

**EIB MONCEAU**  
**KINDERGARDEN AND PRIMARY CLASSES**  
**APPLICATION PACK – 2017-2018**



Dear Parents,

We would like to thank you for your interest in EIB Paris. This document provides detailed information about how to apply to EIB Monceau, as follows:

- 1- How to Apply
- 2- 2017-2018 Tuition and Fees
- 3- The Application Procedure
- 4- The Financial Regulations
- 5- Application Form

We would like to emphasize the importance of reading through this entire document carefully before completing the Application Form and remain at your disposal for any further information you may need. Please contact us by e-mail to [monceau@eibparis.fr](mailto:monceau@eibparis.fr) or by telephone: +33 (0)1 46 22 14 24.

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

## HOW TO APPLY

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 recommendation letter for the student, written by the current teacher, if applicable
- 4- 2 DIFFERENT CHEQUES, made payable to EIB Monceau:  
150€ cheque corresponding to the Application Fee  
370€ cheque corresponding to the Academic Board, Interview and Examinations fee

This complete file containing 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.

**EIB MONCEAU**  
**KINDERGARDEN AND PRIMARY CLASSES**  
**2017-2018 TUITION AND FEES**



*The prices below exclusively relate to the 2017-2018 school year. Stated fees may be paid by cheque payable to EIB Monceau, by bank transfer or cash.*

**NEW STUDENTS**

- **Application fee: 150 €** (nonrefundable) - *This fee must be paid when the Application is submitted.*
- **Academic Board, Interview and Examinations Fee: 370 €** - *This fee must be paid when the Application is submitted.*
- **Registration fee: 1 920 €** per trimester- *This fee must be paid upon registration; it is considered a down payment and will be deducted from the tuition of the 1<sup>st</sup> trimester, invoiced in September 2017.*

**ALL STUDENTS**

- **Medical File: 16 €**
- **Medical Examination: 25 €** - *Only for CP students.*
- **School insurance: 15 €** - *This fee won't be charged if you present a private school insurance*
- **Excellence Fund: 100 €** - *Invoiced on September 1<sup>st</sup>*
- **Tuition: 1 920 € per trimester** (5 760 € per year) - *Invoiced in September, in December and in March. Possibility of monthly payments with an additional 25€ fee per student and per period. As of the 3rd child enrolled at EIB Paris, a 25% discount is granted towards the costs of tuition for the youngest student enrolled in one of the under Contract of Association EIB schools.*

**OPTIONAL**

- **After School Care: 90 € for 10 tickets / 10 € for 1 ticket**

**Lunch at School:**

- **School Meal Formula - Students from MS to CM2:**

*Daily hot meal, desert and drinks served at the school dining area.*

- o 5 days a week: 660 € per trimester (1 980 € per year).
- o 4 days a week (except on Wednesdays): 635 € per trimester (1 905 € per year).
- o Ticket (for occasional users): 15 €

- **Lunch Box Formula – Students from CE2 to CM2:**

*Students bring a packed lunch. Microwaves, cutlery and water are available at the school dining area. It includes supervision during lunch and recreation.*

- o 5 days a week: 395 € par trimester (1 185 € per year).
- o 4 days a week (except on Wednesdays): 370 € per trimester (1 110 € per year).
- o Ticket (for occasional users): 10 €

## APPLICATION PROCEDURE

The decision to admit or not a student is based on his/her file, the availability of space at the appropriate level, and the school's ability to meet each student's need. New students can be admitted throughout the year, at EIB Monceau. However, it is strongly suggested to start the procedure at least 6 months prior to the student's arrival to the school.

The Admissions Board examines every application very carefully. According to the quality of the file and availability in the requested level, the candidate and his/her parents are invited to an interview with the Head of Immersion Classes.

Please note that the application fee (150 €) is not refundable.

### Registration

After acceptance of the application, a letter of acceptance will be sent to all successful candidates. An applicant's place in the school is guaranteed only after a completed Registration Form and the requisite payment (registration fee and deposit) have been received by the school.

## FINANCIAL REGULATIONS

### 1- Enrolment of new a student

Families should send a complete application file to the school, containing the items previously quoted.

**Once an application is accepted, the enrolment of a new student is confirmed by the payment of the following school fees:**

- The application fee to be paid when the application is submitted;
- The Academic Board, Interview and Examinations fee, to be paid when the application is submitted;
- The deposit, for students applying for the Immersion Classes;
- The registration fee, when the student's application is accepted by the school.

