



Association pour le Soutien de l'Enseignement International sur la Côte d'Azur
agrée par l'Education Nationale

RETURN REGISTRATION DOCUMENTS TO ASEICA ON RECEIPT

Registration in the International Anglophone Section (new pupils)

Dear Parents,

Please find attached the registration documents for your child, to return on receipt, to:
ASEICA, B.P. 90312, 06906 SOPHIA ANTIPOLIS CEDEX

Please do not hesitate to contact us should you require any further information.

Yours faithfully,
ASEICA Administrative Department

N.B.

- Please note that we are encountering issues with mail reception for Free and LaPoste. We advise you to provide us with another provider's email (such as Gmail and Yahoo...)
- French version of these registration documents is available on our web site www.aseica.org.

Inscription en section internationale anglophone (nouveaux élèves)

Chers Parents,

Veillez trouver ci-joint le dossier d'inscription de votre enfant, à retourner dès réception à :

ASEICA, B.P. 90312, 06906 SOPHIA ANTIPOLIS CEDEX.

A votre disposition pour tout renseignement complémentaire.

Avec nos meilleures salutations,
Le Service Administratif ASEICA

N.B.

- Veuillez noter que nous avons des soucis de réception avec les emails de Free et LaPoste. Nous vous conseillons donc de nous fournir des emails d'autres fournisseurs (tels que Gmail, Yahoo...)
- Version en anglais disponible sur notre site web www.aseica.org.

Payment Conditions – I*Keep this document for your records*

ASEICA, Association pour le Soutien de l'Enseignement International sur la Côte d'Azur, is a not-for-profit making association (Law of July 1901). Parents enrolling their child(ren) in the ASEICA educational programs become members of the association. The tuition fees are entirely devoted to running costs linked to teaching. Regular payment is required in order for the Association to meet its financial obligations.

- Parents undertake firmly and irrevocably to pay all tuition fees for the whole duration of their child's (children's) schooling in the International Anglophone Section, as well as late payment penalties where applicable.
- Only one person should be responsible for payment per family.
- The enrollment of students on fee-paying school trips or any other extracurricular activity organized by ASEICA is subject to the full payment of any outstanding school fees.

TUITION FEES 2017-2018

Once the school year has started, **fees must be paid in full.**

Primary: 2880€ Collège: 1840€ Lycée: 2500€

The **annual membership fee** of 5 euros per family should be added to the registration and tuition fees. A **one-time registration fee of 300 euros** must be paid by check for each new student in order to confirm registration. This registration fee is **not refundable in the event of cancellation.**

Early departure:

Once the school year has started, fees must be paid in full. **No reimbursement provided.** The tuition balance is due in its entirety at that time.

In the event of early departure, **the family must inform the school and ASEICA in writing.**

DEDUCTIONS**1. Reduction in tuition fees:**

Applicable only for registration documents received before **20 May 2017**; choose one payment **by direct debit** of the entire amount: You will get a **2% reduction on the tuition fees.** The reduction will be calculated automatically at the time of the direct debit and will be indicated on your invoice.

Lycée: 50,00€ Collège: 36,80€ Primary: 57,60€

2. Large families*:

Applicable only for children from the same family and with only one person responsible for payment per family. A reduction applies only to tuition fees for the youngest child:

- Three children enrolled with ASEICA: - **15 % for the third child**
- Four children and more enrolled with ASEICA: - **40 % for the fourth child and following children**

	Discount 3rd child	Discount 4th child	Sub-total
Lycée	375	1000	
Collège	276	736	
Primary	432	1152	
Total to be carried forward to: "Financial Commitment", line "B"			

* *Certificate from the Caisse des Allocations Familiales (CAF) required for reconstructed families ("familles recomposées")*

Payment Conditions - II

Keep this document for your records

PAYMENT:

Fees are payable in euros only. They are billed yearly and payable by 10 July 2017 (unless paid by 10 monthly direct debits). Invoices will be posted online on www.scolinfo.net in July. We will **email in July your access codes to login into your member area**.

Direct debit is the preferred payment method for the association.

1. Direct debit (zone SEPA: EEE countries, Switzerland and Monaco)

a) Direct debit in one payment of the total amount:

This direct debit is free of charge; and will take place around 10 July 2017. You will benefit from a 2% reduction on the tuition fees.

b) Ten direct debits:

These direct debits take place on the 10th of the month, from July 2017 to April 2018. A fee of 30 euros per year will be applied to this type of payment.

Should a direct debit be rejected by your bank:

The amount of the rejected monthly payment should be paid by check. A penalty of 30 euros will be applied for rejected direct debits. If two installments are rejected, direct debits will be suspended and the outstanding amount for the year will become due immediately.

