



**REGISTRATION FILE**  
**School Year 2018-2019**

This form must be legibly completed and delivered to the School administration accompanied by all the requested documents and the payment of a deposit. No child will be accepted in September if his registration file has not been validated by the Administration.

**Information about the student**

Surname <i>(in Latin characters)</i>		Name	
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Date of birth		Place of birth		Sex	
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Nationality (ies)	1/		2/
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Student's address*		City and Postal code	
Home number		Student's e-mail if any	

Expected arrival date		Class requested		Greek as foreign language <input type="checkbox"/>
				Greek as mother tongue <input type="checkbox"/>

School Year	Class level	Public or private school?	Name/ Address of the institution
2017/2018			
2016/2017			

Language (s) studied at school		Language(s) spoken by the pupil	
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	Legal guardian 1	Legal guardian 2	Payer (if different from legal guardians)
Status (father, mother, ...)			
Surname			
Name			
Nationality			
Address (if different from student)			
Profession			
Employed by			
Work tel number			
Mobile tel number			
e-mail			
No ΑΦΜ			

\* An address in Greece must be provided at the latest prior to the school year ( personal -  professional)

Sister's (s')/brother's (s') first name(s)	Date of birth	School and class level

Meal	yes <input type="checkbox"/> no <input type="checkbox"/>	
Transportation	yes <input type="checkbox"/> no <input type="checkbox"/>	Zone (to be filled in by the School administrative service)
Extra-curricular activities 3:00 to 4:30 pm	yes <input type="checkbox"/> no <input type="checkbox"/>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Occasional use (10€ per day ) <input type="checkbox"/> use of the service while waiting for a sibling (who is attending a class)

- Please be careful while completing the above, otherwise the child will be considered to be enrolled for 5 days
- 

Date	Surname/Name	Signature

Reserved for the Administrative Service					
withdrawal date of file		returning date of file		accounting	
date of entry		date of release		Exeat N°	

Pedagogical Direction visa	observations	signature
Direction visa	observations	signature

School Year 2018-2019

Child : ..... Class : .....

Administrative file enabling the registration

Administrative file which does not permit the registration : Could you please provide :

.....  
.....  
.....

General Secretary's signature / stamp

## List of documents to include with this file

Without these documents, the student will not be allowed to start class

### For initial registration :

- ▣ Birth certificate
- ▣ Photocopy of legal guardian (1 or 2)'s passport (page with passport number, identification and photo)
- ▣ Photocopy of either the child's passport or identity card (page with passport number, identification and photo)
- ▣ Photocopy of pages from the child's medical booklet on vaccinations
- ▣ Medical certificate confirming the child's fitness for schooling and sports practice (mainly swimming and skiing)
- ▣ Attestation of School insurance coverage for skiing and swimming (insurance for accident and civic responsibility) for the year 2018/19. Default will result in the school subscribing, at your expense, for such insurance for your child.
- ▣ Commitment contract duly signed.

### Additional documents for initial registration in Primary School:

- ▣ Original certificate of deregistration from former School  
The document should mention the last grade completed before leaving and the grade the pupil is to be admitted.
- ▣ Report cards of each term, marks and school booklets (for all pupils starting 1st grade)

### For re-registration :

- ▣ Medical certificate confirming the child's fitness for schooling and sports practice (mainly swimming and skiing)
- ▣ Attestation of school insurance coverage for skiing and swimming (accident insurance and civic responsibility) for the year 2018-19. Default will result in the school subscribing, at your expense for such an insurance for your child.
- ▣ Commitment contract duly signed.

## COMMITMENT CONTRACT

I, the undersigned .....

father                       mother                       guardian

of the pupil :

Last name : .....                      Name : .....

commit myself to abide, during the academic year, by:

- the institution's procedures and rules that I have signed after ,
- the annual school timetable that defines the school days of my child ,
- the financial and moral agreement ,
- the registration procedures, and

undertake to provide to the institution all the documents required for the registration (check list of documents to be attached with the registration file)

in .....                      on .....

Date and signature (Note in handwriting « Read and approved - Good for agreement »)

.....                      .....

## FINANCIAL AND MORAL AGREEMENT

### School Fees

Payment notice for each of the 3 terms is sent to the family concerned.

Fees are due at the beginning of each term and cover the term in its entirety. Payment deadlines are 30 days after the payment notice has been sent.

If payments are not made within the time limit, reminder letters are sent to the family concerned.

A default results in a request for payment by the legal authorities of the School, involving extensive judicial proceedings.

In case of unpaid balances of school terms, re-registration will automatically be refused unless debts are fully settled.

### Canteen and transportation Charges

The method of setting and collecting transportation and meal-service charges follow the same rules as those for School fees. Registration for these services is established on an annual basis. Charges are set on a flat-rate basis which cannot be adjusted according to use. Lack of payment, may result in prohibiting the use of these services.

