



APPLICATION FOR
SCHOOL YEAR 2019



Dear Parents,
Please find below the required forms for SVIS enrolment for the academic year 2019

FIRST-TIME ENROLMENT

Documents for completion and signature:

1. Enrolment form
2. Student information
3. Medical form
4. Sports form
5. Permission to leave school premises for class trip or sports activities
6. Authorisation for use of child's image
7. SVIS school conduct rules

Please provide the following documents :

- A medical certificate granting your child's participation in sports.
- A medical certificate from your child's primary doctor in the event medication is taken regularly (with mention of the specific medication, the dosage and the length of treatment)
- School bulletins (report cards) for the past two full years of academic reporting.
- Two recent I.D. photos.
- A photocopy of child's valid passport or identity card.

School inscription fees are required to finalise enrolment (see page 12)

Please send your completed enrolment file via post to the following address :
Sainte Victoire International School, Domaine Sainte Victoire, 13710 Fuveau

RE-ENROLMENT

For returning students, please indicate any update to the parents' professional position and complete the following forms :

1. Student information
2. Medical form
3. Sports form
4. Permission to leave school premises for class trip or sports activities
5. Authorisation for use of child's image
6. **SVIS General School Rules** (conduct of behaviour)

Once we have received the completed application, you will be contacted within 10 days regarding the student's admission to SVIS. Additionally, an SVIS letter will be sent to you stating school acceptance or not. Thank you kindly.

Sincerely,
The SVIS Management Team



PROCEDURE FOR ADMISSION TO THE INTERNATIONAL BACALAUREATE PROGRAM

The admission of an IB candidate will be determined on the student's academic ability and whether his/her scholastic work and attitude will allow him/her to achieve the rigorous IB objectives.

Admission steps are as follows :

1. Initial meeting and discussion between the family and school director.
2. An English language test.
3. Receipt of student scholastic records including bulletins (report cards) for the current year, and teacher recommendations addressing student's scholastic performance and motivation.
4. SVIS management will meet internally to discuss the student's eligibility.
5. A written letter from the director will be sent to the family with news of the student's acceptance or not within five working days.



Enrolment Form

Student Information

Family Name :

First Name :

Date of Birth :

Place of Birth :

City :

Country :

Nationality :

Enrolment Information

Requested entry grade level: _____

Mother tongue language : _____

1st additional language _____

2nd additional language _____

Language status :

English Level : bilingual Intermediate Beginner

Niveau Français : bilingue Intermédiaire Débutant

Status: Day student (noon lunch) _____ Weekly Boarder (Mon - Fri) _____

Full-time Boarder (7 days a week) _____



Family Information

Father's surname _____ Father's first name _____

Mother's surname _____ Mother's first name _____

The legal representative(s) of the child is/are :

Both parents _____ The father _____ The mother _____

Guardian (please specify)

Address : _____

City : _____

Country : _____

Mobile phone nos.

Father : _____

Mother : _____

Email

Father : _____

Mother : _____

Signatures

With your signature, the applicant's parents or guardian accept the SVIS general conditions.

Signed in FUCEAU on (date) : _____

School Director : _____ Student : _____



Student Medical Information

Surname: _____ Attach ID Photo : _____
 First name(s): _____
 M _____ F _____
 Birth date _____
 Blood type _____
 Current height _____
 Current weight _____
 Allergies to medication _____
 Name and contact information of student's doctor _____

As parent or guardian of the above-mentioned child, I authorise school management and any teaching staff concerned with the well-being of my child the following :

- Access to the medical file of my child, strictly for use in case of an emergency.
- To authorise the intervention of an emergency medical team at the closest medical facility in order to treat my child, in case of accident or illness.
- To provide an authoritative decision to a medical emergency team regarding my child (in the case parents or guardian cannot be reached).

Signature (parent or guardian) _____

Medical history:

Has your child experienced any of the following health issues:

-nutrition or weight YES NO
 -sleeplessness YES NO
 -social, emotional or behavioural problems YES NO
 -vision, hearing or elocution issues YES NO
 -learning difficulty YES NO
 -dermatologic problems YES NO
 -breathing difficulty or asthma YES NO
 -kidney or uro-génital troubles YES NO
 -heart problems YES NO
 -diabetes YES NO
 -epilepsie YES NO
 -allergies YES NO

Please provide additional information should you have responded positively to any of the above (intensity of trouble, frequency of occurrence, last episode, necessary care).

