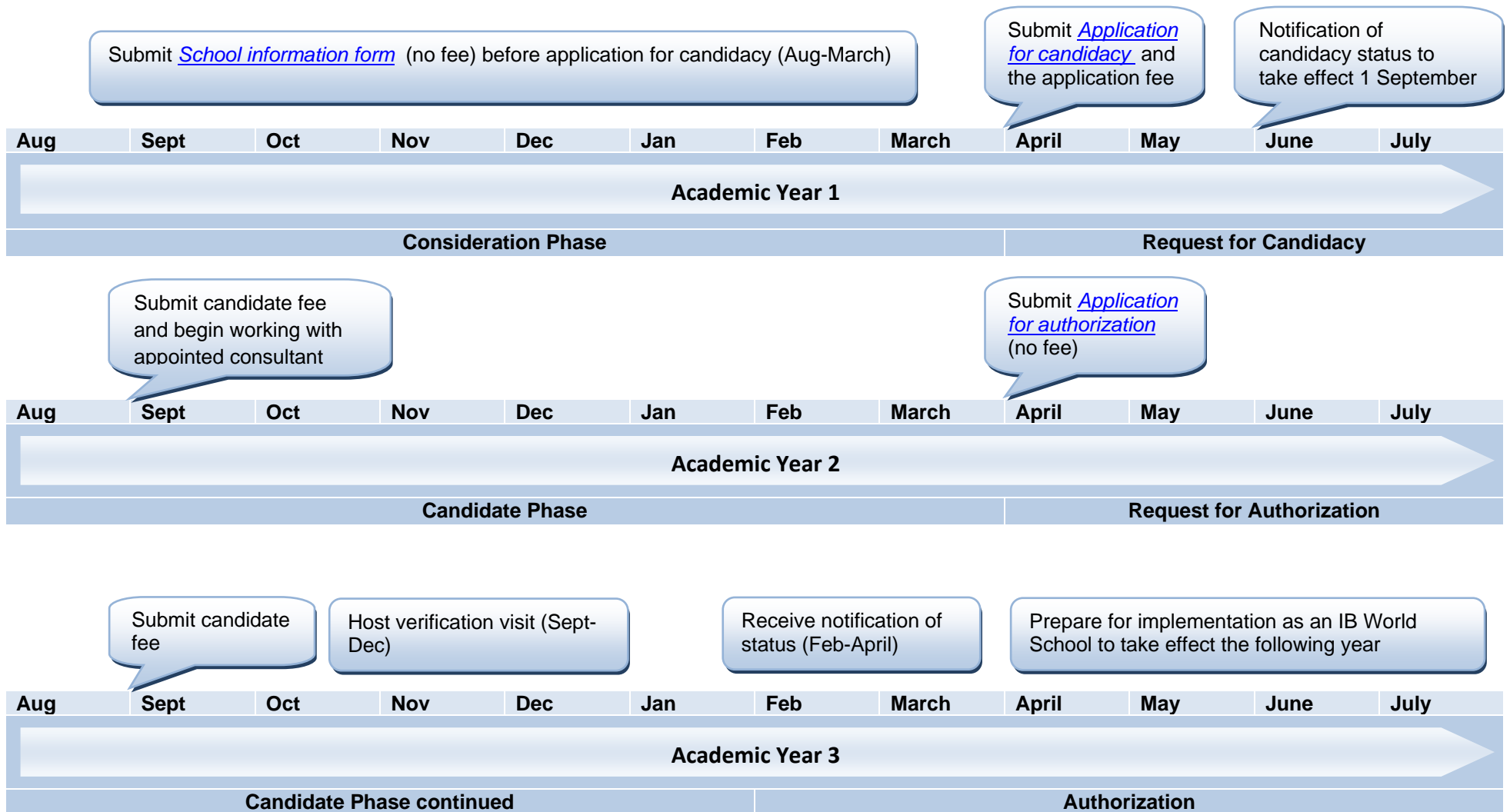
# IB Americas Diploma Programme application timeline and fees