**Extra-curricular activities Charges :** The rates for extra-curricular activities are valid for a minimum of 8 registered. If there are less, the school reserves the right to increase the tariff or not to offer the service.

These extra-curricular activities are not included within the scholarship received. No discount is therefore to be expected.

### Complimentary Rates for Large Families

Families registering 2 children in the French School (kindergarten-primary-junior & senior high school) and in the same academic year benefit for the 2nd child from a 5% discount in school fees, families registering 3 children benefit for the 3rd child from a 10% discount in school fees, families registering 4 or more children benefit from the 4th child from a 15% discount in school fees.

\* The second child meaning the younger on 2, the third child the younger on 3, etc...

### Scholarships

Students who benefit from scholarships receive payment notices issued by the accounting office of the School once they have in their possession the details concerning the sum of the subsidy granted.

### Means of Payment

On registration or re-registration, a compulsory, fixed deposit is made with the submission of a student file.

Annual fees, canteen charges and cost of extra-curricular activities are paid in 3 installments, one per term, at the beginning of each term.

Charges for registration of examinations are requested from the students concerned in the form of a notice included with their second term invoice.

Payments are to be made :

#### Preferably by bank transfer

a/ at Piraeus bank :

IBAN GR330172228000522800 3059471

BIC PIRBG RAA

Account Name: Institut Français Thessalonique or French Institute of Thessaloniki

b/ at Banque transatlantique : IBN FR7 6 3056 8199 0400 0127 5061230

BIC CMC IFRPP

This transaction should clearly indicate the student's name and surname.

#### Or if not possible

2) Cash payments, at the Accounting Office of the School on the 1st week of each term, Monday to Friday 8:30-4:00 pm, except for Tuesday where the opening hours are 1 to 4 pm.

3) Cheques, Greek or French, made payable to the French Institute of Thessaloniki.

For further information on school fees, please contact our Accounting Office.

The School reserves the right to terminate a student's registration if, on reasonable grounds, it deems that the actions of the parents or legal guardian of the student are contrary to the rules and regulations of the school or if they interfere with its educational mission or conflict with its interests or damage its reputation.

In the event of a dispute which cannot be solved amicably, the Thessaloniki courts shall have sole jurisdiction.

Legal guardians' signature

Mr / Mrs .....  
(Surname Name)

Child's Legal Guardian.....  
(Surname Name)

**RELEASE CONSENT FORM**

**A/ Still/moving images and audio recordings**

I hereby authorize the school, without financial compensation and under the terms that the child's intimacy and privacy is respected and protected, during the course of the academic year to reproduce, release and disseminate still or moving images or audio (voice) recordings of my child for public communication at large, through various means, either in hardcopy or printed form or representations on a big screen, whether directly or through authorized, related organizations to appear at festivals or fairs or at civic and cultural events with the aim of presenting, demonstrating and promoting the achievements of our educational establishment.

**B/ Original, creative forms of expression (drawings, written or photographic work and other intellectual achievements)**

I hereby authorize the school, without financial compensation, to release creative work in the form of drawings, writing, photography and all other kinds of intellectual achievements realized by my child within the school premises and used according to the knowledge and skill of those concerned, for strictly pedagogical or educational purposes, with the understanding that this information will be communicated to the public at large through various means, either in printed form or representations on a big screen, whether directly or through authorized, related organizations to appear, either entirely or partially at events or fairs with the aim of demonstrating, informing promoting and educational training.

I give my consent to (complete with a Yes or No)

- Authorize photos of my child to be taken .....
- Authorize the publication of my child's photographs in the school .....
- Authorize the publication of my child's photographs externally .....

Date and signature (Note in handwriting «Read and approved - Good for agreement»)

.....

Signed in Thessaloniki on .....

Mr / Mrs .....  
(Surname Name)

Child's Legal Guardian.....  
(Surname Name)

**Information provided in confidence by the family  
to be submitted in a sealed envelope to the School Secretariat**

Student Surname and name :.....

Date and place of birth :.....

Phone N. home : ..... work : .....  
in case of emergency..... mobile .....

Indicate (up to 4 names and phone numbers) people who have agreed can be contacted in the event that you cannot be reached :

Name	Telephone
1.....	.....
2.....	.....
3.....	.....
4.....	.....

Has your child ever had a **medical or surgical problem** ? If yes, which one ?

Diabetes ..... Allergies .....

Other : .....

Current Treatment : .....

Contact number of attending doctor :.....

I, the undersigned ..... hereby authorize the School, in case of an **accident** occurring during the course of a school or extra-curricular activity, or should a health problem arise requiring hospitalization, to call 166 for a public ambulance ( and if necessary to call the police in case of difficulty in this respect) in order for my child to be taken to the nearest hospital for immediate admission.