Student Surname: First Name: Grade:

In lieu of filling out the following information, you may attach a vaccination history record.

Childhood illness:

Indicate any contracted illnesses and the date.



-Mumps YES NO	-Rubella YES NO
-Scarlet fever OUI NO	-Measles YES NO
-Chicken pox OUI NO	-Whooping cough YES NO
-Diphtheria OUI NO	-Pneumonia YES NO
-Other	

Childhood vaccinations:

Child has received the following vaccinations (provide date).

-Tetnus YES NO	-Tuberculosis YES NO
-MMR YES NO	-Whooping cough YES NO
-Hepatitis A YES NO	-Hepatitis B YES NO
-Diphtheria YES NO	

Additional questions:

Has the child ever been hospitalised for a medical intervention? YES NO

If so, please elaborate. Are there any ongoing consequences?

.....

Does the child take any occasional or regular medication? YES NO

If so, which medication and how often?

.....

If your child is to take medication during school hours, we require a medical certificate stating the name of the medication, the length of treatment, the dosage and molecular structure (for foreign students).

Child's name :

• Is currently in good health YES NO

• Is currently being treated for the following (complete below) :

.....

Authorisation for Medical Intervention

I (name), father/ mother/ guardian of (child's name)
 authorise Sainte Victoire International School to give my
 son/daughter any urgent medical care or intervention as deemed necessary, notably if SVIS management is
 unable to reach the parents or guardian and urgent medical attention is required.

Date :

Signature :



Authorisation to Leave School Premises

1) Authorisation to leave school premises: (museum visits, culturel and sporting activities)

I (name), father/ mother/ guardian of (child's name)
..... authorise Sainte Victoire International School to accompany my
son/daughter on off-premise educational activities during school hours.

Date :

Signature :

2) For Boarders:

The student may return at the end Sunday afternoon, or Monday morning, and may leave school following the last period on Friday.

I (name),father/ mother/ guardian of (child's name)
.....authorise the following two individuals to drop off or pick
up my child should I be unable to do so :

1. _____ (relationship)

2. _____ (relationship)

Date :

Signature :

3) For day students :

(School is open from 8 :30 am to 6 :00 pm, with the exception of Wednesday hours : 8:30 to 12 :30 pm)

I (name),father/ mother/ guardian of child (child's
name) authorise:

My son or daughter to be dropped off or picked up by the following two individuals.

1. _____ (relationship)

2. _____ (relationship)

My son or daughter to depart school at the end of the day on his/her own.

Date : _____

Signature : _____



IMAGE RIGHTS

I (name): _____

Residing at : _____

Authorise the school to take and use photographs for publications in which my child may appear. This authorisation includes printed, electronic, or video for school use only.

I acknowledge that any image use will be strictly and exclusively by Sainte Victoire International School, or during special events organised by the school.

I further acknowledge that any images use by SVIS will not intrude on my child's private life nor endanger or prejudice my child.

I acknowledge that the school establishment is under video surveillance and that any camera images captured of my child may be used by school management or by authorised legal services if required. These video images will in no way be used in the public domain.

Signature : Date :

Your city/country :



ENROLMENT GUIDELINES FOR SVIS SCHOOL YEAR 2019

A- ANNUEL FEES

1- SCHOOL AND BOARDING FEES

For the academic school year, school and boarding fees may be paid in one of the following manners :

- ☐ Full payment upon of final student enrolment, receiving a 5% discount
- ☐ Trimester payment, due on the 5th of the month for the current trimester

Please tick the box of the the payment plan you intend to use.

PLEASE NOTE: Any partial payment will be settled automatically by either an automatic account debit (you are required to fill out the accompanying bank information), or by the deposit of your personal check to be given to the accounting department at the beginning of the year.

