



BOIS ROBERT

INTERNAT COLLÈGE LYCÉE INTERNATIONAL SCHOOL
DEPUIS 1968

ACADEMIC YEAR 2023-2023 REGISTRATION FORM FOR INTERNATIONAL STUDENT

STUDENT IDENTITY

Last Name:
First Name:
Gender: Female ☐ Male ☐
Date of birth:
Place of birth / Country of birth:
Passport number:
Date and place of issue: Date of expiry:
Student e-mail address: Mobile:
School attended:
Current grade:
Date of arrival at Bois Robert:
Grade at Bois Robert:
Mother tongue:
Foreign languages studied:
Current level in French: Beginner ☐ Elementary ☐ Intermediate ☐ Advanced ☐
Number of year(s) of French learning:
Program chosen: 1 term ☐ 2 terms ☐ Other:
Accommodation: Permanent boarding *Except breaks* ☐ Weekly boarding ☐

FAMILY INFORMATION

Have you used an educational agent during your application process? Yes No

Name of Agency / Agent:

Address:

Agent Telephone/email:

FATHER

MOTHER

First name:

First name:

Last name:

Last name:

Date of birth:

Date of birth:

Address:

Address:

Occupation:

Occupation:

Phone number:

Phone number:

Email address:

Email address:

CONTACT IN FRANCE if there is one:

.....

ACADEMIC REQUIREMENTS FOR ADMISSION AND REGISTRATION

- A student willing to apply for International programs must :
 - Have a virtual interview with the International Students Coordinator
 - Provide us with the grade reports of the past two years in the country of residence (*Sworn Translator*).
 - Provide us with both a cover and a reference letter

EMBASSY REQUIREMENTS

Every international student must hold a valid passport and visa for the whole duration of his/her stay, (*the deadlines for appointment and visa approval may vary from one country to the other and may take up to 3 months*). Prior to registration the family must contact the competent embassy or consulate to inquire about student visa requirements. Please note that the documents required for visa application (*invitation letter, invoice, etc*) will be provided by the school.

FINANCIAL TERMS

- Payments must be in accordance with the payment schedule chosen when applying. Two options are made possible:

1 installment before the beginning of the Academic year ☐
Term installment (*1st September, 1st December and, 1st March*) ☐
Prior to arrival for short stays under one term

- The financial terms for the Academic year (*10 months*) are as stated below:

Tuition and Boarding fees	8 950€ / Term.
Entry fees (<i>Non refundable</i>)	200€ (<i>Non refundable</i>)
Provision for unexpected costs	300€ / Term. (<i>Refundable if unsued</i>)

A deposit of 10% of Tuition and Boarding Fees as well as the payment of Entry Fees and Provision is required to confirm the enrollment and to initiate the visa process if needed.

Payments must be made in accordance with the payment schedule chosen when applying:

- 1 installment before the beginning of the Academic Year
- Term installment (*5th-10th September, 1st December, 1st March*)
- Monthly installment (*1st day of each month*)

The Entry fees are collected the first year only.

Tuition and Boarding fees include enrollment fees, schooling and boarding fees, books and school supplies, sports, activities*, school outings**, laundry, transportation.

The medical insurance is mandatory. You are expected to send us a copy of the insurance contract.

* *Some sport activities such as horse-riding, are charged on a separate invoice. Please, contact us.*

** *School outings do not include school trips.*

ACADEMIC YEAR — REGISTRATION FORM FOR INTERNATIONAL STUDENT

- A Term period is entirely due, whether the student starts school later or ends it prematurely.
- When a student leaves school ahead of time, his/her family must inform the Director and the Administration at the latest one month before the end of the current term or semester, failing that, the rest of the following months are due, charged from the date of termination.
- The final registration of a student is recorded when receiving the contract in question and the payment, according to the installment opted for.
- A discount of 15% is granted for the tuition of a second child applying (*without options not included in the contract*)

- Payments can be made :

By checks in Euros filled in the name of INSTITUT BOIS ROBERT.

By credit card (*we add 2% of the total amount due to bank charges*).

By bank transfer on the School bank account (*we add 40€ due to bank charges*).

TERMS OF CANCELLATION

- Withdrawal of a student for legitimate cause or in case of force majeure:

Death of the student

Disease or in the case of serious trauma (*this includes any health problem or major injury recorded by a medical doctor proving that the student is unable to go on his school year*).

• When such a serious event occurs, it is the parents' / guardian's responsibility to inform the administration as soon as possible and, to provide us with the supporting documents showing the student's inability to go on his/her studies. It is obviously admitted that if the Direction does not agree, a legal expert could be appointed so as to check the authenticity of the inability.

• Withdrawal for personal reasons different from those mentioned above: the total amount of tuition fees with options is due.

- Eviction of the student for disciplinary reasons: the total amount of tuition fees with options is due:

Failure to respect the obligations of the contract in question,

The student behavior causes major trouble within the school,

Repeated and unjustified absences for personal reasons,

Possession, selling and/or consumption of controlled substance.

DOCUMENTS TO BE SENT TO ADMINISTRATION

> ID photo

> Copy of the ID Card (within EU) or the student passport and of the child's parents /legal guardian or the birth certificate.

> Certificate of medical insurance.

> Medical Form with Immunization Record.

> Copies of the last grade reports.

> Cover letter

> Reference letter

> In case of parents' separation, a document stating the legal guard of the child is expected.

PARENTAL COMMITMENT

We, parents, commit to provide the school with the necessary information and documents as regards the background of our child, in terms of educational history, behavior, medical information, family context...

When signing this contract, parents or guardians agree to respect the School Rules and Code of Conduct as well as the stated conditions.

The final registration of a student is effective once we receive the contract duly signed and dated and the payment of the school fees according to the financial terms and installment decided, as stated p.2 of the contract in question.

Place and date :

Parents / Guardians signature

(preceded with the mention "read and approved")

.....

.....