

February 2019

Dear Parents,

Welcome to EIB – The Victor Hugo School. We would like to thank you for your application and interest in our school. This application pack includes the following:

- 1- How to Apply
- 2- Application Procedure
- 3- Preschool and Primary Application Form
- 4- Teacher's Confidential Report Form
- 5- 2019–2020 Tuition and Fees
- 6- Terms of Payment

We would like to stress the importance of reading this entire document carefully before completing the application form. We remain at your disposal for any further information, either by email: admissions.victorhugo@eibparis.fr or by telephone: +33 (0)1 56 56 60 81 (Katherine Cospito). We look forward to receiving your application dossier.

Sincerely,

Brendan Walsh
Head of Preschool & Primary School

HOW TO APPLY

Please submit the documents listed below:

- Preschool Application Form** – once printed, this form must be completed and signed by the applicant's parents / guardians;
- A photocopy of the applicant's **birth certificate or passport**; and
- IF APPLICABLE: **Teacher's Confidential Report** – once printed, this form must be given to the candidate's current class teacher for completion and returned directly to EIB – The Victor Hugo School;
- IF APPLICABLE: **Student's school reports** – please enclose with the application form the student's most recent school report, as well as the report for this current year.

These documents should be sent to:

EIB – The Victor Hugo School – Admissions
23, rue de Cronstadt, 75015 Paris, France
E-mail: admissions.victorhugo@eibparis.fr

Only complete application dossiers will be considered by the Admissions Committee.

APPLICATION PROCEDURE

EIB – The Victor Hugo School accepts applications throughout the year, but it is strongly suggested to start the procedure six months before the student's planned entry into school. The Admissions Committee examines each application, and an interview or entrance test may be deemed necessary. Decisions are based on the dossier submitted, the availability of space at the appropriate level, and the school's ability to meet each student's needs.

A letter of acceptance will be sent to all successful candidates together with the registration form for completion. An applicant's place in the school is guaranteed only after a completed registration form, terms of payment form, and the requisite deposit and non-refundable registration fee have been received by the school.

**EIB – THE VICTOR HUGO SCHOOL APPLICATION FORM
PRESCHOOL CLASSES 2019–2020**

Admission requested for: Month _____ Year _____

Preschool

Nursery* Pre-K KG

STUDENT'S INFORMATION:

Surname: _____ Sex: M F

First name(s): _____

Address: _____

Post code: _____ City/Country: _____

Date of birth: _____ Nationality: _____

City and country of birth: _____

Language(s) spoken at home: _____

Does your child having any special needs? If so, please specify:

LAST SCHOOL ATTENDED (if applicable):

Name of school: _____

Address: _____

City: _____ Country: _____

E-mail: _____

Entry date: _____ Leaving date: _____ Last grade completed: _____

Reason for leaving: _____

* **Note:** to be eligible to join our Nursery class, children must be aged 3 by 1st September 2019 and be toilet-trained.

OTHER SCHOOL(S) ATTENDED (if applicable):

Year(s)	Grade(s)	Name of School	Country
from to	from to		
from to	from to		

PARENTS' / GUARDIANS' INFORMATION:

Who is legally responsible for the student?

The father / guardian The mother / guardian Both

Address where correspondence should be sent:

Father's / Guardian's: Home Business Mother's / Guardian's: Home Business

FATHER **GUARDIAN**

Surname: _____ First name: _____

E-mail: _____

Phone 1: _____ Phone 2: _____

Address: _____

City: _____ Country: _____

Nationality: _____ Occupation: _____

Employer: _____

Employer's address: _____

City: _____ Phone: _____

MOTHER **GUARDIAN**

Surname: _____ First name: _____

E-mail: _____

Phone 1: _____ Phone 2: _____

Address: _____

City: _____ Country: _____

Nationality: _____ Occupation: _____

Employer: _____

MOTHER ... GUARDIAN (continued)

Employer's address: _____

City: _____ Phone: _____

SIBLINGS:

Is the student an only child? YES NO

If no, please provide information about brothers and sisters:

1-Name: _____ Sex: M F

Applying to / enrolled at EIB Paris? Yes, EIB _____ No

2-Name: _____ Sex: M F

Applying to / enrolled at EIB Paris? Yes, EIB _____ No

3-Name: _____ Sex: M F

Applying to / enrolled at EIB Paris? Yes, EIB _____ No

SIGNATURES: We hereby apply for admission of our son/daughter to EIB – The Victor Hugo School.
WE UNDERSTAND THAT THE FINAL DECISION IS TAKEN BY THE SCHOOL. If our son/daughter is accepted, we understand that the admission will only be validated once we pay the deposit and non-refundable registration fee, and submit the registration form and terms of payment form, duly completed and signed.

