

Dear Parents,

We would like to thank you for your interest in EIB Paris. This application pack contains the following documents:

- 1- How to Apply
- 2- 2020-2021 Tuition and Fees
- 3- The Application Procedure
- 4- The Terms of Payment
- 5- The Application Form
- 6- The Photography/Video Release Form

A special service is available to Japanese families. Please contact Mrs KATO by e-mail to [kato@eibparis.fr](mailto:kato@eibparis.fr)

We look forward to welcoming your son/daughter as a new student to EIB "Immersion".

Kelda KNIGHT  
EIB Monceau - *Head of the Immersion Classes*

Please, submit the following set of application documents and fees, for each student applying to EIB Monceau:

- 1- The Application Form, completed and signed by the student's both parents / guardians
- 2- A complete set of report cards or reports, for the past year as well as the current school year, if applicable
- 3- A letter of recommendation for the student, written by the current teacher, if applicable
- 4- 2 DIFFERENT CHEQUES, payable to EIB Monceau:
  - a. A € 180 cheque for the administrative management of your application
  - b. A € 430 cheque for the Academic Board, Interview and Examinations fee

This file fully completed with all of the items above should be sent to:

**EIB Monceau - Admissions**  
**6, Avenue Van Dyck**  
**75008 Paris, France**

We remain entirely at your service should you need any further information or assistance. You can reach us by mail:  
[monceau@eibparis.fr](mailto:monceau@eibparis.fr) or by phone: +33 (0)1 46 22 14 24.

## **APPLICATION PROCEDURE**

### **Your enrolment application is for the current school year:**

Following your enrolment application, you will be appointed for an interview with the Headmistress or her representative, provided there are places available at the appropriate grade level.

### **Your enrolment application is for the next school year:**

When the school receives your enrolment application file fully completed, you will receive an email of notice. At this stage of the enrolment procedure, the € 180 administrative fees will be banked and shall not be reimbursed.

Once your file will have been examined, you will be invited to a presentation of EIB Monceau. If you decide not to follow up the enrolment application after attending the meeting, the school will send you back the € 430 application and exam fees.

After the meeting of presentation, if you decide to continue the enrolment application, the Headmistress or her representative will set up an interview with the student and parents/guardians (provided there are places available). The student will also be invited for a skills assessment.

The final decision made by the Headmistress will be sent by email to the families.

If the student has not been admitted, your € 430 application and exam fees will be refunded.

If the student has been accepted, these fees shall be banked and considered as application fees and shall not be refunded, whatever final decision you make.

If the student has been accepted by the Headmistress, you will receive a letter of "definitive acceptance" that specifies her approval and the period of time you have to confirm your enrolment application by sending us back the additional documents in question and payment of the € 2,905 tuition fees of the first term (as an advance of September invoice) and the € 1,750 deposit.

Before the start of the school year, by mid-July, the relevant information for the start of the school year will be available on our website: the access link will be sent by email to every family.

Cadre réservé à l'administration

Code Tiers : \_\_\_\_\_

Code Elève : \_\_\_\_\_

EXPECTED ENTRANCE: Month \_\_\_\_\_ Year \_\_\_\_\_

CP / Grade 1    CE1 / Grade 2    CE2 / Grade 3    CM1 / Grade 4    CM2 / Grade 5

### STUDENT'S IDENTITY AND INFORMATION:

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Sex:  M    F   Nationality: \_\_\_\_\_

Place of birth: \_\_\_\_\_ and date of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Main language:  English    Other: \_\_\_\_\_

Other languages spoken by the student: \_\_\_\_\_

Is the child an orphan?    No                       Yes:    of father    of mother

### THE STUDENT LIVES WITH:

The father / guardian    The mother /guardian    Both parents

### LAST SCHOOL ATTENDED:

From Year \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of leaving school: \_\_\_\_\_ Grade last completed: \_\_\_\_\_

Main language(s) of education: \_\_\_\_\_



**OTHER SCHOOL(S) ATTENDED:**

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

**PARENTS / GUARDIANS INFORMATION:**

**FATHER**    **GUARDIAN**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

E-mail: *(Please write in capital letters)* \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Nationality: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's address: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Language(s) spoken by the father: \_\_\_\_\_

**MOTHER**    **GUARDIAN**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

E-mail: *(Please write in capital letters)* \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Nationality: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's address: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Language(s) spoken by the mother: \_\_\_\_\_

