Sample *Application for candidacy—* Middle Years Programme

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Contents

Introduction

This document reflects the content of the online *Application for candidacy* and is provided only as a reference. To apply for candidacy, schools must complete the online application. When the school has determined that it meets the requirements for candidacy, has paid the appropriate non-refundable fee, and informed the IB of its intent to apply for candidacy, the school's contact on the IB regional development team will provide access to the IB's online platform (My School) and instructions for establishing an account and beginning the *Application for candidacy*.

The *Application for candidacy* includes only questions directly related to the requirements for candidacy. All questions relevant to the school's situation must be answered before the school can submit the application. Any questions about the *Application for candidacy* should be directed to the IB regional development team.

The information provided in the school and programme profiles, the school's answers to the questions included in the *Application for candidacy*, and the documents submitted with the application provide the information the IB needs to decide on the school's request for candidacy.

When schools are ready to apply for authorization, they will provide information and answer questions related to all standards, practices and requirements. The sample *Application for authorization* is available on the IB website for schools that wish to review it in preparation for the authorization process.

School and programme profile

The school profile provides the IB with information about the school. It is the school's responsibility to maintain an accurate and up-to-date school profile.

School information

1. School name

    a. Legal registered name of school

Please provide the name which appears on the school's legal entity/licensure documentation. Official correspondence and documentation from the IB will be issued in the school's legal name.

If you need to change or correct your school's legal name, please contact the IB regional development team so that the change can be confirmed and made in the IB's systems.

    b. Preferred name of school

Please provide the name by which the school is commonly known, which may be different from the name of the legal entity registered with the local education authority.

No school whose legal or preferred name includes the words "International Baccalaureate", "IB" or "World School" in any form or language—or that has any trademarks, domain names or pending applications containing such words—shall be accepted by the IB as a candidate school.

2. School website

    a. Does your school have a website? Yes/No
    b. School website address

3. Telephone

    a. Main telephone number of the school
    b. Main fax number of the school

4. Date that the school was founded

If the school indicates that it has not been in existence for at least three years, the IB will confirm the following information.

    a. The school understands that it must meet all requirements for candidacy before candidacy can be awarded. Yes/No
    b. The school has the relevant staff, resources and facilities available to effectively complete the authorization process. Yes/No
    c. The school will be fully constructed and operational before candidacy is awarded. Yes/No

5. Academic year

    a. Month when the students start the school year
    b. Month when the students end the school year

6. Language of communication with the IB

    ☐ English
    ☐ French
    ☐ Spanish

Choose the language which would be most appropriate for the IB to use in communicating with the school. From this point forward, all official IB communications to the school will be in the selected language.

7. Legal entity/status

    a. Do all sections of the school operate under the same legal entity? Yes/No

The school must be duly registered as a legal entity under local law—either for profit or not-for-profit, privately or publicly funded—before the IB can award candidacy.

    b. Legal status of school

- ☐ Private
- ☐ State
- ☐ State subsidized
- ☐ Charter

If school indicates that all sections of the school operate under the same legal entity, the IB will ask for the following information.

    c. What is the name of the authority that granted the school this status?

If the school indicates that all sections of the school do not operate under the same legal entity, the IB will ask for the following information for each section of the school.

    c. What is the name of the authority that granted the school this status?

Section	Name of authority that granted legal status

8. Licensure/accreditation

    a. Please describe the licensure or accreditation required by the local authorities which have oversight of the school.

The school must have the required licensure or accreditation from the local authorities and/or, if applicable, independent recognized accreditation agencies, indicating that it is licensed/accredited or otherwise authorized to provide educational services to students of the ages served by the programme(s) for which the school is seeking to be authorized before the IB can award candidacy.

    b. Is the school licensed by:

- ☐ section
- ☐ whole school.

If the school indicates that all sections of the school operate under the same licensure, the IB will ask for the following information.

    c. What is the name of the educational authority that granted the school licensure to provide educational services to students of the ages served by the programme for which the school is applying?

If the school indicates that all sections of the school do not operate under the same licensure, the IB will ask for the following information for each section of the school.

    c. What is the name of the educational authority that granted the school licensure to provide educational services to students of the ages served by the programme for which the school is applying?

Section	Name of educational authority that granted licensure

d. Is the school accredited by:

☐ section
☐ whole school
☐ the school is not accredited beyond licensure.

If the school indicates that all sections of the school operate under the same accreditation, the IB will ask for the following information.

e. Indicate organizations from which the school has received or is currently in the process of seeking accreditation.