Date: _____

Parents' / guardians' signature(s):

Father / Guardian

Mother / Guardian

TEACHER'S CONFIDENTIAL REPORT
PARENTS SHOULD GIVE THIS FORM TO THE CLASS TEACHER FOR COMPLETION

Dear Teacher,
 Your student is applying for admission to EIB – The Victor Hugo School, an international school where subjects are taught principally in English. This assessment is an important part of the application and your cooperation in providing a full report will be greatly appreciated. Parents should not have access to this confidential report – once completed, please send it directly to admissions.victorhugo@eibparis.fr

Student's surname: _____ **Student's first name:** _____
(please use capital letters)

School name: _____ **Present grade:** _____

School address: _____

School website: _____

Main language of instruction in your class: _____

Please tick the statements that most describe this child			
Positive member of the classroom	<input type="checkbox"/>	Resilient	<input type="checkbox"/>
Positive relationship with adults/teachers	<input type="checkbox"/>	Cheerful	<input type="checkbox"/>
Positive interaction with other students	<input type="checkbox"/>	Confident	<input type="checkbox"/>
Responsive to classroom limits	<input type="checkbox"/>	Defiant	<input type="checkbox"/>
Responsive to teacher directions	<input type="checkbox"/>	Short-tempered	<input type="checkbox"/>
Willing to try new things	<input type="checkbox"/>	Easily frustrated	<input type="checkbox"/>
Enthusiastic about learning	<input type="checkbox"/>	Physically hurtful when frustrated	<input type="checkbox"/>
Respects personal space	<input type="checkbox"/>	Has difficulty with large motor skills	<input type="checkbox"/>
Aware of others' needs	<input type="checkbox"/>	Has difficulty with small motor skills	<input type="checkbox"/>
Stays focused	<input type="checkbox"/>		<input type="checkbox"/>

Social/emotional development	Never	Rarely	Sometimes	Usually	Often	Always
Works and plays cooperatively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters group activities appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cries when frustrated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chooses to be alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tends to lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tends to follow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses words to resolve a conflict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is able to be redirected by teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts responsibility for behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is able to solve problems without adult help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please add additional information from your observations and interactions with this child:

Approach to learning	Never	Rarely	Sometimes	Usually	Often	Always
Tries new activities of their own choice						
Needs help to focus on this chosen activity						
Tries new activities that are teacher-directed						
Needs teacher support to stay on task						
Makes transitions easily						
Follows classroom routines						
Please add additional information from your observations and interactions with this child:						

Language development	Never	Rarely	Sometimes	Usually	Often	Always
Understands and follows oral directions						
Is able to communicate ideas, feelings and needs						
Speech is easily understood						
Comments:						

Other	Never	Rarely	Sometimes	Usually	Often	Always
Responsible for belongings (i.e. coat, lunchbox, etc.)						
Uses toilet independently						
Is willing to participate in room clean-up						
Separates easily from parent(s) at drop-off						
Parent(s) responsive to teacher feedback						
Comments:						
Have you made, or do you plan to make, any recommendations for professional support or assessment? Yes ____ No ____ Please comment and/or state reasons for any referrals:						

Name of person completing this form: _____

Position: _____ How long have you known this student? _____

Signature, date and school stamp:

Please return this form directly to:

EIB – The Victor Hugo School – Admissions, 23 rue de Cronstadt, 75015 PARIS, France

Phone: +33 (0)1 56 56 60 70 - Fax: +33 (0)1 56 56 60 66, email: admissions.victorhugo@eibparis.fr

Terms of Payment

2019–2020

*This memorandum aims to specify the terms and conditions of payment for your child's tuition at EIB. We draw your attention to the requirement that **both parents must sign the enclosed acknowledgement and acceptance form and return it to the school's administrative office with their registration form or re-enrolment form.***

1 - NEW ADMISSIONS

1.1 - Enrolment of new students

The enrolment of a new student is confirmed upon payment of:

- The registration fee which is non-refundable;
- A deposit for each student. This deposit will be reimbursed on the student's departure from EIB, after full settlement of the school fees and the return of school books to EIB – The Victor Hugo School.

1.2 - Cancellation of enrolment

Parents notify the school, one month prior to the student's departure, by registered letter with proof of delivery to: EIB – Administration and Accounting Office, 76 rue Saint-Lazare, 75008 Paris, France.

In the case of cancellation of enrolment, the financial consequences are as follows:

- The registration fee is non-refundable;
- If a cancellation is received after 13th May 2019, annual school fees for the forthcoming school year may be payable in full;
- If an enrolment is made after 13th May 2019 and subsequently cancelled, annual school fees for the forthcoming school year are payable in full.

2 - STUDENT RE-ENROLMENT

2.1 - Re-enrolment terms and conditions

The school must receive the following documents and payments before the date specified on the re-enrolment form:

- The re-enrolment application form, duly completed and signed by the parents / guardians of the student;
- Payment of the re-enrolment fees (down-payment to be deducted from the annual tuition invoice);
- The acknowledgement and acceptance form of these Terms of Payment document, duly completed and signed.