**SIBLINGS:**

Is the student an only child?  YES  NO - If NO, please fill in information for brothers and sisters:

1- Name: \_\_\_\_\_ Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sex:  M  F Applying to or enrolled at EIB?  Yes, EIB (which grade) \_\_\_\_\_  No

2- Name: \_\_\_\_\_ Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sex:  M  F Applying to or enrolled at EIB?  Yes, EIB (which grade) \_\_\_\_\_  No

3- Name: \_\_\_\_\_ Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sex:  M  F Applying to or enrolled at EIB?  Yes, EIB (which grade) \_\_\_\_\_  No

4- Name: \_\_\_\_\_ Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sex:  M  F Applying to or enrolled at EIB?  Yes, EIB (which grade) \_\_\_\_\_  No

**Signatures: This form MUST BE SIGNED BY BOTH parents/guardians.** You hereby apply for admission of your child to EIB MONCEAU and enclose all the requested documents and the 2 different cheques for application fees. Both parents/guardians have read and accepted the Terms of Payment and fees. If the student is accepted, you understand that you must pay the Registration fee and the Deposit, in order to validate the admission.

**FATHER / GUARDIAN:** First name and Name: .....

I wish to register my child at EIB PARIS - Date and signature: .....

**MOTHER / GUARDIAN:** First name and Name: .....

I wish to register my child at EIB PARIS - Date and signature: .....

**BOTH SIGNATURES ARE MANDATORY**

**PAYMENT FOR SCHOOL FEES: the school fees will be paid for by:**

Both father and mother  Father and mother separately  Father only  Mother only  or

Other: (Company, Embassy...)

● **if father and mother separately:** please inform us as to which parent will pay for which items, in writing on a separate letter that is signed by both parents. Additionally, we ask in this case that you please contact [administration@eibparis.fr](mailto:administration@eibparis.fr)

● **In particular, if another person (or Company...)** is financially responsible for the payment of EIB Paris charges, please join a responsibility letter to this form featuring the complete name, address, contact information and signature of the person. If your employer is financially responsible for the payment of the school fees, we kindly inform you that the Company should provide an official engagement letter on headed business paper agreeing to pay for the school tuition (and fees), signed by the person in charge. The registration cannot be validated without this document. You may contact our Accounts Department: [administration@eibparis.fr](mailto:administration@eibparis.fr)

# ANNUAL FEES

## ÉCOLE EIB MONCEAU

### 2020/21

		1 <sup>st</sup> term	2 <sup>nd</sup> term	3 <sup>rd</sup> term	Per year
<b>NEW STUDENTS ONLY</b>	Administrative fees	€ 180			
	Application fees & exams	€ 430			
<b>ALL STUDENTS</b>	Tuition fees	€ 2,150	€ 2,150	€ 2,150	€ 6,450
	Immersion Tuition fees	€ 3,055	€ 3,055	€ 3,055	€ 9,165
	Insurance	€ 15			
	Medical file	€ 16			
	Medical examination <i>(for CP only)</i>	€ 25			
	Excellence funds	€ 100			
	Uniform Overall <i>(Petite Section to CP included)</i> Sweater <i>(non-compulsory)</i>	€ 35			
<b>CM2</b>	Deposit for iPad	€ 400			
	iPad rental	€ 160 (€ 16/month over 10 months)			
<b>ADDITIONAL FEES</b>	Hot lunch 4 days	€ 675	€ 675	€ 675	€ 2,025
	Hot lunch 5 days	€ 705	€ 705	€ 705	€ 2,115
	Hot lunch - 1 ticket *	€ 15			
	Lunch supervision 4 days	€ 412	€ 412	€ 412	€ 123
	Lunch supervision 5 days	€ 432	€ 432	€ 432	€ 1,296
	Lunch supervision - 1 ticket	€ 10			
	Childcare - 10 tickets	€ 90			
	Childcare - 1 ticket	€ 10			
	Spanish <i>(CMI-CM2)</i>	€ 290	€ 290	€ 290	€ 870
	Chinese <i>(CE2 - CMI - CM2)</i>	€ 290	€ 290	€ 290	€ 870

\* Meal & supervision included

## **EIB Monceau Nursery and Primary - Terms of Payment**

**2020/2021**

*This note aims to specify the terms and conditions of the payment of the tuition of your child at EIB Monceau.*

### **PREAMBLE**

These Terms of Payment apply to: EIB Monceau, located at 6 avenue Van Dyck, Paris, 75008, exploited by the company ECOLE INTERNATIONALE BILINGUE MONCEAU, SNI, with a capital of 33 6000 Euros, registered at the RCS of Paris under the number 784 353 302, located at 6 Avenue Van Dyck, 75008 Paris – 01 46 22 14 24, hereafter called "EIB" or "School".