Each new request for payment by direct debit or change of bank account should be notified before the 25th of each month, in order to be taken into account for the following direct debit.

2. One payment of the whole amount by check in euros payable in France to ASEICA:

Add a charge of 50 euros for payment by check.

You do not benefit from any reduction in tuition fees.

Check must be sent with the registration documents, and will be cashed starting on 1 July 2017.

ASEICA reserves the right to refuse any other payment method.

LATE PAYMENT

A late payment penalty of 30 euros per invoice will be applied to each payment received after the payment due date.

The association will take any action deemed necessary to recover the outstanding amounts. Any banking fees and legal expenses incurred in recovering unpaid fees will be added to the amount due.

ASEICA reserves the right to exclude students from extra-curricular activities and university guidance organized by ASEICA in the event of non-payment of fees.

AREAS OF EXPERTISE AND VOLUNTEER OPPORTUNITIES:

ASEICA is run by parent volunteers who are committed to the vision of a vibrant and active International Section.

Parents can help us to provide a stimulating learning environment for our students.

You may have professional expertise, skills or contacts that will enable us to enhance our academic, theater or cultural programs. Perhaps you would like to share your professional experience with students to help them in their choices about their futures.

If you only have an hour or two to help, there are events throughout the year: Coffee Mornings, our International Picnic, our General Assembly, International Day, Alumni Evening and many more. Perhaps you could run a stand, help cater an event or donate your products/services to be used as a tombola prize.

Maybe you would consider becoming even more involved by joining the ASEICA Board. The Board consists of 9 to 11 members including a President, Vice-President, Treasurer and Secretary. Come to our monthly Board Meetings to find out more!

All members regularly receive newsletters and emails listing volunteer opportunities. There is an expectation that all parents of the school will support the work of ASEICA by volunteering at least a few hours per year.

Please complete « Associative Life » section on Annexe 1 (page 7).

TAX-DEDUCTIBLE DONATIONS:

ASEICA is a non-profit organization dedicated to education. Your tuition fees cover the costs associated with hiring and paying the salaries of teachers providing a high-quality English-language education within the French education system.

ASEICA volunteers, including Board members, donate their time and skills to keep fees as low as possible while making sure the association can offer the best level of education possible.

If you or your employer would be interested in contributing to this mission, donations to ASEICA are tax-deductible for taxpayers in France (both individuals and businesses).

To make a donation, please go to our website at www.aseica.org to download the donation form.

DOCUMENTS TO PROVIDE

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Keep this document for your records

RETURN THE COMPLETED AND SIGNED FILE IN THE FOLLOWING ORDER :

- Registration Form (*page 5*)
- Financial Commitment (*page 6*) – with « Lu and Approuvé » and signed
If more than one paying party, separate forms must be filled out by each.
- Annexe I signed (*page 7*)
- Copy of the identity card of the child or “fiche familiale d’état civil”
- Copy of the identity cards of Responsible 1 and 2
- Proof of address: *Utility bill or property tax or rent stub*
- Registration fees: *Enclose a check for 300 euros.*

Payment :

- Payment by direct debit:
 - You must send your up-to-date RIB (with IBAN) and the SEPA mandate form (*page 8*).
 - I am currently paying by direct debit for another child already re-registered in the section: I do not need to return the document “SEPA mandate”, neither the RIB.
- Payment by check of the entire amount: Remember to include a service charge of 50 euros to the total due. Send the check along with the file.

Mail the completed registration to :

ASEICA – Registration
B.P. 90312
06906 Sophia Antipolis Cedex

Any incomplete registration documents will not be taken into account.

Registration Form 2017-2018

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Return registration documents to ASEICA on receipt

INFORMATION ABOUT THE STUDENT:

Last Name:

First Name:

Gender: M F

Date of birth:

Country of birth:

City of birth:

Nationality 1:

Nationality 2:

Previous school year (2016/2017)

Name of school:

.....

.....

Town:

Department:

Country (if abroad):

Has your child already been in an International Section?

 yes no**SCHOOL YEAR 2017-2018** (Check the appropriate boxes for the 2017-2018 school year)**COLLEGE :**

- César
 CIV
 Eganaude
 Niki de St Phalle

Classe :

- 6^{ème}
 5^{ème}
 4^{ème}
 3^{ème}

ECOLE PRIMAIRE :

- Sartoux
 Trois Collines

Classe :

- CP
 CE1
 CE2
 CM1
 CM2

LYCEE :

- Lycée International
de Valbonne

Classe :

- 2^{nde}

- 1^{ère}

- Terminale

Person responsible for payment (1) :**Relationship to student:** (father, mother, guardian...)

