

IB North America Diploma Programme Application Process and Fees

For schools seeking to start implementation in the Fall Term of 2011 and later

	Feasibility Study	Seeking Candidacy	Candidate Phase	Authorization Visit
Goal	Make an informed decision to begin the application and authorization process. Submit the interested schools form	Work with an appointed IB consultant to develop and submit application form, part A	Submit application form, part B and continue working on programme development	Host an authorization site visit by an IB visiting team to become an IB World School
When	Begins a minimum of 2 years and 6 months prior to implementation as an authorized school	2 years prior to implementation as an authorized school (May – October)	20 months prior to implementation as an authorized school (October – April)	1 year prior to implementation as an authorized IB World School
School Activities	<ul style="list-style-type: none"> • Contact the IB North America regional office • Identify resources • Gain support of school community • Gain support of relevant authorities • Order IB publications • Optional—send key staff to an orientation seminar • Optional--visit local authorized IB World Schools 	<ul style="list-style-type: none"> • Appoint a Diploma Programme coordinator designate • Begin sending staff to Level 1 workshops • Work with appointed IB consultant for two-day on-site and 20 remote hours • Develop a strategic plan for implementation • Organize collaborative planning and teaming 	<ul style="list-style-type: none"> • Set-up teacher accounts to the Online Curriculum Centre • Continue working with IB appointed consultant • Continue sending staff to Level 1 workshops • Develop curriculum – course outlines 	<ul style="list-style-type: none"> • Review documentation for the authorization visit • Continue all IB professional development to ensure staff are appropriately qualified and trained to teach the programme <p><i>The visit will take place in the fall subsequent to the submission of application form, part B.</i></p> <p><i>The IB visiting team ascertains a schools' preparedness to implement the programme.</i></p>
Actions and Deadlines	<ul style="list-style-type: none"> • Complete and submit interested schools form (intent to apply) by 1 May 	<ul style="list-style-type: none"> • Submit consultant agreement – upon receipt • Prepare and submit application form, part A by 1 October 	<ul style="list-style-type: none"> • Prepare and submit application form, part B by 1 April 	<p>By the time of authorization schools must have:</p> <ul style="list-style-type: none"> • All teachers trained at a Level 1 workshop

IB North America Diploma Programme

*Fees as of January 2009

FEES FOR INTERESTED AND CANDIDATE SCHOOLS	
	US \$
<p>Application Form, Part A Fee This fee must accompany a school's request to become a candidate school – application form, part A. It covers all costs for:</p> <ul style="list-style-type: none"> ▪ The 2-day onsite consultation visit ▪ Remote services of a consultant for one academic year (20 hours) ▪ Subscription to the online curriculum centre for one year (with access for all teachers) ▪ Administrative expenses (e.g. application readings, counseling services by IB North America) 	8,500
<p>Application Form, Part B Fee This fee must accompany a school's request for authorization – application form, part B. It covers all costs for:</p> <ul style="list-style-type: none"> ▪ The 2-day site authorization visit ▪ Continued subscription to the online curriculum centre for one year (with access for all teachers) • Administrative expenses (e.g. application readings, counseling services by IB North America) 	8,500
OPTIONAL FEE FOR CANDIDATE SCHOOLS	
<p>Continuation Fee for Candidate Schools for One Additional Year A candidate school may choose to extend its candidacy for one year delaying the submission of application form, part B. This fee covers the costs for:</p> <ul style="list-style-type: none"> ▪ Continued subscription to the online curriculum centre for one year (with access for all teachers) • Administrative expenses (e.g. application readings, counseling services by IB North America) <p><i>NB: Schools may only extend their candidacy once</i></p>	5,000

FEES FOR AUTHORIZED IB WORLD SCHOOLS	
	US \$
<p>Annual School Fee This fee is payable by authorized schools and is due 1 September of each academic year. It includes:</p> <ul style="list-style-type: none"> ▪ Subscription to <i>IB World</i> magazine ▪ Subscription to the online curriculum centre (with access for all teachers) 	9,600
STUDENT ASSESSMENT FEES FOR AUTHORIZED IB WORLD SCHOOLS	
<p>Student Registration Fee 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>	129
<p>Subject Fee 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>	88

OTHER COSTS

In addition to the fees for the application form, parts A and B, schools will need to budget funds for the following additional costs. Costs will depend on the resources already in place and the size of the proposed program, and will therefore vary from school to school. Most of these costs are ongoing after authorization.

- Ongoing teacher professional development at IB workshops
- Regular collaborative planning time for teachers (including media specialists, librarians)
- IB publications for teachers (see the publications catalogue on the IB website, <http://store.ibo.org/>)
- The position of the Diploma Programme coordinator (at least 25% release time is recommended)
- The position of the CAS (community, action, service) coordinator
- Extended Essay supervision
- CAS supervision (leaders)
- Educational Resources
- Postage for examination mailings

**All fees are subject to change without notice*