Organization	Accreditation status
☐ AdvancED	☐ Accreditation received
☐ CAIS	☐ Currently seeking accreditation
☐ CIS	
☐ LAHC	
☐ M.S.A.C.S.	
☐ NCA	
☐ NEASC	
☐ NIC	
☐ OFSTED	
☐ WASC	
☐ Other	

If the school indicates that all sections of the school do not operate under the same accreditation, the IB will ask for the following information for each section of the school.

e. Indicate organizations from which the school has received or is currently in the process of seeking accreditation (choose all that apply).

Section	Name of accrediting organization	Accreditation status
	☐ AdvancED	☐ Accreditation received
	☐ CAIS	☐ Currently seeking accreditation
	☐ CIS	
	☐ LAHC	
	☐ M.S.A.C.S.	
	☐ NCA	
	☐ NEASC	
	☐ NIC	
	☐ OFSTED	
	☐ WASC	
	☐ Other	

9. Governance affiliation

    a. Is the school part of a group-level organization which is a legal entity, a central authority over the schools and has operational and financial authority over the schools in the group? Yes/No

A group-level organization is a legal entity that manages the budgetary, strategic, and/or curricular decisions for individual schools within the group, and is, in effect, the "owner" of the schools within the group. In the public sector, this entity might be referred to as a school district or local authority; independent or private schools might be part of a diocese, foundation, corporation, or company.

If the school indicates that it is part of a group-level organization, the IB will ask for the following information.

    b. Identify the group of which the school is a part.

10. Association of IB World Schools or network affiliation

    a. Is the school affiliated with any registered regional associations or networks of IB World Schools? Yes/No

Associations or networks of IB World Schools provide mutual support in a variety of ways and that have been recognized by the IB.

If the school indicates that it is part of an Association of IB World Schools, the IB will ask for the following information.

    b. Please select from the list of Associations of IB World Schools or network affiliations.

11. School Tax ID Number, if applicable

12. School VAT/ID Number, if applicable

School address(es)

13. School address

    a. Address type

    ☐ Main
    ☐ Postal
    ☐ Campus
    ☐ Billing
    ☐ Examination

The school will provide the following information for each of the relevant address types listed above.

    b. Address line 1
    c. Address line 2
    d. Address line 3
    e. City
    f. State or province
    g. Zip or postal code
    h. Country

School and community description

This information is intended to help the IB understand the school's history, attributes, context and student and staff populations.

1. Provide a brief summary of the school's history and the characteristics of the school which make it attractive to students and legal guardians.

Please indicate the characteristics of the community in which the school is located.

2. Which of the following best describes your school's community setting?

    ☐ City—population more than 100,000 people

☐ Suburban area—greater than five kilometres from the large city border
☐ Town—population less than 50,000 people
☐ Rural area—greater than 20 kilometres from a large city

Building upon the selections made in the preceding questions, provide a brief summary of the cultural aspects of the school's surrounding community.

3. Provide a description of the student body including their national, cultural and linguistic backgrounds.

4. Provide a description of the staff including their national, cultural and linguistic backgrounds.

5. Please indicate the percentage of students whose most proficient language is different from the school's language of instruction.

6. Please indicate the percentage of students whose home/personal language is different from the school's language of instruction.

7. Does the staff share a common language? Yes/No

If the school indicates that the staff does not share a common language, the IB will ask for the following information.

a. Please provide the language(s)

8. Briefly describe the contribution that the implementation of the programme is expected to make to the school.

9. Please provide the following information about the school.

Please provide information describing the entire school, not just the section(s) in which you plan to offer the IB.

Section	Student gender	Boarding facilities	Additional tuition fees	Government subsidy
	☐ Co-educational ☐ Girls ☐ Boys	☐ Boarding ☐ Day ☐ Mixed	☐ Yes ☐ No	☐ Yes ☐ No

Assessment

Please provide the following information about your school's plans for assessment.

1. Does the school plan to conduct MYP eAssessment? Yes/No

If the school indicates that it will conduct MYP eAssessment, the IB will ask for the following information.

2. Examination session

☐ May
☐ November

Languages of instruction

First language of instruction

Second language of instruction

Third language of instruction

Fourth language of instruction

Multi-campus information

If a school is divided between two or more campuses, each campus is normally deemed a separate candidate school and must individually fulfill all of the conditions of authorization. In some cases, the IB recognizes that a single programme may be taught across multiple campuses. If a multiple campus school is to be regarded as one unit for the purposes of recognition and fees, certain criteria must be satisfied.

