

Boarding School Application Form

Please do not submit your application unless you have included all the mandatory documents in the table below.

Incomplete applications will not be evaluated, and missing documents will result in a delay in the evaluation.

Mandatory documents (please tick off)	Included
Pages 1-6 of the present Application Form	Mandatory <input type="checkbox"/>
Personal statement about yourself, including: <ul style="list-style-type: none"> Your background (family, geographical origin, education) and your leisure activities Where you have learnt about our boarding school Your expectations to your stay at the boarding school How you can contribute to the boarding school community consisting of both students and staff A photo of yourself 	Mandatory <input type="checkbox"/>
Signed "Appendix 1: Acceptance of responsibilities as a contact person to a boarder", if the parents/guardians reside abroad	See point 7 <input type="checkbox"/>
For applicants under 18 years of age: Parents with custody and any new spouse/civil partner must inform us of their gross income for the year 2023. Documentation for 2023 from the relevant tax authorities must be enclosed in English translation. If the documentation is missing the maximum fee will be charged	If under 18 yr <input type="checkbox"/>

Submitting Your Application - **DEADLINE 1 FEBRUARY**

Please submit your application with all mandatory documents (incl. the school application for Pre-IB or IB) by e-mail to:

- IB Secretary Sharon Austin: sha@nyborg-gym.dk

Data submitted is treated as confidential and processed in accordance with the EU General Data Protection Regulations.

Signing the Application

By signing this application, the applicant confirms to have read and to be willing to observe the [Rules and practical information](#) for the boarding school. Furthermore, the applicant gives permission to the parents and the boarding school to communicate about all matters relating to either school or boarding school, even after turning 18 years of age. Furthermore, the applicant confirms the correctness of all the information given in this application.

By signing this application, the parents/guardians confirm to have read "Appendix 2: Payment" and to accept the obligation to pay all boarding school fees during the student's stay at boarding, in accordance with "Appendix 2: Payment". Furthermore, the parents/guardians confirm the correctness of all the information given in this application, and to have read and agreed to the [Rules and practical information](#) for the boarding school.

Applicant: Please type name:	Parents/Guardians (both signatures required): Please type names:
Date:	Date:
Signature:	Signatures:

1. Applicant:

First name(s)		Nationality
Surname/Last name		Cpr. no./Date of Birth
Street		
Postal code	City	Country
Phone	E-mail	
First language		Gender

2. Parent/Guardian:

First name(s)		Nationality
Surname/Last name		Cpr. no./Date of Birth
Street		Municipality of domicile (DK only)
Postal code	City	Country
Phone	E-mail	
Position		

3. Parent/Guardian:

First name(s)		Nationality
Surname/Last name		Cpr. no./Date of Birth
Street		Municipality of domicile (DK only)
Postal code	City	Country
Phone	E-mail	
Position		

4. Please complete if the parents are divorced or separated

Date of divorce/separation			
Who has custody of the child?	Mother <input type="checkbox"/>	Father <input type="checkbox"/>	Shared <input type="checkbox"/>
Who does the child stay with?	Mother <input type="checkbox"/>		Father <input type="checkbox"/>

5. New spouse/civil partner:

First name(s)		Nationality
Surname/Last name		Cpr. no./Date of Birth
Street		Municipality of domicile (DK only)
Postal code	City	Country
Phone	E-mail	
Position		

6. Legal guardian (if applicable):

First name(s)		Nationality
Surname/Last name		Cpr. no./Date of Birth
Street		Municipality of domicile (DK only)
Postal code	City	Country
Phone	E-mail	
Position		

7. Mandatory contact person in Denmark if parents/guardians reside abroad:

If the parents/guardians reside abroad, the applicant must have a contact person residing in Denmark.

Please read “Appendix 1: Acceptance of responsibilities as a contact person to a boarder” carefully to check the responsibilities and acceptance criteria for the contact person. “Appendix 1: Acceptance of responsibilities as a contact person to a boarder” must be signed by both parents/guardians and by the contact person and returned with this application.

