

EIB – THE VICTOR HUGO SCHOOL
APPLICATION PACK – SCHOOL YEAR 2017-2018



HIGH SCHOOL

Dear Applicant,

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 information:

- 1- How to Apply
- 2- Application Procedure
- 3- 2017-2018 Tuition and Fees
- 4- Financial Regulations
- 5- High School Application Form
- 6- Teacher's Confidential Report Forms
- 7- Confidential School Report Form

We would like to stress the importance of applicants 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: victorhugo@eibparis.fr or by telephone: +33 (0)1 56 56 60 70. We look forward to receiving your application and documents.

Sincerely,

France Ponsart
Head of School

HOW TO APPLY

Please, submit the documents listed below:

- High School Application Form** - Once printed, this form must be completed and signed by the applicant's parents / guardians
- Teacher's Confidential Report** and **Confidential School Report** - Once printed, the Teacher's Confidential Reports should be given to the applicant's current English and Mathematics teachers. The Confidential School Report should be completed by the Counselor or Principal.
- School Reports** - Please attach to the file a complete set of report cards or reports for the past three years, including the most recent grades received at the time of application.
- A photocopy of applicant's birth certificate or passport**
- 700 € Application Fee** (nonrefundable)

These documents should be sent to:

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

Only complete application files will be considered by the Admissions Board.

EIB – THE VICTOR HUGO SCHOOL 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 the EIB - The Victor Hugo School, by bank transfer or cash.

FOR NEW STUDENTS ONLY:

- **Application fee and placement exams: 700 €**
This must be paid when the Application is submitted.
- **Registration fee: 800 €**
This is to be paid with the registration form.
- **Deposit: 1 500 €**
This is to be paid with the registration fee and refunded when the student leaves the school.
- **Excellence fund: 750 € (for new students only).**

FOR ALL STUDENTS

- **Medical File: 20€**
- **Insurance: 15 €**
- **Excellence fund: 100 € (other than new students)**
- **School Uniform**
The uniform is obligatory for all students attending EIB – the Victor Hugo School. A complete set of uniform items (uniform pack) should be bought at our supplier's shop when a student is enrolled. Please note that uniform costs are payable directly to our supplier.

PRESCHOOL AND PRIMARY (Annual fees)

- **Tuition Nursery and Pre-K: 16 650 €**
- **Tuition KG, Grades 1 to 5: 17 000 €**
*The school integration trip is included in the tuition for Grades 1 to 5.
N.B. Extracurricular activities are at additional cost.*
- **After school care tickets: 90 € for 10 tickets / 10 € for 1 ticket**
This service is available on Monday, Tuesday, Thursday and Friday, from 4 to 5pm. Tickets are valid for one-time use only, and can be purchased in the school's administrative office (3rd floor).
- **Lunch Box (Nursery to grade 5) - The student brings his/her lunch pack.**
"Supervision at lunch-time": 1 350 €
- **Hot lunches: 2 800 €**
Preschool and Primary students have lunch at school. These prices include supervision and recreational activities during the lunch break.

JUNIOR HIGH SCHOOL (Annual fees)

- **Tuition Grades 6 to 8: 18 650 € (Annual fees)**
Included in the fees are the school integration trip, the additional curriculum based electives and activities as well as the usage of the Library (open 8am to 6pm), cafeteria and ICT facilities.

N.B. Extracurricular activities are at additional cost.

- **Hot lunches: 2 800 €**

Grade 6 and 7 students have lunch at school. As of Grade 8, students MAY LEAVE the school premises during the lunch break. A school cafeteria is available to students.

HIGH SCHOOL (Annual fees)

- **Tuition Grades 9 to 12: 21 150 €** *Included in the fees: The school integration (Grade 12: flight tickets at extra cost), additional curriculum based electives and activities as well as the usage of the Library (open 8am to 6pm), cafeteria and ICT facilities. N.B. Extracurricular activities are at additional cost.*

- **Hot Lunches: 2 800 €**

High School students MAY LEAVE the school premises during the lunch break. A school cafeteria is available to students.

