EIB – THE VICTOR HUGO SCHOOL APPLICATION PACK – SCHOOL YEAR 2016 -2017 MIDDLE 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- 2016-2017 Tuition and Fees
- 4- Financial Regulations
- 5- Junior 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

23, rue de Cronstadt 75015 Paris, France

Please, submit the documents listed below:
☐ Junior 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 filled up by the applicant's current English and Mathematics teachers. The Confidential School Report should be completed by the Counselor or Principal.
\square School Reports – Please attach to the Application Form a complete set of report cards or reports for the past three years, including the most recent grades received at the time of application
\square A photocopy of applicant's birth certificate or passport
☐ 600 € Application Fee (nonrefundable)
These documents should be sent to: EIB – The Victor Hugo School- Admissions

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

EIB – THE VICTOR HUGO SCHOOL 2016-2017 TUITION AND FEES



The prices below exclusively relate to the 2016-2017 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: 600 €

This must be paid when the Application is submitted.

- Registration fee: 700 €

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: 15€Insurance: 14 €

- **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: 15 850 €
- Tuition KG, Grades 1 to 5: 16 150 €

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: 85 € for 10 tickets / 9 € 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 $(3^{rd} floor)$.

Lunch Box (Nursery to grade 5) - The student brings his/her lunch pack.
 "Supervision at lunch-time": 1 300 €

Hot lunches: 2 850 €

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: 17 750 € (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: 2 850 €

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: 20 250 € 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: 2 850 €

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: 5 000 €
- Learning Support 2 / (English or Maths Modules): 2 550 €

SCHOOL TRANSPORTATION (Annual fees)

- School shuttle (door to door service): 5 400 € only 8 students per vehicle
- School Bus (group pick-up points): 4 400 €

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.

New students are admitted throughout the year, provided there are places available at the appropriate grade level. 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 for new students;
- 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 13th, annual school fees are payable in full.
- If enrolment is made after May 13th, 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 April 11th, the re-enrolment down-payment is fully refunded.
- If parents notify the school of the cancellation after April 11th, the down-payment is retained.
- Annual school fees are payable in full if a cancellation is received after May 13th.
- If re-enrolment is made after May 13th, 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 2016 -2017 MIDDLE SCHOOL



Admission requested	to: O Grade 6	○ Grade 7	○ Grade	2 8		
Expected Date of Entrance: Month Year						
STUDENT'S IDEN						
Surname:					Sex:	
Given Name(s):						
Address:						
Postal Code:	(City/Country	/:			
Date of Birth:		Na	tionality:			
City and Country of Bi	rth:					
Language(s) spoken a	t home:					
LAST SCHOOL AT						
From Year Name:						
Address :						
City:			Country:			
E-mail:				Fax:		
Date of leaving school: Grade last completed:						
Reason for school tra	nsfer :					
OTHER SCHOOL(S	S) ATTENDED:	:				
Year(s)	Grade(s)	N	ame 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 / gua	rdian 🔘 Both				
○ FATHER ○ GUARDIAN					
Surname:	Given Name(s):				
E-mail:					
Phone 1:	Phone 2:				
Address:					
City:	Country:				
Nationality:	_ Occupation:				
Employer:					
Limployer.					
Employer's address:					
City: Phone:					
·					
○ MOTHER ○ GUARDIAN					
Surname:	Given Name(s):				
E-mail:					
Phone1:	Phone 2:				
Address:					
City:	Country:				
Nationality:	_ Occupation:				
Employer:					
Employer's address:					
City:	Phone:				

ADDRESS WHERE CORRESPONDENCE SHOULD	RE SENT?	
Father's / Guardian's:	DE SEIVI :	
Mother's / Guardian's: O Home O Business		
SIBLINGS:		
Is the student an only child? O Yes O No		
If no, please fill in information for brothers and sisters:		
1. Name:	Sav: OM OF	
1- Name:		
Applying to or enrolled at EIB?	\bigcirc No	
7,557,118 to 01 emones at 2.2.		
2-Name:	Sex:	
Applying to or enrolled at EIB?		
2 Name:	Sov: OM OF	
3-Name:		
Applying to or enrolled at EIB?	○ No	
7,557,118 to 01 01101100 at 2.12.		
SIGNATURES:		
SIGIWAT GRES.		
SIGNATURES: We hereby apply for admission of our so		
enclose the non-refundable application fee. We have re-	· · · · · · · · · · · · · · · · · · ·	
annual fees for the 2014-2015 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.		
Dates		
Date:		
Parents' / guardians' signature(s):		
Father / Guardian	Mother / Guardian	
How did you hear about EIB?		

EIB – THE VICTOR HUGO SCHOOL TEACHER'S CONFIDENTIAL REPORT MIDDLE SCHOOL



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

THIS B	OX SHOULD BE FILLED BY THE CAN	IDIDATE, BE	FORE PASSI	NG THE F	ORM TO	THE TEACHE	ER .
Full na	me of student (Capital letters):						
Grade	applied:C	urrent schoo	ol:				
Schoo	Address:						
The st	Teacher, Eudent whose name appears ab Essessment is an important par Ewill be greatly appreciated.		plication		cooperd	ation in pro	
How lo	ong have you known this student a	and in what o	context?				
Please, list the courses you have taught this student noting the level of difficulty:							
	ared to other students in his/her c	lass how do		nis studen	+?		
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: _						
Positio	on:		Dat	:e:			
							School Stamp

Thank you for returning this completed 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 MIDDLE SCHOOL



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

THIS B	OX SHOULD BE FILLED BY THE CA	ANDIDATE, BE	FORE PASSI	NG THE F	ORM TO	THE TEACHE	ER
Full na	me of student (Capital letters): _						
Grade	applied:	Current schoo	ol:				
Schoo	l Address:						
The st	Teacher, tudent whose name appears a assessment is an important po t will be greatly appreciated.						_
How lo	ong have you known this student	and in what o	context?				
Please	, list the courses you have taugh	t this student	noting the	level of d	ifficulty:		
Comp	ared to other students in his/her	class. how do	vou rate th	nis studer	ıt?		
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:						
Positio	on:		Dat	:e:			
					Sig	nature and	School Stamp:

Thank you for returning this completed form directly to:

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

EIB – THE VICTOR HUGO SCHOOL CONFIDENTIAL SCHOOL REPORT MIDDLE SCHOOL



- 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 rankin a class of, covering a period fromto
The rank is \square weighted \square not weighted. How many students share this rank?
If precise rank is not available, please indicate rank to the nearest tenth from the top:
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 completed form and attached documents directly to:

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

Telephone: +33 (0)1 56 56 60 70

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