

# Request to the IB Organization for authorization to offer the Primary Years Programme

Name of the school

On behalf of the above-named school, we request official authorization to implement the Primary Years Programme of the IB Organization. Information about the school is supplied on the accompanying application form and documents.

We understand this application is submitted after at least one full year of trial implementation of the Primary Years Programme in the school following official confirmation of its candidate status by the IB Organization. If, after careful review of this application and the accompanying documentation, the appropriate IB office accepts it, a verification visit to the school will be arranged before a final decision on the authorization process is reached by the director general.

We confirm again that:

- a. We have read the following documents published on the IB website or purchased from the IB store, made them available to the relevant constituencies of the school and agree to abide by the regulations therein:
  - *Programme standards and practices*
  - *Making the PYP happen: A curriculum framework for international primary education*
  - *Making the PYP happen: Pedagogical leadership in a PYP school*
  - *Rules for candidate schools*
  - *Rules for IB World Schools: Primary Years Programme*
  - *General regulations: Primary Years Programme*
  - *Guide to school authorization: Primary Years Programme*
  - *Rules and policy for use of IB intellectual property*
- b. The school has prepared itself to meet the authorization requirements following the current IB documents published for the purpose of implementing the programme.
- c. The appropriate financial authorities of the school/public school district know of the schedule of IB Primary Years Programme fees and currency as assigned by the IB and have agreed to their timely payment.
- d. The school will not advertise or otherwise imply that it is authorized to offer the IB Primary Years Programme. The final decision on the application for authorization is reached by the director general of the IB Organization after acceptance of the *Application for authorization: Primary Years Programme* and after a verification visit to the school by an IB team has taken place.
- e. The school will only use the IB World School logo if and when the school is authorized to offer the IB Primary Years Programme. No IB logo is available to candidate schools.
- f. We enclose the supporting documents as requested in this application.
- g. We agree that this electronic application form, whether signed electronically or not, will be understood by the IB Organization to have been read and endorsed by the head of school, the superintendent of

the school (if applicable) and the chair of the governing body (if applicable), without a signed hard copy being necessary.

- h. We understand and accept that any dispute arising from, or in connection with, the *Application for candidacy: Primary Years Programme*, the *Application for authorization: Primary 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 (1)

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Signature

Date

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Name and title of superintendent of school (if applicable)

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Signature

Date

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Name and title of chair of the governing body (2)

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Signature

Date

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1. **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.
2. **Governing body** is the duly constituted individual or group that has the ultimate legal authority to make decisions on behalf of the school.