

**EIB – THE VICTOR HUGO SCHOOL  
APPLICATION PACK – SCHOOL YEAR 2015 -2016  
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- 2015-2016 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](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 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**
- 550 € 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 2015-2016 TUITION AND FEES



*The prices below exclusively relate to the 2015-2016 school year. Stated fees may be paid by cheque payable to the EIB - The Victor Hugo School, by bank transfer or in cash.*

### FOR NEW STUDENTS ONLY:

- **Application fee and placement exams: 550 €**  
*This must be paid when the application is submitted.*
- **Registration fee: 650 €**  
*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: 500 € (for new students only)**

### FOR ALL STUDENTS

- **Medical File: 14 €**
- **Insurance : 14 €**
- **Excellence fund: 100 € (for returning students only)**
- **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

- **Tuition Nursery and Pre-K: 15 050 €**
- **Tuition KG, Grades 1 to 5: 15 250 €**  
*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.*
- **Lunch Box : 1 250 €**
- **Hot lunches : 2 950 €**  
*Preschool and primary students have lunch at school. These prices include supervision and recreational activities during the lunch break.*

### MIDDLE SCHOOL

- **Tuition Grades 6 to 8: 17 000 € (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.*

- **Russian section: Intergrad- Grades 6 to 8: 19 700 € (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: 2 950 €**  
*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

- **Tuition Grades 9 to 12 : 19 500 € (Annual fees)**  
*Included in the fees: The school integration trip (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: 2 950 €**  
*High School students MAY LEAVE the school premises during the lunch break. A school cafeteria is available to students.*

## LEARNING SUPPORT

- **Intensive English: 4 950 €**
- **Learning Support in English or Maths: 2 450 €**

## SCHOOL TRANSPORTATION

- **School shuttle (door to door service): 5 300 € - only 8 students per vehicle**
- **School Bus (allocated pick-up points): 4 300 €**

## 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, if requested, 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 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>, 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 April 10<sup>th</sup>, the re-enrolment down-payment is fully refunded.
- If parents notify the school of the cancellation after April 10<sup>th</sup>, the down-payment is retained.
- Annual school fees are payable in full if a cancellation is received after May 15<sup>th</sup>.
- If re-enrolment is made after May 15<sup>th</sup>, 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 1<sup>st</sup>

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 current school year, the re-enrolment fee and a down payment for the following school year. No further reduction will be made in the case of enrolment after this date.

### **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 2015 -2016**  
**HIGH SCHOOL**



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

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

**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 contact name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

**MOTHER**     **GUARDIAN**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Nationality: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer contact name: \_\_\_\_\_

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 2015-2016 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 GIVING 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 MATH TEACHER, FOR COMPLETION**

**THIS BOX SHOULD BE FILLED BY THE CANDIDATE, BEFORE GIVING 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:

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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 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 : [victorhugo@eibparis.fr](mailto:victorhugo@eibparis.fr)