Any enrolment or re-enrolment is subject to the approval of these Terms of Payment, which constitute the EIB's General Conditions of Service (hereafter GCS) and which the Family (hereafter "Family") declares that they accept expressly and unreservedly.

Any enrolment or re-enrolment therefore entails adherence to these Terms of Payment.

In conformity with the current Terms of Payment, these GCS are systematically communicated to any Family before enrolment or re-enrolment and, at the latest, concomitantly with the latter. They shall remain in force until the date at which the student leaves EIB.

The School reserves the right to adapt or modify these Terms of Payment at any time. The information contained in our presentation documents, as well as information, advice and opinions given by our teachers or representatives are therefore of an indicative value.

### **1. SERVICES PROVIDED**

The above mentioned EIB Monceau is a State contract secular private school.

It offers the services mentioned herebelow:

- schooling of the student, according to the age and level of the student, as well as, if applicable:
- catering, childcare and after-school study
- all teaching offers including support, follow-up and individual learning support
- distance learning
- all other learning activities, training or services offered by EIB inside or outside the school

### **2. ENROLMENT**

#### **2.1 Terms and conditions of enrolment**

Unless in the event of re-enrolment, an agreement of the services offered by the School will take place only after communication of our fees and express acceptance of these in writing by the Family upon enrolment.

The enrolment of a new student is confirmed when EIB receives the enrolment form and payment of the:

- Administrative fees;
- Enrolment and exam fees;
- Tuition fees for the first quarter (payment on account to be deducted from the invoice sent in September) and, for immersion levels only, a deposit in the form of a cheque (which is returned when

the child has left school on the condition that books have been returned and that school fees have been paid)

- The letter of agreement of the third-party (company, embassy, etc.) if the tuition fees are to be paid by someone other than the student's parents/guardians.

Enrolment implies that the Terms of Payment applicable at EIB have been strictly approved by the Family and that school fees of the present school year which were sent to the Family before enrolment have also been strictly approved by the family.

The student shall be enrolled at least for one school year. The School reserves the right to refuse one or several enrolments if legitimate reason exists.

## **2.2 Payment clauses in case of cancellation**

If the Family wish to cancel the enrolment of a student after his/her admission, the Family must inform the school as soon as possible with a recorded delivery letter to be sent to the following address: EIB Paris - Services Administratifs et Comptables, 76-78 Rue Saint Lazare – 75009 Paris.

Consequences in case of cancellation:

- Application fees shall not be refunded ;
- Reimbursement of down-payment of the tuition fees is possible if the school has been informed of the cancellation by **recorded delivery letter 15 days after the admission date of the student**.

If the cancellation of the admission has occurred after 15 days from the admission date of the student, payment shall not be refunded.

## **3. RE-ENROLMENT**

### **3.1. Re-enrolment terms and conditions for 2020-2021**

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

The re-enrolment application form fully completed and signed by the two 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 duly completed and signed.

### **3.2. Terms and conditions of re-enrolment cancellation for 2020-2021**

To cancel a re-enrolment, the school must be notified by recorded delivery letter to the following address: *EIB Paris - Services Administratifs et Comptables (76-78, rue Saint-Lazare-75009 Paris)*. The payment consequences of this cancellation shall depend on the date of cancellation:

- For all cancellations occurring before 5 March 2020: down-payment shall be refunded;

For all cancellations occurring after 31 March 2020: down-payment paid on re-enrolment shall be kept and first term tuition fees shall be fully invoiced.