Date :.....

Legal guardian(s) Signature(s).....



PARENTAL AUTHORIZATION

I undersigned (father - mother - guardian): Surname .....

Name .....

1/ give authorization to :

Mr/Mrs .....

Mr/Mrs .....

Mr/Mrs .....

Mr/Mrs .....

fetch my child :

Surname .....

Name .....

Date of birth.....

Class .....

at the end of the day.

2/ Give authorization to my child

Surname/Name .....

to leave the school on his/her own

at the end of the regular class.....

at the end of the last lesson in case of the teacher's absence

If a child has to be fetched by another person, not mentioned above, he/she must hand to the teacher the appropriate authorization the same morning. For security reasons, oral authorizations (phone call) will no longer be taken into account.

Legal guardian(s)' signature:

**Authorization to fill-in and submit to the School Secretariat**

I/We undersigned.....

Authorize my son/my daughter .....

- to participate in the excursions organized by the School during the school year 2018-2019 and
- to take the coach during these excursions.

Legal guardian(s)' signature



## SCHOOL FEES

### School year 2018-2019

Tariff Categories	Annual Amount
KindergartenTPS	2 750,00 €
Kindergarten PS	2 750,00 €
Kindergarten MS	3 000,00 €
KindergartenGS	3 400,00 €
Primary School CP/CE1	4 100,00 €
Primary School CE2/CM2	4 250,00 €
Junior High (CNED) (6 <sup>e</sup> 5 <sup>e</sup> 4 <sup>e</sup> 3 <sup>e</sup> )	5 000,00 € (registration fees CNED included)
Senior High (CNED) (2 <sup>nde</sup> 1 <sup>ere</sup> T <sup>ale</sup> )	5 250,00 € (registration fees CNED included)

**First enrollment:** A non-refundable first-enrollment fee amounting to 380 € is to be paid on enrollment. Without payment the student is not considered registered.

**Re-registration:** A deposit amounting to 200 € is to be paid on enrollment; it will be deducted from the first invoice. For junior and senior high school, the deposit amounts are for the CNED registration fees (905 and 995 euros respectively).

**Large Families:** Families registering 2 children in the French School (nursery-primary-junior & senior high school) and in the same academic year benefit for the 2<sup>nd</sup> child from a 5% discount in school fees, families registering 3 children benefit for the 3<sup>rd</sup> child from a 10% discount in school fees, families registering 4 or more children benefit from the 4<sup>th</sup> child from a 15% discount in school fees.

**Rebate full payment:** Early birds that pay the full amount of School fees before the start of the School Year are entitled to a 5% discount.

**Canteen fees:** 860 € \* for the academic year (\*reserved for a minimum of 12 registered)

**Transportation Fare:** Registration for 1 month only: 200 €.

	Zone 1	Zone 2	Zone 3
Morning and afternoon	1 980,00 €	2 280,00 €	2 980,00 €

**The school fees, transportation fare and restaurant charges are charged at the beginning of each term ; 40 % pour the first term, 30 % for the second and 30 % for the third.**

**Registration fees CNED (paid to CNED):**

Junior High: 1000 €

Senior High: 1050 €

Please note that those fees apply to the « classe réglementée » scheme. Additional costs may be requested by CNED in other cases.

**Insurance premium (compulsory):**

The School applies for personal insurance coverage for accidents and other civic responsibility for each student. This subscription applies to all students, including scholarship holders. The cost of this insurance is charged to families along with the first term installment of school fees for the academic year (33 €).

**Registration fees for French exams (paid to the Athens Examination Centre):**

Brevet (O'Level - Ordinary Certificate Exams): 65 €

Baccalauréat (Level 1 Senior High School Exams): 115 €

Baccalauréat (A'Level - Advanced High School Leaving Certificate Exams): 350 €

Those fees are charged to families along with the **Second term** installment of School fees.

**Extra-curricular activities (registration for the school year to be done in September):**

**Recreational activities (3:00-4:30 pm)**

600€ for the academic year for activities frequented 4 or 5 days a week, 150€ for 1 day a week, 300€ for 2 days a week, 450€ for 3 days a week. Above 3 days, the pupil is considered enrolled for 5 days and invoiced accordingly.

Casual participation of children not registered: 10€ per day attended

**NB1:**The tariffs for extra-curricular activities are valid for a minimum of 8 registered. If there are less, the school reserves the right to increase the tariff or not to offer the service.

**NB2:** These extra-curricular activities are not included with the scholarship received. No discount is therefore to be expected.

**NB3:** A 50 % discount may be granted upon parents' written request (submitted with the registration file) in case of students waiting for a brother or sister to finish lessons at the end of the day.

Version 20/03/2018

Read and approved

Date

Signature

..... / ..... / .....