School fees are as follows for the academic year beginning September 2018 (expressed in Euros):

PRIMARY (ELEMENTARY) SCHOOL

Level / Grade	SVIS Fees	<u>Part-time boarding</u> - Monday through Friday (in cooperation with our partner EDEN) during the weekly academic school year (refer to school calendar)	<u>Full-time boarding</u> – 7 days a week (in cooperation with our partner EDEN) during the weekly academic school year (refer to school calendar)
Pre-CP and CP Kindergarten and 1st Grade	9,800		
CE1-CE2 2 nd and 3rd Grade	10,200		
CM1-CM2 4th and 5th Grade	10,800		

No extra fees for inscription or entrance at SVIS



MIDDLE AND HIGH SCHOOL STUDENTS

Level / Grade	SVIS Fees	Part-time boarding - Monday through Friday (in cooperation with our partner EDEN) during the weekly academic school year (refer to school calendar)	Full-time boarding – 7 days a week (in cooperation with our partner EDEN) during the weekly academic school year (refer to school calendar)
6ème–4ème 6th, 7th, 8th Grade	12200	8500 €	12500 €
3ème-2 nd 9th and 10th Grade	14200	8500 €	12500 €
1ère-Terminale 11th and 12th Grade	15000	8500 €	12500 €

INTERNATIONAL BACCALAUREAT STUDENTS

Level / Grade	SVIS Fees	Part-time boarding - Monday through Friday (in cooperation with our partner EDEN) during the weekly academic school year (refer to school calendar)	Full-time boarding – 7 days a week (in cooperation with our partner EDEN) during the weekly academic school year (refer to school calendar)
I.B. Programme 1st and 2 nd Years	17000 (each year)	8500 €	12500 €

No extra fees for inscription or entrance at SVIS

- A 5% discount will be given on a one-time payment for the full academic year.
- A deposit of 25% of school fees is due at the time of enrolment (the deposit payment will be applied toward school year fees). Upon receipt of the deposit, the student will have a reserved place in the I.B.
- **IB Exam fees**: In additional to tuition, there will be additional fees payable to the International IB Programme to cover administrative fees for their candidacy.

SPORT STUDIES OPTION

- Golf
- Football (soccer)
- Tennis

Please consult us directly for details on the Sport-Studies option.

School fees include the following: school lessons during class hours, assisted study time, school books, use of sports facilities, meals and civil responsibility insurance.



School fees do not include :

- SVIS school uniform
- Private lessons
- School trips (ski week, special study trips).
- Cultural/museum trips
- Health costs (doctor visits, X-rays, pharmacy expenses)
- Additional days spent on SVIS campus (outside the selected housing plan)
- Additional transportation expenses such as doctor visits, attending driving school, outings to participate in CAS hours, and any transportation that takes place outside the scheduled SVIS bus service (please consult our bus schedule which outlines school travel at schoollife@svis.fr)

Boarding :

We have established a partnership with EDEN, and provide on-site duplex full-service student housing. The services (subject to change) include :

- An evening meal
- Friday evening / Sunday evening transport to/from train station and airport (within scheduled bus hours)

Laundry / Additional nights:

Laundry service is available for student clothing and sheets, but does **not** include blankets, comforters, or coats. The laundry service charge is included in the full-time Sunday-to-Sunday boarders. The same service is available for Monday-to-Friday boarders for a monthly fee of 150 euros.

A fee of **280 euros** will be billed by EDEN for any additional weekend spent at the boarding house (2 additional nights). The charge includes transportation, laundry and meals.

A fee of **120 euros** will be billed by EDEN for any additional night spent at the boarding house (including weekends and nights outside the scholastic calendar).

Further housing information and pricing available on request



2- Additional academic costs.

- The presentation of diplomas other than the middle school 'Brevet' or the high school 'Baccalaureat' will be subject to charges as they will be accorded by separate and private organisations who require a financial participation of SVIS. A full **written estimate** outlining all fees will be sent to the parents for review.
- The official languages taught at SVIS are : French, English, Spanish, Italian, German.
- If the study of any other language is desired, a personalised estimate will be sent to you.
- The SVIS uniform kit will be billed to you at a cost of 450 euros TTC.

In line with the **General School Rules**, the wearing of the school uniform is **mandatory**.

Please inquire if you would like to purchase an additional uniform kit.