### **3.3 Particular cases of re-enrolment cancellation for 2020-2021**

In the particular cases mentioned hereinafter, re-enrolment fees reimbursement shall be possible after 5 March 2020:

- A switch to a curriculum that is not taught at EIB Paris has been decided by the school → the re-enrolment fees shall be reimbursed.
- You do not approve the decision of the school taken in June for your son/daughter to repeat the year. To get your re-enrolment fees reimbursed, you must notify the school of your disapproval and cancellation of re-enrolment by recorded delivery letter, with acknowledgement of receipt before 29 June 2020, to the following address: *EIB Services Administratifs et Comptables (76-78, rue Saint-Lazare-75009 Paris)*.
- You have requested to transfer your son/daughter to a public college in France (for 7<sup>th</sup> grade students). You have previously told the school about your request which has been recorded by the Rectorat. To cancel your re-enrolment at EIB Paris with no penalties, you will be given extra time until 6 July 2020. If to



this date, you have not received the new school assignment from the Rectorat, you shall make a choice: cancel re-enrolment at EIB Paris, or write a letter to EIB to confirm re-enrolment. If you wait for the new school assignment after 6 July to cancel re-enrolment at EIB, one third of the annual tuition fee shall be invoiced.

### **3.4. Re-enrolment from 2021-2022**

Re-enrolment for the following year is automatic from school year 2021-2022 unless the Family has informed the School of the enrolment termination by recorded delivery letter **by the 31<sup>st</sup> January of the current school year at the latest.**

The re-enrolment fees (deposit to be deducted from the annual school fees), unless terminated in the forms stated above shall be invoiced to the Family during the second quarter of the current year.

A file containing the present Terms of Payment and the School fees will be sent to the Family at least one month before the above-mentioned deadline. Failure to terminate the contract before this deadline shall imply the approval of these Terms of Payment by the Family and approval of the school fees sent by EIB.

### **3.5. Specific cases of cancellation of re-enrolment from 2021-2022**

In the particular cases mentioned hereinafter, re-enrolment fees reimbursement shall be possible before deadline stated in the above article 3.4:

- The Family does not approve the decision of the school taken in June for their son/daughter to repeat the year. To get re-enrolment fees reimbursed, the Family must notify the school of their disapproval and cancellation of re-enrolment by recorded delivery letter, with acknowledgement of receipt before 29 June, to the following address: *EIB Services administratifs et comptables (76/78, rue Saint-Lazare – 75009 Paris).*
- The Family has requested the transfer of their son/daughter to a State college in France (for 7<sup>th</sup> grade students). The Family has previously told the school about their request which has been recorded by the Rectorat. To cancel re-enrolment at EIB Paris with no penalties, the Family will be given extra time until 6 July. If by this date, the Family has not received the new school assignment from the Rectorat, they shall make a choice: cancel re-enrolment at EIB Paris, or write a letter to EIB to confirm re-enrolment. If the Family waits for the new school assignment after 6 July to cancel re-enrolment at EIB, one third of the annual tuition fee shall be invoiced.

### **3.6. Grade repetition**

If a student has to repeat a year, the Family acknowledges they shall be invoiced on the basis of the rates applied by EIB for the relevant school year.

EIB does not provide specific rates for students who are repeating a year.

If a student and their parents have approved grade repetition suggested by EIB after the cancellation deadline stated in the above article 3.4, the Family shall be invoiced according to the basis of the school fees and re-enrolment that were sent to the Family by the School one month before the above-mentioned deadline and shall not be able to contest this payment.

If the Family does not approve the decision of the school taken in June for their son/daughter to repeat the year, then to get re-enrolment fees reimbursed, the Family must notify the school of their disapproval and cancellation of re-enrolment by recorded delivery letter, with acknowledgement of receipt before 29 June, to the following address: *EIB Services administratifs et comptables (76/78, rue Saint-Lazare – 75009 Paris).*

### **3.7. Guidance**

All educational guidance suggested by the School and accepted by the Family before the cancellation deadline stipulated in article 3.4 above will be invoiced on the basis of the school and re-enrolment fees forecast in the rates communicated to the Family by the School one month before the above-mentioned deadline without the Family being able to dispute this.

In the event of a refusal of the Family to follow the guidance suggested by the school after the above-mentioned deadline, the contract will be legally terminated and the Family shall be refunded the school and re-enrolment fees if these have already been paid.

In the same way, if a switch to a curriculum that is not taught at EIB Paris has been decided by the school after the above-mentioned deadline, the contract will be legally terminated and the Family shall be refunded the school and re-enrolment fees if these have already been paid.

#### 4. ANNUAL SCHOOL FEES

School fees consist of file examination fees for new admissions, registration fees which guarantee enrolment/re-enrolment of the student and the annual tuition fees.