For schools with an academic year commencing August/September

	Academic Year 1	Academic Year 2	Academic Year 3
Phase	Consideration Phase / Request for Candidacy	Candidate Phase / Request for Authorization	Candidate Phase / Verification Visit
Required Activities	<ul style="list-style-type: none"> <li>Submit <a href="#">School information form</a> to <a href="mailto:iba@ibo.org">iba@ibo.org</a></li> <li>Investigate IB philosophy</li> <li>Identify resources for implementation</li> <li>Analyze programme requirements as outlined in the <a href="#">Guide to school authorization</a></li> <li>Gain support from teachers, head of school, school district/board and students</li> <li>Order IB publications (Diploma Programme starter pack + course guides for projected IB courses)</li> <li>Designate a coordinator</li> <li>Develop an action plan to ensure successful implementation (see chart 3 in <a href="#">Application for candidacy</a>)</li> <li>Attend a category 1 workshop (head of school or designee)</li> <li>Prepare <a href="#">Application for candidacy</a> using the <a href="#">Guide to school authorization</a></li> </ul>	<ul style="list-style-type: none"> <li>Work with an IB-appointed consultant for a two day on-site visit and 20 remote hours</li> <li>Set up teacher accounts on the Online Curriculum Centre (OCC)</li> <li>Develop systems for teachers collaborative planning and reflection</li> <li>Further develop the action plan</li> <li>Develop supporting documents related to policies, scheduling, subjects offered course outlines and CAS outline for the <a href="#">Application for authorization</a></li> <li>Prepare <a href="#">Application for authorization</a> using the <a href="#">Guide to school authorization</a></li> </ul>	<ul style="list-style-type: none"> <li>Review feedback and prepare for the verification visit</li> <li>By the time of the verification visit:</li> <li>Train all teachers including TOK, CAS and Diploma Programme coordinator at a <a href="#">category 1 workshop</a></li> <li>Continue developing and implementing action plan</li> </ul> <p>Upon acceptance of the <a href="#">Application for authorization</a>, a visit to the school will be carried out to verify the school's claim that it has taken all the necessary actions and is prepared to become an IB World School.</p> <p>The purpose of the visit is to ensure that the educational principles, standards and practices on which the IB programme is founded will be maintained and furthered.</p> <p>The IB Director general makes the final decision in granting or denying authorization.</p>
Strongly Recommended Activities	<ul style="list-style-type: none"> <li>Send school officials and pedagogical leaders to an IB orientation seminar</li> <li>Contact or visit IB World Schools offering the Diploma Programme</li> <li>Start sending staff to IB-recognized professional development</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all teachers have attended a <a href="#">category 1 workshop</a> in order to prepare course outlines for the <a href="#">Application for authorization</a></li> </ul>	
Deadlines	Submit <a href="#">Application for candidacy</a> by: <b>1 April</b>	Submit <a href="#">Application for authorization</a> by: <b>1 April</b>	
Fees	Application Fee: USD 4000* <b>1 April</b>	Candidate Fee: USD 9,500* <b>1 September</b>	Candidate Fee: USD 9,500* <b>1 September</b>

*\*All fees are subject to change*

# Minimum duration of the application timeline



## Fees and other budgetary items

Application Fee: USD 4,000*		
<b>Description</b>	A non-refundable fee is charged to the school once at the time of submission of <a href="#">Application for candidacy</a>	
<b>Services provided</b>	<ul style="list-style-type: none"> <li>• Counseling services</li> <li>• Subscription to the online curriculum centre for all school staff</li> </ul>	<ul style="list-style-type: none"> <li>• Review and feedback for <a href="#">Application for candidacy</a></li> </ul>

Candidate Fee: USD 9,500*		
<b>Description</b>	A non-refundable fee is charged to the school annually from 1 September until school authorization. A school may remain a candidate for a maximum of three years.	
<b>Services provided</b>	<ul style="list-style-type: none"> <li>• Ongoing counseling services by IB Americas</li> <li>• Review and feedback for <a href="#">Application for authorization</a></li> <li>• Subscription to the online curriculum centre for all school staff</li> </ul>	<ul style="list-style-type: none"> <li>• A two-day on-site consultation visit</li> <li>• The remote services of a consultant for up to 20 hours</li> <li>• The two-day on-site verification visit</li> </ul>

Annual School Fee: USD 10,000*		
<b>Description</b>	A non-refundable fee is charged to the school annually upon authorization from 1 September	
<b>Services provided</b>	<ul style="list-style-type: none"> <li>• Creation and development of curriculum materials</li> <li>• Subscription to <i>IB World magazine</i></li> <li>• Programme evaluation once every 5 years</li> </ul>	<ul style="list-style-type: none"> <li>• Subscription to the online curriculum centre for all school staff</li> <li>• Counseling services</li> <li>• Communication and marketing support</li> </ul>

Student Assessment Fees	
<b>Description</b>	<p><b>Student Registration Fee</b> The student registration fee is paid once for each student to take one or more examinations in a particular examination session. Diploma category students who take anticipated subjects in year one of the programme do not pay a second time.</p>
<b>Fee</b>	USD 141* for each student
<b>Description</b>	<p><b>Subject Fee</b> The student subject fee is paid for each assessed subject taken by an individual student. There is no fee for theory of knowledge or the extended essay assessment for Diploma category students.</p>
<b>Fee</b>	USD 96* per assessed subject

Additional Budgetary Items		
<b>Description</b>	<ul style="list-style-type: none"> <li>• Ongoing teacher professional development at <a href="#">IB workshops</a> in order to meet requirements outlined in the Programme evaluation self study questionnaire</li> <li>• Regular collaborative planning time for teachers (including media specialists, librarians)</li> <li>• IB publications for teachers (see the publications catalogue on the IB website, <a href="http://store.ibo.org/">http://store.ibo.org/</a>) including: guides, teacher support materials and past examinations for all applicable subject areas</li> </ul>	<ul style="list-style-type: none"> <li>• The position of the Diploma Programme coordinator, which must include non-teaching time</li> <li>• The position of the CAS (creativity, action, service) coordinator</li> <li>• Extended essay supervision</li> <li>• CAS supervision</li> <li>• Educational resources</li> <li>• Postage for examination mailings</li> </ul>

**\*All fees are subject to change**