2.2 - Cancellation of the re-enrolment

To cancel a re-enrolment, the school must be notified by registered letter with proof of delivery to:

EIB – Administration and Accounting Office, 76 rue Saint-Lazare, 75008 Paris, France.

The payment consequences of this cancellation will depend on the date of cancellation:

- For all cancellations occurring before 5th April 2019: the down-payment will be refunded;
- For all cancellations occurring after 13th May 2019: the annual tuition fees will be payable in full.

3 - SCHOOL FEES

3.1 - School Fees and Terms of Payment

The student is enrolled in the school for the entire school year. The annual school fees and optional charges are invoiced on 1st June 2019 and are payable in advance before 30th June 2019:

- In one single payment, before 30th June 2019; OR
- In three installments, before 30th June 2019, by sending three cheques, dated 30th June 2019, 10th September 2019 and 10th December 2019. In such cases, an indemnity for deferred payment of €25 must be added to each cheque.

Payments can be made ONLY to EIB – Administration and Accounting Office, 76 rue Saint-Lazare, 75008 Paris (tel: +33 (0)1 45 63 62 22). No exemption from liability to settle annual school fees in full will be accepted.

3.2 - Arrival during the course of the year

For students enrolling between 1st October 2019 and 1st February 2020, school fees will be invoiced pro rata according to the student's arrival date. The month during which the student joins the school will be invoiced in full.

Any student enrolling in EIB – The Victor Hugo School after 1st February 2020 will be required to pay 50% of the full tuition fees for the year. No further reduction will be made in the case of enrolment after this date. Two-thirds of the tuition fees and optional charges must be paid before the student's first day at school with the balance due no later than one month after their arrival.

Payments can be made ONLY to EIB – Administration and Accounting Office, 76 rue Saint-Lazare, 75008 Paris (tel: +33 (0)1 45 63 62 22, email: administration@eibparis.fr)

3.3 - Methods of payment

School fees may be paid by:

- Cheque payable to EIB – The Victor Hugo School; or
- Bank transfer; or
- Direct debit.

EIB – The Victor Hugo School's bank details are:

IBAN: FR76 1751 5900 0008 0057 3111 075

BIC/SWIFT: CEPAFRPP751

3.4 - Lunchtime supervision / canteen / other charges

Lunchtime supervision is mandatory for Nursery to Grade 5 students and the relevant fee will be invoiced with the tuition fees in June.

For students taking the hot lunch option at the school canteen, the annual fees will be invoiced no later than November, to be paid in one single payment. For students from Nursery to Grade 5 inclusive, the mandatory lunchtime supervision fee is included in this amount and will be deducted from the invoice, if it has already been paid.

Any Intensive English classes or mandatory Learning Support classes will be invoiced according to the student's arrival date, to be paid in one single payment. School transport (bus or shuttle bus) and any extracurricular activities are optional.

3.5 - Indemnity for arrears

Statute No. 92 1442 renders obligatory the application of penalties in case of arrears in payment. Non-payment by the due date may incur the charge of a legal indemnity for arrears per student.

In the event of failure to pay by the due date, EIB Paris reserves the right not to accept the student at school nor to deliver any official documents (grade reports, transcripts, school certificates, etc.). Moreover, all recovery costs, of whatever order, will be charged to the parents.

3.6 - Early departure of the student

If the student has to leave the school during the course of the school year, the parents must inform the school one month before the departure date, by registered letter with proof of delivery. **No refund for pro-rated fees shall be made.**

3.7 - Civil responsibility

Families are financially responsible for any damage caused by their children to school premises or equipment.

ANNUAL FEES

YEAR 2019/20

		Pre-School			Primary	Junior High	High School	
		Nursery	Pre-K	Kindergarten	Grade 1-2-3-4-5	Grade 6-7-8	Grade 9-10-11-12	
NEW STUDENTS ONLY	Registration fee <i>(to be paid upon admission)</i>	€ 900						
	School development fund	€ 2,000						
	Deposit <i>(refunded when child leaves the school)</i>	€ 2,000						
ANNUAL SCHOOL FEES	Tuition	€ 17,500	€ 18,400	€ 18,400	€ 21,000	€ 23,900		
	Insurance <i>(included in tuition)</i>	Included						
	Medical file <i>(included in tuition)</i>	Included						
	School development fund <i>(other than new students)</i>	€ 200						
ADDITIONAL FEES	Hot lunch <i>(optional)</i>	€ 2,800						
	Lunch box <i>(supervision/activity fees)</i>	€ 1,400						
	Intensive English <i>(upon school observation)</i>				€ 5,900			
	Learning support <i>(Maths or English upon school observation)</i>					€ 3,200		
	Door-to-door shuttle in Paris <i>(optional)</i>	€ 5,900						
	Door-to-door shuttle in Hauts de Seine <i>(optional)</i>	€ 6,300						
	Door-to-door shuttle in other departments <i>(optional - on previous request)</i>	€ 6,900						
	School bus <i>(optional)</i>	€ 4,800						