LEARNING SUPPORT (Annual fees)

- **Learning Support 1/ Intensive English Programme: 5 250 €**
- **Learning Support 2 / (English or Maths Modules): 2 700 €**

SCHOOL TRANSPORTATION (Annual fees)

- **School shuttle (door to door service): 5 500 €** - *only 8 students per vehicle*
- **School Bus (group pick-up points): 4 500 €**

APPLICATION PROCEDURE

EIB – The Victor Hugo School accepts applications throughout the year, but it is strongly suggested to start the procedure 6 months prior to the student's arrival to the school. The Admissions Board examines each application very carefully. The decisions are based on file and interview.

An entrance test may be necessary. Even if an applicant lives overseas arrangements must be made for entrance tests with the school where the applicant currently resides. The decision to admit or not a student is based on the availability of space at the appropriate level, and the school's ability to meet each student's need.

After acceptance of the application, 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 and the requisite payment (registration fee and deposit) have been received by the school.

FINANCIAL REGULATIONS

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 Maiesherbes

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 15th 2017, annual school fees are payable in full.**
- If enrolment is made after May 15th, 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 Maiesherbes – 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 31st 2017, the re-enrolment down-payment is fully refunded.
- If parents notify the school of the cancellation after March 31st 2017, the down-payment is retained.
- Annual school fees are payable in full if a cancellation is received after May 15th 2017.
- If re-enrolment is made after May 15th 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 1st.
- 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.

EIB – THE VICTOR HUGO SCHOOL
APPLICATION FORM – SCHOOL YEAR 2017-2018
HIGH SCHOOL



Admission requested to: Month _____ Year _____

Grade 9 Grade 10 Grade 11 / IB 1 Grade 12 / IB 2 Grade 13

STUDENT’S IDENTITY AND INFORMATION

Surname: _____ Sex : M F

Given Name(s): _____

Address: _____

Postal Code: _____ City/Country: _____

Date of Birth: _____ Nationality: _____

City and Country of Birth: _____

Language(s) spoken at home: _____

LAST SCHOOL ATTENDED:

From Year _____ Name: _____

Address : _____

City: _____ Country: _____

E-mail: _____ Fax: _____

Date of leaving school: _____ Grade last completed : _____

Reason for school transfer : _____

OTHER SCHOOL(S) ATTENDED:

Year(s)	Grade(s)	Name of the 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

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: _____

Employer's address: _____

City: _____ Phone: _____

ADDRESS WHERE CORRESPONDENCE SHOULD BE SENT?

Father's / Guardian's: Home Business

Mother's / Guardian's: Home Business

SIBLINGS:

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

1- Name: _____ Sex: M F

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

2-Name: _____ Sex: M F

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

3-Name: _____ Sex: M F

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

SIGNATURES: We hereby apply for admission of our son/daughter to EIB - The Victor Hugo School and enclose the non-refundable application fee. We have read and accepted the financial regulations and annual fees for the 2017-2018 school year. 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 for the Registration fee and the Deposit.

Date: _____

Parents / guardians' signature(s):

Father / Guardian

Mother / Guardian

How did you hear about EIB? _____

**EIB – THE VICTOR HUGO SCHOOL
TEACHER’S CONFIDENTIAL REPORT
HIGH SCHOOL**



- PARENTS SHOULD GIVE THIS FORM TO THE STUDENT’S CURRENT ENGLISH TEACHER, FOR COMPLETION

THIS BOX SHOULD BE FILLED BY THE CANDIDATE, BEFORE PASSING THE FORM TO THE TEACHER

Full name of student: _____
CAPITAL LETTERS

Grade applied: _____ Current school: _____

School Address: _____

*Dear Teacher,
The student whose name appears above is applying for admission to EIB – The Victor Hugo School. This assessment is an important part of the application and your cooperation in providing a full report will be greatly appreciated.*

How long have you known this student and in what context? _____

Please, list the courses you have taught this student (IB, Elective, AP, etc) noting the level of difficulty:

Compared to other students in his/her class, how do you rate this student?