First name(s)		Nationality
Surname/Last name		Cpr. no./Date of Birth
Street		Municipality of domicile (DK only)
Postal code	City	Country
Phone	E-mail	
Position		
Relationship to the applicant		

8. Health-related questions

This is required information, and it is essential for us in order to take proper care of each student. If relevant health information is revealed during the stay, and we were not informed about this at the time of application, it may have consequences for the continued stay at the boarding school.

Is there anything the applicant cannot, or is not allowed to, eat? If yes, you must state what and for what reason:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the applicant currently under any diagnostic assessment, or is the applicant currently under treatment for any conditions, or has the applicant previously been treated for any conditions? If yes, you must state the details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the applicant a regular user of medicine of any kind? If yes, you must state the details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the applicant been in, or is currently undergoing, treatment for psychological conditions such as ADHD, ADD, anxiety, depression, eating disorders, self-inflicted injury behaviour, etc.? If yes, you must state the details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any other health issues that the staff needs to be aware of? If yes, you must state the details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

9. Other issues requiring parental consent

Is an applicant accepted, can pictures/videos taken in relation to the boarding school be used on the school's/boarding school's website or social media?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the applicant allowed to use the school's sports and fitness facilities? Please see the boarding school's Rules and practical information	Yes <input type="checkbox"/>	No <input type="checkbox"/>

10. Further questions

Is the applicant a vegetarian? (The boarding school offers only vegetarian or non-vegetarian food)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the applicant a smoker or user of other nicotine products? (Nyborg Gymnasium and Boarding School have nicotine-free school hours from 08:15-16:45)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

11. Applying for school programme

Please indicate which school programme you are applying for and remember to complete the application for the school programme too.

STX: Apply via Optagelse.dk in the period 15 January - 1 March	1stx <input type="checkbox"/>	2stx <input type="checkbox"/>	3stx <input type="checkbox"/>
HHX: Apply via Optagelse.dk in the period 15 January - 1 March	1hhx <input type="checkbox"/>	2hhx <input type="checkbox"/>	3hhx <input type="checkbox"/>
HF: Apply via Optagelse.dk in the period 15 January - 1 March	1hf <input type="checkbox"/>	2hf <input type="checkbox"/>	
Pre-IB/IB: Apply via Nyborg Gymnasium's application forms in the period 15 November - 1 February	Pre-IB (1i) <input type="checkbox"/>	IB1 (2i) <input type="checkbox"/>	IB2 (3i) <input type="checkbox"/>
EUD: Apply via Optagelse.dk in the period 15 January - 1 March	GF1 <input type="checkbox"/>	GF2 <input type="checkbox"/>	
EUX: Apply via Optagelse.dk in the period 15 January - 1 March	GF1 <input type="checkbox"/>	GF2 <input type="checkbox"/>	EUX Studieår <input type="checkbox"/>
10. klasse: Apply via Optagelse.dk in the period 15 January - 1 March	10. kl. <input type="checkbox"/>		

12. Information for calculation of Boarding School Fee (only required for applicants under 18 years of age)

Please read “Appendix 2: Payment” before proceeding.

Parents with custody and new spouse/civil partner must inform us of their gross income for the year 2023. Documentation for 2023 from the relevant tax authorities must be enclosed in English translation.

If the documentation is missing the maximum fee will be charged.

	Applicant	Mother	Father	New spouse/ civil partner
Personal income				
In which currency is the attached documentation?				

13. Siblings under 18 years of age with the same parents as the student

Please indicate siblings, who by 1 August 2025, are under 18 years. In case of divorce or separation, only those siblings should be stated who have the same relation to the parents as the applicant.

Name	Date of Birth
Name	Date of Birth
Name	Date of Birth

14. Please indicate if you have applied to other boarding schools

Name of school
Name of school
Name of school
Name of school
Nyborg Gymnasium is my priority number:

Appendix 1: Acceptance of responsibilities as a contact person to a boarder

If the parents/guardians reside abroad, the applicant must have a contact person residing in Denmark.