Prior to the beginning of the classes, each new student will receive a letter confirming his/her admission attributed class. Important information about the school life and procedures are also given at this occasion.

### Discontinuation of the enrolment

In the case of discontinuation of the enrolment, the parents should notify the school of the cancellation upon 15 days of the registration, by registered letter to **EIB – Administration Office: 117, Boulevard Malesherbes -75008 Paris, France.**

The financial consequences are as follows:

- The Academic Board, Interview and Examinations fee is not refunded
- The registration fee is refunded if the school is informed by registered letter about the cancellation, within 15 days of the date of registration.
- If a cancellation is received more than 15 days after the date of the registration, the registration fee is not refunded.

## 2- Re-enrolment

### 2-1 Re-enrolment Procedure

The re-enrolment of a student is validated when the school receives the following items, before the defined deadline:

- The Re-enrolment Form, dully completed and signed by both parents
- The payment of the re-enrolment fee (considered as a down payment of the 1<sup>st</sup> trimester tuition for the following school year).
- A responsibility letter written and signed by the company or third person who is financially responsible for the payment of the school tuition and fees, if applicable.

### 2.2 – Discontinuation of the re-enrolment

In the case of discontinuation of the re-enrolment, parents should notify the school of the cancellation by registered letter to **EIB – Administration Office: 117, Boulevard Malesherbes -75008 Paris, France**. The financial consequences are as follows:

- If the school receives the cancellation by registered letter before March 4<sup>th</sup>, 2017, the re-enrolment down-payment is refunded.
- For cancellations of the re-enrolment after March 31<sup>st</sup>, 2017, the down payment is retained and the tuition for the 1<sup>st</sup> trimester of the following school year is payable in full.

## 3- School Fees

a) The registration fee to be paid when the student is accepted by the school will be deducted from the first period's tuition invoice.

b) The student is enrolled in the school for the entire school year, which is composed of three periods. Tuition is invoiced in September, in December and in March, and should be paid no later than 10 days after the date of the invoice. No exemption from liability to settle school tuition and fees in full will be accepted.

c) Optional charges for lunch at school, transportation and extracurricular activities are invoiced on mid-October, during the 1st trimester. The following periods, these charges will be added to the tuition invoices sent in December and in March.

d) Tickets for occasional use of school meal, lunch box and after school care should be bought from the secretary at the school's main building (EIB Monceau: 6, Avenue Van Dyck – 75008 Paris)

e) The student is enrolled in the school meal, the lunch box, school transportation or the extracurricular activities for a whole year. Cancellations will only be accepted due to special situations and if is notified to the school's Administration (EIB Administrative Office: 117, bd Malesherbes - 75008 Paris) before the end of a school period (before 20th November or 20th February).

- **Arrival during the course of the year**

Enrollments in Preschool and Primary Classes are only accepted until January 1<sup>st</sup>.

For students enrolling after the beginning of the school year in September, school fees will be invoiced depending on the student's arrival date.

- **Methods of payment**

School tuition and fees may be paid:

- 1- by cheque made out to EIB MONCEAU;
- 2- in cash ;
- 3- by bank transfer.
- 4- Direct debit : a SEPA form will be sent to you upon request.

- **Indemnity for arrears**

Statute No. 92 1442 renders obligatory the application of penalties in case of arrears in payment. Non-payment by 10 days after the date of the invoice, may incur the charge of a legal indemnity for arrears per student.

In the event of failure to pay on due date, EIB reserves the right not to accept the student in the school. Moreover, all recovery costs, of whatever order, will be charged to the parents.

- **Reduction of school fees**

No reduction in school fees is made for early payment. Absence from school due to school-organized trips will not result in a reduction of tuition fees.

Families with three children and beyond, a 25% discount is granted towards the costs of tuition for the youngest student(s).

- **Departure in the course of the year**

In the case of departure of a student in the course of the school year, and for whatever reason, families are required to inform the school one month before the departure date, by registered letter. No refund for prorated fees will be made.

#### **4 - CIVIL RESPONSIBILITY**

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

Cadre réservé à l'administration Code Tiers : _____ Code Elève : _____
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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		
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**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 financial regulations 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)