

## 1 - CONDITIONS OF ADMISSION FOR NEW STUDENTS

### 1.1 - Enrolment of new students

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

- The application fee to be paid at the time of application and which is non-refundable;
- The entry examination and enrolment charges;
- 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 – Discontinuation of the enrolment

Parents notify the school one month prior to the student's departure, by registered letter to:

EIB – Administration and Accounting Office  
117, Boulevard Malesherbes  
75008 Paris, France

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

- The application, examination and enrolment charges fees are not refundable ;
- The deposit is refunded if all school books are returned to EIB – The Victor Hugo School
- **If a cancellation is received after May 15<sup>th</sup> 2017, annual school fees are payable in full.**
- If enrolment is made after May 15<sup>th</sup>, in the case of cancellation, annual school fees are payable in full.

## 2 - RE-ENROLMENT OF AN EIB PARIS STUDENT

### 2.1 – Re-enrolment

The re-enrolment of students takes place in January/February and is accompanied by a down-payment which is deducted from school fees for the invoice of the following school year.

### 2.2 – Discontinuation of the re-enrolment

Parents should notify the school of the cancellation by registered letter, sent to EIB Paris – Administration and Accounting Office: 117, Boulevard Malesherbes – 75008 Paris.

In the case of discontinuation of the re-enrolment, the financial consequences are as follows:

- If parents notify the school of the cancellation before March 31<sup>st</sup> 2017, the re-enrolment down-payment is fully refunded.
- If parents notify the school of the cancellation after March 31<sup>st</sup> 2017, the down-payment is retained.
- Annual school fees are payable in full if a cancellation is received after May 15<sup>th</sup> 2017.
- If re-enrolment is made after May 15<sup>th</sup> 2017, in the case of cancellation, annual school fees are payable in full.

## 3 - SCHOOL FEES

### 3.1 – School Fees

The student is enrolled in the school for the entire school year. The annual fees are invoiced on June 1st

and are payable in advance before June 30th. 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 before the 1st February, school fees will be invoiced depending on the student's arrival date.

Any student enrolling in EIB – The Victor Hugo School after February 1st will be required to pay 50% of the full tuition fee for the year. In addition, upon registration after February 1st, the re-enrolment fee e.g a down payment for the next school year of 4 000 € will have to be paid for.

### **3.3 – Conditions of payment**

- Annual school fees and optional charges are to be paid in one single payment.
- The annual fees are payable once a year before June 30th by one single payment or with three cheques dated on June 30th, September 1st and December 1st, whatever the school term or semester dates; in this case, an indemnity for deferred payment of 25 € must be added to each cheque.
- School insurance and medical file fees are one-time-only fees and are invoiced on June 1<sup>st</sup>.
- Payments can be made ONLY to EIB Paris –Administration and Accounting Office: 117, Boulevard Malesherbes 75008 – Paris. (*Telephone: +33 (0)1 45 63 62 22*).

### **3.4 – Methods of payment**

School fees may be paid:

- by cheque in favour of EIB - The Victor Hugo School ;
- in cash ;
- by bank transfer.

### **3.5 – Indemnity for arrears**

Statute No. 92 1442 renders obligatory the application of penalties in case of arrears in payment. Non-payment by June 30th, may incur the charge of a legal indemnity for arrears per student.

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

### **3.6 – 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.

### **3.7 – 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.