

## 1st REGISTRATION FORM 2018-2019

Please complete one registration form per child and send it/them back to the administration per mail (see address in the footer) or e-mail ([secretariat@efib.ch](mailto:secretariat@efib.ch))

### Preamble

For admission from 2<sup>nd</sup> year of primary level (CE1), students who are NOT arriving from another school in France - either state-run school or subsidized private school -, or from the AEFÉ (Agency of French Teaching Abroad network), must write entrance tests (for French and mathematics).

### 1. Information about the child:

SURNAME		NAME (s)		
Date of birth		Gender	<input type="radio"/> M	<input type="radio"/> F
Nationality/nationalities(s)*		Place of birth naissance (city & country)		

\*if your child is French, please send a copy of the ID or passport of your child if you wish to benefit from the tariffs for French families.

### 2. Present and past schools:

School year	School (Name and address)	Class
2017-2018		
2016-2017		
2015-2016		

<b>Window to be completed by ADMINISTRATION</b>			
Application form submitted on:		Registration fees received on:	
Application form:	Accepted	Amount received : in:	
	Not accepted	<input type="radio"/> Check	<input type="radio"/> Cash
	Waiting list	<input type="radio"/> Transfer	<input type="radio"/> Credit card
Other:			

### 3. Required admission date:

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### 4. Required admission for following class:

<b>Pre-school</b> <i>Maternelle</i>	<b>Petite section</b> = PS (from age 3)	<b>Moyenne section</b> = MS (from age 4)	<b>Grande section</b> = GS (from age 5)
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<b>Primary school</b> <i>Primaire</i>	CP = cours préparatoire	CE 1 = cours élémentaire 1ère année	CE 2 = cours élémentaire 2ème année	CM 1 = cours moyen 1ère année	CM 2 = cours moyen 2ème année
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<b>Secondary school</b> <i>Collège</i>	6ème	<input type="radio"/> 5ème	<input type="radio"/> 4ème	<input type="radio"/> 3ème
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Only English, German and Latin (optional depending upon the number of pupils) are taught in the Middle school at EFIB. For pupils who have started another foreign language, lessons can be organised by the CNED (Centre National d'enseignement à distance / National Centre for Distance Learning) naturally at the cost of the families.

<b>High school</b>  <i>Lycée (CNED-)</i>	Seconde CNED	1ère CNED ES (economy and social science)  1ère CNED L (littérature)  1ère CNED S (science)	Term CNED ES  Term CNED L  Term CNED S
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### 5. Language competences:

Child's spoken language(s) at home  With his/her father:  With his/her mother:  Other:	Does your child use French in his daily life? <input type="radio"/> Yes  <input type="radio"/> No
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Has your child already learnt:	YES	NO	If yes. how many years (or level)
French as a foreign language (FLE)?			
German?			
English?			
Other languages (Latin included)? If yes, which ones:			

**6. Information about the family:**

Parental authority (mark the corresponding box):

In common (father and mother)

Father

Mother

<b>Father</b>	Surname and name	
	Family status**	
	Nationality/nationalities	
	Profession and employer	

<b>Mother</b>	Surname and name	
	Family status**	
	Nationality/nationalities	
	Profession and employer	

<b>Other legal representative</b> *	Surname and name	
	Family status**	
	Nationality/nationalities	
	Profession and employer	
	Observations	

\*\* In case of separation or divorce, please send a copy (which will be handled confidentially) of the pages in the official court case document mentioning the name of the legal representative-s, the conditions of care and custody of the child, the visiting rights of the other parent, the possibility to communicate the school timetable and results of the child, as well as the address of the legal representative(s):

.....  
 .....

<b>Family's Contact address</b> (before arrival in Switzerland when necessary)		
Postal address		
Email addresses	Father:	Mother:
Tel. numbers	Father: Mobile: Land line:	Mother: Mobile: Land line:
<b>PLEASE CIRCLE THE NAME OF THE PERSON TO BE CONTACTED IN CASE OF EMERGENCY</b>		

## 7. Information about siblings:

Name (and surname if different)	Date of birth	Gender	Name of school at school start (EFIB or other)
1.			
2.			
3.			
4.			