Last Name

First Name

Profession

Company

Work Phone

Mobile

Email

@

Home address

Postal/ZIP
code

City

Country

Home Phone

Other responsible person (2) :**Relationship to student:** (father, mother, guardian...)

Last Name

First Name

Profession

Company

Work Phone

Mobile

Email

@

Home address
(if different)Postal/ZIP
code

City

Country

Home Phone

Family situation (tick the relevant box)

- single married divorced separated widowed co-habiting PACS

ASEICA, B.P. 90312, 06906 SOPHIA ANTIPOLIS CEDEX, FRANCE

Tel. +33(0)4.97.23.92.30 – Fax. +33(0)4.97.23.92.31 - admin@aseica.org - <http://www.aseica.org>Association régie par la loi du 1^{er} juillet 1901. Titre 4 - N° SIRET 330 802 463 00043 – 8552Z

Reserved for administration: P10 P07 OTHER

FINANCIAL COMMITMENT

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for duration of schooling in International Anglophone Section*Return registration documents to ASEICA on receipt*

Last Name, First Name of child(ren) (from the eldest down to the youngest)	Class in 2017-2018	Tuition fees 2017-2018 (before deductions)
A. Sub-total school fees before deductions :		
B. Sub-total deductions for Large Families:		
C. Sub-total reduction in tuition fees (2%) for one direct debit and file received by 20/05/17		
D. Service charge for payment by check (50€) or by 10 direct debits (30€) :		
E. Required annual membership fee per family:		5,00
TOTAL (A-B-C+D+E) :		
REGISTRATION FEES – Enclose a 300 euros check per child, to be cashed immediately, to validate the first registration of each child. (No. of children ____ x 300€)		

In case of early departure from the International Section, I agree that no reimbursement will be made and I am committed to paying in full the remaining tuition due.

I, the undersigned,....., responsible person for payment, declare that I have read and approved Payment Conditions I & II regarding tuition fees.

Payment from a French bank account: (tick the box ; one payment method only per family)

- P07 Total payment by direct debit** from 10 July 2017.
(-2% reduction in tuition fees if registration completed **before 20 May 2017**)
- P10 Ten direct debits** from 10 July 2017 to 10 April 2018 (add a service charge of 30€).
- CHQ** One payment of the total amount by check payable in France to ASEICA (add a service charge of 50€). Checks will be cashed starting on 1 July 2017.

Date:

Signature:

(Please write "lu et approuvé" before your signature)

ASEICA, B.P. 90312, 06906 SOPHIA ANTIPOLIS CEDEX, FRANCETel. +33(0)4.97.23.92.30 – Fax. +33(0)4.97.23.92.31 - admin@aseica.org - <http://www.aseica.org>Association régie par la loi du 1^{er} juillet 1901. Titre 4 - N° SIRET 330 802 463 00043 – 8552Z

Annexe I

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Return registration documents to ASEICA on receipt

1. ASSOCIATIVE LIFE

AREAS OF EXPERTISE AND VOLUNTEER OPPORTUNITIES: (See page 3 for more detailed information)

1. Would you like to become a volunteer and contribute to the activities of the association?

Yes

No

2. **If yes,**

a. Please check the appropriate box(es) below to indicate your area(s) of interest:

Finance

IT

Communications

Events

Trips and exchanges

Relations with Education Nationale

Alumni relations

Volunteer Coordinator

Learn more about becoming a Board Member/Associate

Other:

b. If you would like to share your professional competencies with our Guidance Department, please provide us with your area of expertise:

3. Are you willing to allow your contact details to be communicated to other parents?

Yes

No

2. AUTHORIZATION FOR DIFFUSION BY THE LEGAL REPRESENTATIVE(S)

This authorization is granted for free, for the duration of time that ASEICA may use the said material.

We, the undersigned, legal representatives of:

Student's Last Name :

First Name :

authorize

do not authorize

that the fixed or moving digital images of the child mentioned above may appear in the written publications (i.e. Yearbook, Newsletter, Journal etc.) of the association ASEICA and on its web site. We have been informed that this use is made in an educational context only and that the identity of the student will be protected. We have also been informed that these images could be used or distributed in other formats (DVD-CD Rom), within the context of the association's activities.

We can exert our right to retract this authorization at any moment, and in order to do so we simply need to inform ASEICA in writing.

IMPORTANT: If parental authority is shared, ensure that each legal representative signs below.

Legal representative (mother, father, guardian)

Legal representative (mother, father, guardian)

Last name, First name:

Last name, First name:

Signature:

Signature:

Date:

Date:

ASEICA, B.P. 90312, 06906 SOPHIA ANTIPOLIS CEDEX, FRANCE

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