3- Security Deposit

A 500 euro security deposit will be required for all parents of boarding children at the beginning of the school year.

This sum will be used to cover the following expenses, namely :

- Pocket money, purchases out and about on Saturday
- Doctor visits or health care costs
- Private lessons (if required)
- Transportation costs (plane, train or bus)
- Cost to cover any damage to school property

A detailed invoice will be presented upon the close of each trimester.

The security deposit will be set at 500 euros, per year, per student.

No financial advances will be made by the school as long as this amount has not been deposited. In the case the deposit is spent prior to the following trimester, SVIS reserves the right to ask for an additional contribution toward the security deposit.

4- Final Enrolment.

Student enrolment will be finalised upon the following:

- The enrolment form has been completed and received.
- A copy of the general school rules has been signed and received.
- A tuition payment of 25% of annual fees has been received.
- A payment of 450 euros has been received for the school uniform.
- A security payment and boarding deposit has been received.
- If applicable, the autorisation for bank account debit has been completed and received.

5- Re-Enrolment

All re-enrolments must take place **before May 1st, 2018** for the current school year.

- By default, the school reserves a place for students who are already enrolled at SVIS.
- If we do not hear from you otherwise by July 1st, 2018, the student is considered re-enrolled for the following academic school year.
- If you do not choose to re-enroll your child, we require written notification stating as such.



6- SVIS Bank Coordinates

**CREDIT AGRICOLE
ALPES PROVENCE**

RELEVÉ D'IDENTITÉ BANCAIRE - IBAN

	Banque	Guichet	Numéro de compte	Clé
RIB FRANCE	11306	00031	48115378794	85
IBAN ETRANGER	FR76 1130 6000 3148	1153 7879 485	BIC AGRIFRPP813	
Domiciliation		Nom et adresse du titulaire		
CA PRO AUBAGNE	(00031)	S.A.R.L. SAINTE VICTOIRE INTERNATIONAL SCHOOL LIEUDIT CHATEAU L ARC CHEMIN DE MAUREL 13710 FUYEAU		
Tél :				

FILVERT :
0 980 983 983 *

INTERNET :
www.ca-alpesprovence.fr *

INTERNET MOBILE :
<https://m.ca-alpesprovence.fr> *

Caisse Régionale de Crédit Agricole Mutuel Alpes Provence Société coopérative à capital variable agréée en tant qu'établissement de crédit
381976448 R.C.S. AIX-EN-PROVENCE
Siège social : 25, Chemin des Trois Cyprès 13097 Aix-en-Provence Cedex 2
Société de courtage d'assurance immatriculée au Registre des Intermédiaires en Assurance sous le n° 07 019 231

* Frais de communication facturés par votre opérateur télécom



B- Financial Provisions

SVIS school management asks you to take note of the following :

- If the student is expelled from school or should parents withdraw their child from SVIS during the course of a trimester, the current trimester fee will be paid in full.
- Should an enrolment be canceled either after July 1st or less than 30 days prior to the start of the nd or 3rd academic trimester, the full trimester fee will be paid in full.
- All damage or destruction of school property caused by the student will be paid in full by the parents.
- Any additional day that boarding students stay at school outside the official school calendar will billed at a rate of **80 euros** a day.
- The school will not be held responsible for the loss or theft of money, valuable articles (computers, telephones, jewelry, designer clothing). A safe is available to the students for the above listed items.
- Adherence to the **General School Rules**, in particular in regard to student behavior, are expected of each SVIS student as well as of their parent or guardian.

C- Student Visa

A student visa is required only for students who reside outside the European Union.

Should your child require a student visa, all requests should be made to your local administration upon final enrolment of your child at SVIS.



D- Application of French Law in regard to Country of Residence

French law alone will apply to any incident that may occur while your child is at SVIS, regardless of the country of residence of the parents or legal guardian.

The Court of Aix-en-Provence alone will be used to settle any legal matters that may arise should any code of conduct or school rules be broken.

The French version of this document alone will be used to settle legal matters.

Agreement signed and delivered in two original copies :

City :

City :

Date :

Date :

School Signature :

Student Signature

Parent or Guardian Signature

