

**EIB – THE VICTOR HUGO SCHOOL  
APPLICATION PACK – SCHOOL YEAR 2017 - 2018  
PRESCHOOL AND PRIMARY CLASSES**



Dear Parents,

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- Preschool and Primary Application Form
- 6- Teacher's Confidential Report Form

We would like to stress the importance of carefully reading through this entire document before completing the Application Form. Our international staff remains at your disposal for any further information you may need. Please contact us by e-mail: [victorhugo@eibparis.fr](mailto: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 following documents:

- Preschool and Primary Application Form - Once printed, this form must be completed and signed by the applicant's parents / guardians.
- Teacher's Confidential Report - Once printed, this form must be given to the candidate's current class teacher and returned directly back to EIB – The Victor Hugo School
- School reports – Please attach to the application a complete set of report cards or reports for the past two years, if applicable, as well as this current school year
- A photocopy of applicant's birth certificate or passport
- 700 € Application Fee (non refundable)

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 with parental authorization. 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 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 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.

**EIB – THE VICTOR HUGO SCHOOL  
APPLICATION FORM – SCHOOL YEAR 2017 - 2018  
PRESCHOOL AND PRIMARY CLASSES**



Admission requested to: Month \_\_\_\_\_ Year \_\_\_\_\_

Nursery  Pre-K  KG  Gr 1  Gr 2  Gr 3  Gr 4  Gr 5

**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  
PRESCHOOL AND PRIMARY CLASSES



**- PARENTS SHOULD GIVE THIS FORM TO THE CLASS TEACHER FOR COMPLETION**

Dear Teacher,

Your student is applying for admission to EIB – The Victor Hugo School, an international school where subjects are taught principally in English. This assessment is an important part of the application and your cooperation in providing a full report will be greatly appreciated.

Full name of student (Capital letters): _____
School name: _____ Present Grade: _____
School Address: _____

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

\_\_\_\_\_

Describe briefly the classroom organization in your school (Please, mention through which language subjects are taught):

\_\_\_\_\_  
\_\_\_\_\_

How did the child cope with this organization? \_\_\_\_\_

\_\_\_\_\_

What is the child’s reading level? Please note the name of the scheme you use and how he/she is progressing within the scheme?

\_\_\_\_\_

Is the child experiencing any difficulties in reading? \_\_\_\_\_

\_\_\_\_\_

Does the child have any specific difficulties related to literacy? \_\_\_\_\_

\_\_\_\_\_

What is the child’s level in mathematics? Please note the name of the scheme you use and the level the child has achieved:

\_\_\_\_\_

Is the child experiencing any difficulties in mathematics? \_\_\_\_\_

\_\_\_\_\_

Are the child’s parents supportive? \_\_\_\_\_

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

Personal and Social Skills	Never	Rarely	Sometimes	Usually	Often	Always
Is cooperative and courteous						
Listens attentively and follows directions						
Settles to work quickly						
Has independent work habits						
Takes pride in presentation						
Observes class and school rules						
Is motivated to succeed						
Co-operates well with others in work and play						

### 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 educational program this student followed at your school:

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### 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:

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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**

Phone: +33 (0)1 56 56 60 70 - Fax: +33 (0)1 56 56 60 66 – E-mail: [victorhugo@eibparis.fr](mailto:victorhugo@eibparis.fr)