The contact person must fulfil the following criteria:

- Be at least 25 years age
- Must either have a relation to the applicant (family, friend of family, colleague to parent) or be from an official authority from the applicant's home country
- Cannot be a student at Nyborg Gymnasium or any other youth education
- Cannot be from an agency providing this kind of service

The contact person has the following responsibilities:

- To act as a substitute of parents/guardians in urgent situations. This implies that the contact person can assume the responsibility of a parent/guardian on short notice (within the same day of being informed) in situations where the parents/guardians cannot come on short notice, since they live abroad. The contact person is then expected to open their home to the boarder, and to provide care and support
- The contact person must assume the responsibility of a parent/guardian in the following cases:
 - By physical illness and/or mental challenges where the boarding school cannot provide the sufficient attention/support needed by the boarder
 - By hospitalisation, where it is important that someone is there to care for and support the boarder
 - Illness/epidemics might arise, and the contact person must then open their home for the boarder for the duration of awaiting testing and/or during self-isolation following testing and/or if the boarder needs to go into isolation. In case the contact person cannot perform the above duties, it is the responsibility of the parents/guardians to ensure that the above duties are assumed by somebody else on short notice (within the same day of being informed)
 - During holidays, if the boarder remains in Denmark
 - If the boarder needs a change of scene, e.g. during a weekend, and therefore need to have the opportunity to spend the weekend at the contact person
 - By disciplinary sanctions, where the boarder is told to leave the boarding school either temporarily or permanently. In these cases, the contact person must be ready to receive the boarder on short notice (within the same day of being informed)

Furthermore, we hope that the contact person will show an interest in the young person living at the boarding school, and that the contact person stays in contact with the parents/guardians throughout the stay at boarding. We wish to have a good collaboration with the contact person.

It is important that the contact person and/or parents/guardians inform the school about changes to contact details etc.

If the parents/guardians/contact person do not live up to the above responsibilities, this could result in a termination of the boarder's stay at the boarding school.

Both parents/guardians and contact person must sign this form, which must be returned to sha@nyborg-gym.dk with the boarding application.

I hereby declare to have read and accepted the above responsibilities:

Date & parents/guardians signature

Date & contact person's signature

Appendix 2: Payment

Information regarding payment of fees:

1. Payment of fees is according to the rules on our school's homepage.
2. With admission to the boarding school, a registration fee of DKK 2,500 will be charged. A student cannot be admitted to the boarding school until the amount has been paid. The registration fee is non-refundable.
3. In connection with the application, financial information for the parents should be provided for students under 18 years of age. Financial information is needed so that the school can calculate the boarding fees. The government order about admission of boarding school students and payment for boarding at institutions of upper secondary education of 11 December 2006 section 4, 2, gives the school permission to obtain information about income of parents, and if relevant, a new partner/spouse and the boarding school student.
4. Applicants from Greenland, the Faroe Islands and abroad must attach documentation from the relevant tax authorities.
5. If well-documented income information is not provided, the school is entitled to charge the maximum boarding fee.
6. It is the student's parents who are obliged to pay the full boarding school fees. This applies even if the student is over 18 years of age.
7. Payment for boarding occurs monthly, in advance, on the first of each month. Payment can be made by bank transfer. Payment is made for the months August to May. If payment is late, there will be a reminder fee of DKK 100.
8. When vacating the boarding school, there is a period of notice of 2 months from the first of the month. Therefore, payment must be made for the month when notice is received and the following two months.
9. If payment for the boarding school is not made, the boarding school has the right to expel a student.
10. If a student is expelled from the boarding school, point 8 will take effect. With exclusion from the boarding school, the student and/or parents are in breach of the agreement and must follow the same rules as others who vacate before time.

If you have questions regarding admission or rules regarding the State Education grant and loan scheme, then please do not hesitate to contact the school.