All campuses are recognized as comprising a single school according to legal and local registrations and must be licensed, accredited or otherwise authorized to provide educational services to students of the ages served by the programme(s) for which the campuses are seeking to be authorized (*Rules for IB candidate schools*, article 4.2.a).

1. Will any of the school's IB programmes be offered across multiple campuses? Yes/No

If the school indicates that its IB programme(s) will be offered across multiple campuses, the IB will ask for the following information.

2. Which programme(s) will be offered across multiple campuses?

   ☐ PYP
   ☐ MYP
   ☐ DP
   ☐ CP

Please provide the following information for each of the programmes that the school seeks to offer across multiple campuses. This information will assist the IB in determining whether or not the school meets the criteria to be considered for authorization as a multiple campus programme. For the purposes of programme authorization, the IB reserves the right to decide what constitutes a multiple campus school.

	PYP	MYP	DP	CP
3. Are all campuses recognized as comprising a single school according to legal and local registrations?	Yes/No	Yes/No	Yes/No	Yes/No
4. Are all campuses licensed, accredited or otherwise authorized to provide educational services to students of the ages served by the programme for which the campuses are seeking to be authorized?	Yes/No	Yes/No	Yes/No	Yes/No
5. Is the head of school responsible for the day-to-day educational leadership of the school across campuses?	Yes/No	Yes/No	Yes/No	Yes/No
6. Is the head of school regularly present and equally accessible to staff on all campuses?	Yes/No	Yes/No	Yes/No	Yes/No
7. Is the head of school formally recognized as such by the staff and, if applicable, also by the local authorities?	Yes/No	Yes/No	Yes/No	Yes/No
8. Are the campuses governed by the same governing body and rules and regulations—including organizational structure and, if applicable, school fee tariff?	Yes/No	Yes/No	Yes/No	Yes/No
9. Will the programme coordinator be responsible for the day-to-day educational functioning of the programme across campuses?	Yes/No	Yes/No	Yes/No	Yes/No

10. Will the programme coordinator be regularly present and equally accessible to staff on all campuses?	Yes/No	Yes/No	Yes/No	Yes/No
11. Can and will there be horizontal and vertical articulation of each programme across the campuses?	Yes/No	Yes/No	Yes/No	Yes/No
12. Can and will staff across campuses meet frequently for ongoing collaborative planning?	Yes/No	Yes/No	Yes/No	Yes/No

Please ensure that the addresses for all campuses are added to the school address(es) section.

MYP in partnership

In cases where there is an educational continuum between schools, where one or more offer the earlier years of the MYP, leading to the final years in another school, and a significant proportion of students move from one to the other, schools can apply to offer the MYP in partnership (*Rules for IB candidate schools*, article 5.1). The IB will recognize these schools as one programme offered in partnership if certain criteria are satisfied.

1. Is the school seeking to offer the MYP in partnership? Yes/No

If the school indicates that it is seeking to offer the MYP in partnership, the IB will ask for the following information.

2. Will staff across the partner schools meet frequently for ongoing collaborative planning, ensuring vertical articulation towards the final MYP objectives and a common understanding and practice of MYP assessment? Yes/No

3. How will the school ensure horizontal and vertical articulation of the programme across the partner schools and across all years of the programme?

School and programme enrollment

Please provide the information on your school's total enrollment and enrollment in each IB programme offered.

Interested and candidate schools providing enrollment information on a programme for which they are seeking authorization should provide the projected enrollment for the first year of implementation once the programme has been authorized.

Grade/ year	Section	Age from	Age to	Total students	PYP	MYP	DP (Diploma)	DP (Course)	CP enrollment
Total									

MYP structure

In the following chart, please provide information about the years of the MYP that the school will offer.

Grade/year	MYP student total	MYP years
		☐ Year 0 ☐ Year 1 ☐ Year 2

		☐ Year 3
		☐ Year 4
		☐ Year 5
Total		

Proposed subject list

The school will indicate which subjects it intends to offer as a part of the programme

Subject group	Name of subject	Language of instruction	MYP year subject taught	Hours per year
			☐ Year 0	
			☐ Year 1	
			☐ Year 2	
			☐ Year 3	
			☐ Year 4	
			☐ Year 5	

School staff

Please invite the individuals who will serve as the programme contacts (programme coordinator, billing contact, head of school, and examination contact (if applicable) to register on My IB so that they may log into My School. Up-to-date contact information for the programme contacts is essential to ensure that the school receives official IB communications.