The services offered by EIB are provided with the fees applicable on the day of enrolment or re-enrolment in accordance with the price list sent to the Family before enrolment or re-enrolment.

Catering fees are invoiced in addition to the school fees mentioned above at the rates indicated on the price list communicated by EIB to the Family before enrolment or re-enrolment. Out-of-school activities, internships, personalised support shall also be invoiced.

The cost of school trips, outings and other pedagogical projects shall be added to the school fees after notice from teaching staff. The cost of these specific services cannot be known in advance, at enrolment, or accurately specified before every quarter and shall be therefore estimated and invoiced by EIB following the conditions stated below. A readjustment invoice will be sent on the basis of the real cost of the service provided.

**Rates at EIB are net since it is understood that the services provided by the School are not subjected to VAT.**

#### 5. INVOICING – METHODS OF PAYMENT

##### 5.1 Invoicing

Invoicing is set up by the School following an annual scheme of payment.

The student is enrolled at EIB for the entire school year. School fees are invoiced to the Family at a rate of:

- An invoice for school fees in September
- An invoice for the optional fees by November at the latest.

For student joining EIB during the school year, annual school fees shall be invoiced as from the month the student joins the School, for which payment in full is due.

##### 5.2 Day-boarder

The annual enrolment fees for the canteen or Lunch Supervision shall be invoiced by November at the latest in a single payment.

Students who occasionally have lunch at school can buy canteen and Lunch Supervision tickets at the administration office.

N.B. Fees for the canteen or the Lunch Supervision option are for the entire school year. However, if the Family wish to change this subscription for specific reasons, the Family can send a letter or an email to: Services administratifs et comptables de l'EIB (76/78, rue Saint-Lazare – 75009 Paris) before the end of each period (before 20 November and 20 February). Every change of subscription shall be subjected to the previous approval of the Administration: [administration@eibparis.fr](mailto:administration@eibparis.fr)

Term dates:

First term: 1 <sup>st</sup> September-30 <sup>th</sup> November	2nd term 1 <sup>st</sup> December-28 <sup>th</sup> February	3rd term: 1 <sup>st</sup> March-3 <sup>rd</sup> July
--	--	---

##### 5.3 Methods of Payment

EIB invoices can be paid by families upon their receipt in the following ways:

- In cash, with the legal limit of 1000 Euros per invoice for French residents and 15 000 Euros per invoice for foreign taxpayers
- **By direct debit from the beginning of the 2020-2021 school year, choosing between:**
  - **Three quarterly payments: the first week of October, in January and in March**
  - **Or 9 monthly payments: from the first week of October until the first week of June**In this case, an extra 75 Euros will be added to the annual invoice.

Families who have not yet sent their bank details shall return to the School the SEPA form with printed bank account details. If a payment is declined, the family shall be billed an additional 5 Euros per payment declined.

- By bank transfer at the following settlement dates: First week of October, January and March

If several payments are required to cover a quarterly settlement, an extra 25 Euros billing shall be implemented.

Payment by cheque is only allowed for the following activities: extracurricular activities/holiday activities/trips/enrolment and re-enrolment fees.

NB: School calendar:

First term:	2nd term:	3rd term:
1 <sup>st</sup> September-30 <sup>th</sup> November	1 <sup>st</sup> December-28 <sup>th</sup> February	1 <sup>st</sup> March-3 <sup>rd</sup> July

#### **5.4 Non-Payment of School Fees – Penalties and Interest for late Payment**

If the school fees have not been paid on the agreed dates, the late payment shall lead to a late payment penalty with a two-point increase from the legal interest rate and 10% of the unpaid invoice will be automatically deducted by the School with no formal notice.

In the event of non-payment on the agreed dates and after a formal demand sent under the Terms and conditions stated in article 6 of these CGS, the School reserves the right to no longer accept the student at school and to legally terminate the schooling contract.

In addition, the non-payment of an EIB invoice when it is due shall lead to a demand for immediate payment of all the amounts owed to EIB by the Family, without prejudice to any further action EIB would be entitled to take against the Family.

#### **5.5 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 General Management Department by recorded delivery letter, as early as possible before the date of departure. All tuition fees related to the complete current school term shall be invoiced. Optional fees shall be prorated.