## 8. Information about billing:

Billing should be done as follows: (please mark the corresponding boxes)

Security deposit	Parents	<input type="checkbox"/>	Embassy / Institution / Company	<input type="checkbox"/>
Administration fees (1st registration)	Parents	<input type="checkbox"/>	Embassy / Institution / Company	<input type="checkbox"/>
School fees (écolage)	Parents	<input type="checkbox"/>	Embassy / Institution / Company	<input type="checkbox"/>
Child-minding et étude	Parents	<input type="checkbox"/>	Embassy / Institution / Company	<input type="checkbox"/>
Canteen	Parents	<input type="checkbox"/>	Embassy / Institution / Company	<input type="checkbox"/>
Books and school materials	Parents	<input type="checkbox"/>	Embassy / Institution / Company	<input type="checkbox"/>
APE	Parents	<input type="checkbox"/>	Embassy / Institution / Company	<input type="checkbox"/>
Exams	Parents	<input type="checkbox"/>	Embassy / Institution / Company	<input type="checkbox"/>

If the billing is to be sent to Embassy / Institution / Company:

Embassy / Institution / Name of Company: .....

In the Care of Mr./ Miss: .....

Address of Embassy / Institution / Company: .....

Tel and /or email address of Embassy / Institution / Company: .....

Contact person at Embassy / Institution / Company: .....

If the billing is sent to parents, does an employer pay part or all of the school fees of the child?

YES  NO

For the children with French nationality, has a school fee bursary application been submitted to the AEFÉ (Agency of French Teaching Abroad)?

YES  NO

## 9.1st registration fees and security deposit:

Once the school has received this completed form with all required documents (see p.6), and the school director has confirmed the admission, you will receive a bill for the 1<sup>st</sup> registration fees (**CHF 650.00 per child**). This amount has to be paid immediately and secures the registration of your child at the school. The 1<sup>st</sup> registration fee is not refundable.

You will also receive, if you are registering your 1st child at the EFIB, a bill corresponding to the security deposit (**CHF 1'500.00**) which needs to be paid at the latest on the date indicated on the bill.

**10. Insurance:**

Every child in Switzerland must be obligatorily insured against disease and accident. Please check the insurance policy of your child and take the necessary measures.

Name of insurance company		Child's insurance number	
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Every pupil registered at our school must be covered for **civil liability** by the family' insurance.

Name of insurance company		Insurance policy number	
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**11. Child's health:**

All health issues associated to your child must be communicated to the school via the health form (*fiche de santé*) for adequate care measures to be implemented (protocol of care, care of a child with disabilities, treatments to be administered at school, etc.).

**12. Authorization of surgical intervention:**

We, the undersigned, Mr. and Mrs. .... authorize transfusion, medical or/and surgical intervention, should our child .....be victim to an accident or acute disease with rapid development.

**13. Authorization and circulation of photos:**

During the many school activities which take place on the school premises or within the school time frame, it often happens that photos or videos of children in groups or alone are taken for circulation purposes, for instance on the Internet website of the EFIB, or in communication media of the school (e.g. flyers, Christmas cards). Out of respect for everyone, it is our duty to ask for your consent to circulate /make available pictures of your child.

I authorize the photographing of my child for use of the Internet website of the EFIB and for communication media of the school:

YES  NO

I authorize photographing of my child and their circulation of pictures in the limited space of the Internet website of the EFIB (access control with identification) or through diffusion limited to families of the school (paper support, USB key, temporary web hosting such as i-Cloud or WeTransfer):

YES  NO

I authorize photographing of my child and the circulation of images in the context of class photos:

YES  NO

**14. Estimated duration of stay in Switzerland (to be marked):**

Less than 2 years		Between 3 and 5 years		More than 5 years	
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**15. How did you find out about our school (to be indicated):**

Advertisement		Relations		Personal research		Companies or embassies	
Other, please indicate							

## 16. Acceptation:

I/We certify with this registration form that the above information is accurate and we accept the current financial conditions and tariffs for the year in question.

We are committed to communicating to the school administration per email ([secretariat@efib.ch](mailto:secretariat@efib.ch)) or per mail all changes regarding civil status, contact numbers (telephone, addresses and emails) which occurred after submitting this subscription form.

The signature of all legal representatives is mandatory for the application to be considered.

Signed in : ....., on .....

Signatures

<b>Father</b>	
<b>Mother</b>	

### **LIST OF DOCUMENTS TO ENCLOSE WITH THE APPLICATION:**

Incomplete applications will not be processed

1	2
	1 x identity photo
	Copy of pupil's passport or identity card <i>If your child holds the French nationality, please add a copy of the identity card or of the passport if you wish to benefit the tariffs for French citizens.</i>
	Copy of family book
	Health form (provided by school) duly completed and signed by a medical doctor
	Copy of vaccination booklet
	Copy of the Health Insurance card
	Certificate of Civil Liability Insurance
	Leaving certificate from previous school attended (except for French schools)
	Notice of decision of class council (last trimester)
	School reports of previous year
	Where appropriate : 1 copy of court decision, (where appropriate) allocating the custody of the child to the parent signing this registration application

(1) : To be marked by the family

(2) : To be marked by the administration