Please direct all other school staff who will be involved with the school's IB programme(s) to the MY IB portal so that they may register. Staff will not appear in the staff chart, below, until they have done so.

Schools applying for candidacy do not need to provide information for all programme staff. They must provide information for the head of school, programme coordinator, and billing contact; other staff information can be added once candidacy has been awarded.

Staff chart

Name	Title	Role(s) with IB	Programme(s)	Actions

To appear in the staff chart, staff must have registered and completed their profiles on My IB. If their personal information changes, they must make those changes through My IB.

The person completing or updating the school profile will be able to edit information about the staff listed in the chart above, including their contact information, information on their tenure at the school, the IB programme(s) they are involved with, the roles they play in the IB programme(s) and the subjects they teach. They will also be able to make changes to this information as the school's staff and their responsibilities change.

Professional development (PD) information

This chart allows the school to provide information on and track the PD completed by staff involved with the school's IB programme(s).

The first 5 columns will be pre-filled with information provided in the staff chart; the remaining information will be provided by the person completing or updating the school profile.

Name	Programme	Programme role(s)	Subject group	Subject name	PD status	PD date	PD type	PD Name/ Category

Application for candidacy questions

Purpose (01)

Purpose (0101)

Standard

Schools implement IB programmes to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Practices

Purpose 1: The governing body and school leaders articulate a purpose for learning that aligns with the IB's philosophy and mission. (0101-01)

Purpose 1.1: The school develops a mission, vision and strategy that reflect the IB mission and philosophy. (0101-01-0100)

1. Please provide the school's current mission.

2. Please provide the school's current vision.

3. Please describe the school's current strategy.

Please focus on the aspects of the strategy which are relevant to the sustainability of the school and the IB programme it is applying to implement.

Environment (02)

Leadership and governance (0201)

Standard

The leadership and governance of IB World Schools create and sustain high-quality learning environments.

Practices

Leadership 1: The school regularly reviews and follows all IB rules, regulations and guidelines to support programme implementation and ongoing development. (0201-01)

Leadership 1.2: Leadership and governance understand all IB rules, regulations and guidelines, and have put in place structures and processes to ensure compliance. (0201-01-0200)

1. How has the school's leadership and governance developed an understanding of all IB rules, regulations, and guidelines relevant to the programme? (Choose all that apply.)

    ☐ Direct communication (eg email, flyer, newsletter, etc)
    ☐ Intranet
    ☐ Staff meetings
    ☐ Individual meetings with programme coordinator
    ☐ Collaborative planning meetings
    ☐ Leadership meetings
    ☐ Externally provided professional development
    ☐ School/internally developed professional development
    ☐ IB professional development
    ☐ In-service sessions
    ☐ Access to the IB programme resource centre for individual review of documentation
    ☐ Use of the IB's online programme communities
    ☐ Other (please describe)

The IB will also evaluate this requirement by reviewing the school's website, school's professional development information, agreement submitted with the *Application for candidacy*, statement of financial commitment, information provided in the school profile, staff chart, legal entity and licensure/accreditation documentation, the budget, and organization chart, the head of school and programme coordinator job descriptions (if the school is seeking to operate a multi-campus or MYP partnership programme).

> MYP1: (if applicable) The school provides security for the storage, transportation, and/or transmission of IB assessment materials, physical or virtual, with controlled access restricted to designated staff. (0201-01-0221)

1. Does the school plan to conduct MYP eAssessment? Yes/No

Leadership 2: The school includes on its pedagogical leadership team an IB-trained programme coordinator who is empowered to facilitate successful programme implementation. (0201-02)

Leadership 2.1: The school appoints a programme coordinator with a job description, release time, necessary support, and an organizational position to facilitate curriculum and programme development. (0201-02-0100)

1. In which of the IB working languages is the programme coordinator proficient? (Choose all that apply.)

   ☐ English
   ☐ French
   ☐ Spanish

The IB will also evaluate this requirement by reviewing the staff chart, organization chart, and programme coordinator job description.

Leadership 2.2: The programme coordinator completes required professional development that is up to date with the most current version of the programme(s) under their responsibility. (0201-02-0200)

The IB will evaluate this requirement by reviewing the school's professional development information and proof of completion/registration.