### **6. RESOLUTION FOR TERMINATION OF CONTRACT**

If the Family or the student:

- Fails to fulfil their obligation to pay as described in article 5 of these Terms of Payment
- Makes a false statement during the enrolment process
- Fails to comply with the school's discipline rules
- If the performance and the commitment of the student are not satisfactory
- Seriously undermines safety and the good running of the School
- Seriously fails to meet one of the requirements set out in these Terms of Payment

The present schooling contract will be legally terminated if the Family has not acknowledged EIB's written formal notice to the Family by recorded delivery letter, in electronic or paper format, after more than 8 days after reception proof postmark of the first presentation of the recorded delivery.

### **7. INTELLECTUAL PROPERTY**

EIB remains the owner of all the rights of intellectual property regarding its teaching methods, studies, documents, books, designs, lessons, etc. carried out (even if these materials were created following a request of the Family) or used by its teachers to provide services to the Family. The Family shall not copy or use the aforesaid teaching methods, studies, documents, books, designs, lessons, etc. without prior written request for approval of EIB that may also require a financial compensation.

### **8. RESPONSIBILITY**

Students remain under the responsibility and supervision of EIB when these services are being provided (i.e. face-to-face teaching, catering...), and in accordance with the applicable law. Notwithstanding the aforesaid statements, each Family shall subscribe to a school insurance policy to cover risk of injury to a third party caused

by the student or risk of injury suffered by the student. It is expressly agreed that EIB is no longer responsible for the student when these services have been completed (end of school day following the timetable of each student). EIB shall no longer be responsible for risk of injury caused by a student or risk of injury suffered by a student once these services have been provided. Families are financially responsible in case of damage caused by their children on the School premises and facilities.

## 9. INFORMATION AND FREEDOM – PERSONAL DATA

In accordance with the consolidated law no 78-17 dated January 6<sup>th</sup> 1978 and the European Rules applied for the protection of individuals regarding the use of personal data and free circulation of these data 2016/279 dated 27<sup>th</sup> April 2016 ("GDPR"), it is reminded that the nominative and personal data requested from the Family or the student are necessary for the School to organise the education of its students. EIB treats the personal data of Families and students in the strictest confidentiality. At enrolment, only information necessary to efficiently organise education of its students and ensure diligent follow-up for each file. The collected personal data of the Family and student are essentially aimed for the internal use of EIB and good management of the School. The collection and processing of personal data aimed at the aforesaid statements are used for the legitimate interest of EIB and enable to execute the educational contract with no consent requirement of the Family or the student in question.

In any case, the Family expressly approves and consents to the collection of personal data of themselves or the student of whom they are the guardian regarding the aforesaid purposes.

The collected personal data from the Family at enrolment and during the educational contract shall also be used to send to the Family offers or services from other educational establishments operating under the trade name of EIB or any other educational establishments from the NACE group.

**The Family expressly accepts and consents to the collection and processing of their personal data for commercial purposes, which means that only the parents' or guardian's personal data can be used for these purposes and that the student's personal data shall not be used or treated for these purposes.**

Collected personal data can be recorded by EIB on a secure server. It shall be kept by EIB when executing the contract and, after the end of the contract, for a maximum period of one year. EIB commits to the collection and processing of information and personal data in accordance with law no 78-17 dated January 6<sup>th</sup> and the European Rules for the protection of people regarding the use of personal data and free circulation of these data 2016/279 dated 27<sup>th</sup> April 2016 ("GDPR"). With regards to this, EIB states that necessary measures have been carried out to ensure protection and safety of the information of personal data in terms of data collection and processing.

EIB informs the Family they have a right to access, modify, correct, transfer, remove, delete, contest information and personal data about them or the student to whom they are the guardians and that they have a right to contest collection and processing of these data.

To put these rights into practice, the Family can write to the representative for the protection of personal data at EIB at the following email address: [rgpd.france@globeducate.fr](mailto:rgpd.france@globeducate.fr)

The School has a CCTV system for the safety of students, Families, teachers and belongings. Footage is kept for one month and may be viewed, in the event of an incident, by authorised staff or by the police. The Family may access their data as well as footage of themselves and request to have them deleted. They also have a right to contest or limit the processing of their data and footages.

To put these rights into practice or for any other question on data or footage processing, the Family may contact the representative for the protection of personal data at EIB at the above-mentioned email address.