No Basis	Indicator	Below Average	Average	Good	Very Good	Excellent	Outstanding
	Creative, original thought						
	Motivation						
	Self-confidence						
	Intellectual ability						
	Academic achievement						
	Written expression of ideas						
	Effective class discussion						
	Disciplined work habits						

Name of person completing this form: _____

Position: _____ Date: _____

Signature and School Stamp:

Thank you for returning this form directly to:
EIB – The Victor Hugo School- Admissions
23, rue de Cronstadt
75015 PARIS – FRANCE

**EIB – THE VICTOR HUGO SCHOOL
TEACHER’S CONFIDENTIAL REPORT
HIGH SCHOOL CLASSES**



- PARENTS SHOULD GIVE THIS FORM TO THE STUDENT’S CURRENT MATHS TEACHER, FOR COMPLETION

THIS BOX SHOULD BE FILLED BY THE CANDIDATE, BEFORE PASSING THE FORM TO THE TEACHER

Full name of student: _____
CAPITAL LETTERS

Grade applied: _____ Current school: _____

School Address: _____

*Dear Teacher,
The student whose name appears above is applying for admission to EIB – The Victor Hugo School. This assessment is an important part of the application and your cooperation in providing a full report will be greatly appreciated.*

How long have you known this student and in what context? _____

Please, list the courses you have taught this student (IB, Elective, AP, etc) noting the level of difficulty:

Compared to other students in his/her class, how do you rate this student?

No Basis	Indicator	Below Average	Average	Good	Very Good	Excellent	Outstanding
	Creative, original thought						
	Motivation						
	Self-confidence						
	Intellectual ability						
	Academic achievement						
	Written expression of ideas						
	Effective class discussion						
	Disciplined work habits						

Name of person completing this form: _____

Position: _____ Date: _____

Signature and School Stamp:

Thank you for returning this form directly to:
EIB – The Victor Hugo School- Admissions
23, rue de Cronstadt
75015 PARIS – FRANCE

- TO BE COMPLETED BY THE STUDENT'S CURRENT HEAD OF YEAR, COUNSELOR OR SCHOOL PRINCIPAL.

PLEASE ATTACH THE FOLLOWING DOCUMENTS, TO THIS COMPLETED FORM:

- Official transcript, including courses in progress and a transcript legend
- School profile

Full name of student: _____
(CAPITAL LETTERS)

CLASS RANK (IF APPLICABLE):

Student's class rank _____ in a class of _____, covering a period from _____ to _____.

The rank is weighted not weighted. How many students share this rank? _____.

If precise rank is not available, please indicate rank to the nearest tenth from the top: _____.

CUMULATIVE GPA (IF APPLICABLE):

GPA _____ on a _____ scale, covering a period from _____ to _____.

What is the school's minimum passing mark? _____.

DISCIPLINE:

Has this student ever been suspended for behavioral and/or academic reasons? Yes No

If so, please describe the circumstances: _____

ACADEMIC RIGOR:

In comparison with other students at your school the applicant's course selection is:

Most demanding Very demanding Demanding Average Below Average

ACADEMIC REGIME OR “PROGRAM”:

Please indicate the type of diploma this student prepared in your school:

ADDITIONAL COMMENTS

We welcome any additional comments you think might be helpful to us, including special interests or talents, and special educational or emotional needs:

Name of person completing this form: _____

Position: _____ Date: _____

Signature and School Stamp:

Thank you for returning this form and attached documents directly to:

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

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Fax : +33 (0)1 56 56 60 66
E-mail : victorhugo@eibparis.fr