Leadership 3: The school organizes time for learning and teaching that provides a broad, balanced and connected curriculum and serves the changing needs of its community. (0201-03)

Leadership 3.1: The school implements a schedule that allows for the requirements of the programme(s) to be met. (0201-03-0100)

The IB will evaluate this requirement by reviewing the MYP structure chart.

Leadership 5: The school funds and allocates resources that sustain and further develop its IB programme(s). (0201-05)

Leadership 5.1: The school funds adequate resources to implement the programme(s) and meet programme requirements. (0201-05-0100)

The IB will evaluate this requirement by reviewing the school's professional development information, budget, and statement of financial commitment.

Standard: student support (0202)

Standard

Learning environments in IB World Schools support student success.

Practices

Student support 1: The school provides relevant human, natural, built and virtual resources to implement its IB programme(s). (0202-01)

Student support 1.2: The school is responsible for its teachers meeting the local and legal requirements for the roles to which they are appointed. (0202-01-0200)

1. Does the school ensure that all teachers meet the local/state/national and any other relevant requirements for the roles to which they have been appointed? Yes/No

Teacher support (0203)

Standard

Learning environments in IB World Schools support and empower teachers.

Practices

Teacher support 2: The school ensures that leadership and teachers participate in appropriate and timely professional learning to inform their practice. (0203-02)

Teacher support 2.1: The school complies with IB-mandated professional development requirements, as outlined in IB documentation. (0203-02-0100)

Please ensure that the school's professional development information is complete and current before submitting this application. This information can be updated in the "Professional development" information section of the "School profile".

The IB will evaluate this requirement by reviewing the school's professional development information, proof of workshop completion/registration and budget.

Culture (03)

Culture through policy implementation (0301)

Standard

Schools develop, implement, communicate and review effective policies that help to create a school culture in which IB philosophy can thrive.

Practices

Culture 1: The school secures access to an IB education for the broadest possible range of students. (0301-01)

Culture 1.3: The school provides opportunities to access the programme(s) for the broadest possible range of students. (0301-01-0300)

1. How does the school provide opportunities for the broadest possible range of students to access the IB programme?

The IB will also evaluate this requirement by reviewing the School and programme enrollment chart.

Budget

Please provide the school's projected five-year budget for candidacy and IB programme implementation after the school has been authorized as an IB World School. While completing the application, please take note of the requirements and specifications for which the budget serves as evidence and include related budget items, if any, below.

Budget item	Year 1	Year 2	Year 3	Year 4	Year 5
IB fees					
Application for candidacy fee/pre-authorization fee					
Candidacy and consultation services fee, where applicable					
Candidacy and authorization services fee, where applicable					
Annual school fee					
Assessment fees (if paid by the school)					
Professional development (PD)					
IB workshops					
Other professional development					
PD-related costs (such as travel and substitute teachers)					
Resources					
The school will enter relevant items in this and the following sections, adding as many additional lines as needed.					
Facilities and equipment					
Personnel					
Other costs					
Total					

Please consult the *Guide to school authorization* for further information on which fees apply to the programme(s) for which your school is seeking authorization.

Documents

The following documents must be uploaded and submitted with your *Application for candidacy*. Your application will not move forward in the authorization process without these documents.

Legal entity documentation: documentary confirmation that the school is duly registered as a legal entity under local law. If necessary the school must provide a translation into English, French or Spanish if written in any other language. Translations of official documents must be duly certified.

The school must be duly registered as a legal entity under local law—either for profit or not-for-profit, privately or publicly funded—before the IB can award candidacy.

Licensure or accreditation documentation: documentary confirmation from the relevant educational authorities indicating that the school is licensed or accredited to provide educational services to students of the ages served by the programme for which the school is applying. If necessary the school must provide a translation into English, French or Spanish if written in any other language. Translations of official documents must be duly certified.

A school must have the required licensure or accreditation from the local authorities and/or, if applicable, independent recognized accreditation agencies, indicating that it is licensed/accredited or otherwise authorized to provide educational services to students of the ages served by the programme(s) for which the school is seeking to be authorized before the IB can award candidacy.

Head of school job description: a written description of the general tasks and responsibilities of the position as well as other related duties.

Programme coordinator job description: a written description of the general tasks and responsibilities of the position as well as other related duties.

Organization chart: school organization chart showing the pedagogical leadership team—including the Head of school and programme coordinator—and reporting lines.

Proof of workshop completion or registration—programme coordinator: documentary evidence of completion of, or registration for, the required workshop.

Proof of workshop completion—head of school: documentary evidence that the head of school, or appropriate designee, has fulfilled the Category 1 "Head of school" workshop requirement.