## 10. DISPUTES

In accordance with article L111-1 of the Consumer Code, the Family is informed that they can contact a Consumer Ombudsman or a dispute resolution service in the event of a dispute. In accordance with provisions in article R. 616-1 of the Consumer Code, the Family can contact the Consumer Ombudsman at the details below to come to an amicable settlement:

### **Médiation-net consommation**

34, Rue des Epinettes

75017 PARIS

Email: <http://www.mediation-net-consommation.com/>

If an amicable settlement fails, all disputes potentially arising from this contract regarding its validity, interpretation, execution, termination, consequences and repercussions shall be addressed to the relevant court in accordance with the common law system.

## 11. LANGUAGE IN THE CONTRACT – APPLICABLE LAW

As an express agreement between both parties, these CGS are only governed by the French law. They are written in French.

If these CGS have been translated into one or several languages, the French text shall be the only text applicable in the event of a dispute.

When CGS are agreed between parties of different nationalities or executed totally or partially abroad, the law applicable to them remains the French law.

## 12. MISCELLANEOUS

If one of the parties has not requested strict application of these CGS or one of their provisions, this shall not be deemed a waiver to subsequently exercise one of the CGS terms.

If one or several statements in these CGS were to be declared null and void due to statutory or regulatory change, all the other statements would remain enforceable and valid, and the Parties shall provide as soon as possible similar statements that would also reflect their common intention.

### **Please initial every page of these Terms of Payment**

#### **Father or Guardian (mandatory)**

Surname.....

First Name.....

Date.....

Signature.....

(With the words "read and approved")

#### **Mother or Guardian (mandatory)**

Surname.....

First name.....

Date.....

Signature.....

(With the words "read and approved")

## Photography/Video Release Form

This form is intended to obtain the necessary consent and authorizations for the project specified below, it being understood that the objectives of this project have been previously explained to the students and their legal guardians.

### 1 Audiovisual Project Description

Educational project concerned: Creation of institutional and promotional videos, creation of an image bank intended for internal use and marketing materials.

Name and address of establishment:

**EIB Monceau - 6 avenue Van Dyck - 75008 Paris**

### 2 Types of Media Concerned

Including but not limited to current or future social media networks, online media, video and brochures.

### 3 Student's Consent

- This project has been explained to me, I understand its nature, and I agree to being filmed or photographed for this project and for the images and voice recordings to be used by EIB – The Victor Hugo School.

Last name of student :.....	Date and signature of the student concerned:
First name of student : .....	
Grade : .....	

#### 4 Parental Authorization

In accordance with Civil Code, Article 9, regarding the respect for private life;

In accordance with the Intellectual Property Code; and, given the consent expressed by the minor stated above,

This authorization is subject to your signature, for the recording and publication of the image and / or the voice of your child whose identity is given above (in paragraph 3), as part of the project referred to in paragraph 1 and for the types of media referred to in paragraph 2.

The recording of the image / voice of the minor you represent will be created under the authority of the school.

Duration: Use can be made of the totality of the same in any type of this establishment's publications as long as they respect Civil Code, Article 9, regarding the respect for private life and the Intellectual Property Code.

Location: at EIB Monceau and/or on authorized school trips/outings.

EIB and its beneficiaries retain all rights and ownership attached to any audio, image or otherwise, and expressly refrain from transferring the present authorizations to a third party

EIB and its beneficiaries are also prohibited from carrying out any publication of an illicit nature, or otherwise not provided for above, of the image and/or voice recording of the minor which would be likely to undermine his/her dignity, reputation or private life or otherwise not confirming to the laws and regulations in force.

**I, undersigned, (Last name, first name)....., declared to be the legal representative (Parent/Legal Guardian 1) of the minor designated in paragraph 3.**

**I, undersigned, (Last name, first name)....., declared to be the legal representative (Parent/Legal Guardian 2) of the minor designated in paragraph 3.**

I acknowledge that I am fully within my civil rights. I expressly acknowledge that the minor I represent is not bound by any exclusive contract for the use of his/her image and / or his/her voice, or even his/her name.

**I acknowledge having read the above information about the minor that I represent and agree to the recording/photography and use of his/her image and/or his/her voice, within the exclusive framework of the project presented and as I have consented to paragraph 3:**

<b>Signature of guardian 1:</b>	<b>Signature guardian 2:</b>
<b>Date</b>	