Statement of financial commitment: written confirmation of support from the authorities that will finance the implementation of the IB in the school.

This statement should be provided on the official letterhead of the entity that will finance the implementation of the IB in the school and be signed by the official who has financial authority over the school. A certified translation of this statement into the school's language of communication with the IB must be provided, if necessary.

Application for candidacy agreement

Request to the International Baccalaureate Organization (IB) for acceptance as candidate school to prepare for authorization to offer the Middle Years Programme

Please read and sign this agreement.

On behalf of the above-named school, we request permission from the IB as a candidate school preparing for authorization to offer the IB Middle Years Programme. Information about the school is supplied on the accompanying application form and documents.

We understand that after submission of *Application for candidacy: Middle Years Programme*, if the required conditions are fulfilled, the school will be recognized as a candidate school. Furthermore, we understand that the *Application for authorization: Middle Years Programme* must be submitted to the IB according to the IB's regulations.

We confirm that:

a.   We have read the following documents published on the IB website, made them available to the relevant constituencies of the school and agree to abide by the regulations stated therein:

   –   *Guide to school authorization*

   –   *Application for candidacy*

   –   *Application for authorization*

   –   *Rules for IB candidate schools*

   –   *Rules for IB World Schools*

   –   *General regulations*

   –   *Programme standards and practices*

   –   *The Middle Years Programme: From principles into practice*

   –   The IB's "Rules for use of IB intellectual property" (available at ibo.org/copyright)

   –   The IB's online terms and conditions (available at IBO.org/terms-and-conditions)

b.   The school will prepare itself to meet the authorization requirements following the current IB documents published for the purpose of implementing the programme.

c.   The school operates in compliance with all applicable laws, regulations and policies. Further, the school confirms that it operates in accordance with best practices as well as all applicable laws, regulations, and policies in the area of child protection and that it has appropriate procedures in place (which may include components such as criminal background screening for recruiting, hiring and retaining staff).

d.   The appropriate financial authorities of the school/public school district know of the schedule of Middle Years Programme fees and currency as assigned by the IB and have agreed to their timely payment.

e.   The school will not advertise or otherwise imply that it is authorized to offer the IB Middle Years Programme. The final decision on the application for authorization is reached by the Director General of the IB after acceptance of the *Application for authorization: Middle Years Programme* and after a verification visit to the school by an IB team has taken place.

f.   The school will only use the IB World School logo if and when the school is authorized to offer the IB Middle Years Programme. No IB logo is available for candidate schools.

g. The acceptance as a candidate school by the IB does not guarantee future authorization to offer the Middle Years Programme.

h. If the school is recognized as a candidate school by the IB, the school will present itself as a candidate school preparing for authorization, using only the text provided by the IB in the letter awarding candidacy or in the Rules for use of IB intellectual property ("section 3B") available at ibo.org/copyright.

i. We enclose the supporting documents as requested in this application.

j. We agree that this electronic application form, whether signed electronically or not, will be understood by the IB to have been read and endorsed by the head of school, the superintendent (if applicable) and the chair of the governing body (if applicable) without a signed hard copy being necessary.

k. We understand and accept that any dispute arising from, or in connection with, the *Application for candidacy: Middle Years Programme*, the *Application for authorization: Middle Years Programme*, or any other document relating to the authorization process, shall be finally settled by arbitration, taking place in and in accordance with the rules applicable in Geneva, Switzerland. The proceedings shall be confidential and the language of the arbitration shall be English.

We further declare that, to the best of our knowledge, the information given on this form is correct.

Name and title of head of school[i]

Signature   **Date**

Name and title of superintendent of school[ii] (if applicable)

Signature   **Date**

Name and title of the duly authorized representative of the school's (or its controlling entity's) governing body[iii]

Signature   **Date**

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[i] **Head of school** (director/principal in some systems) is the person who leads and supervises the daily operations of the school, ensuring that the policies of the governing body are put into practice.

[ii] **Superintendent of school** (executive head in some systems) is the person who has oversight of the group of schools of which the applicant school is a part; such groups might include community or regional school districts, or a number of private schools overseen by a central management group.

[iii] **Governing body** and/or controlling entity (board of education or school district in some systems) is the individual or duly constituted entity, body politic, or group that has the ultimate legal authority to make decisions on behalf of the school, bind the school and the school's controlling entity (as the case may be) to the obligations of this letter and the Rules and/or make payments for the IB's services.