

1st REGISTRATION FORM 2022-2023

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

Preamble

For admission from 2nd year of primary level (CE1), students who are not arriving from a secondary School in France - either state-run school or subsidized private school -, or from the AEFE (Agency of French Teaching Abroad network), must sit for 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)		

2. Present and past schools :

School year	School (Name and address)	Class
2021-2022		
2020-2021		
2019-2020		

Window to be completed by ADMINISTRATION			
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 :

French/German Bilingual Preschool <i>Maternelle</i>	<input type="radio"/> Très Petite section= TPS (from age 2.5)	<input type="radio"/> Petite section= PS (from age 3)	<input type="radio"/> Moyenne section = MS (from age 4)	<input type="radio"/> Grande section = GS (from age 5)
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*TPS from 2.5 years old: Registration subject to an interview with the management and teaching team.

Primary school <i>Primaire</i>	<input type="radio"/> CP	<input type="radio"/> CE 1	<input type="radio"/> CE 2	<input type="radio"/> CM 1	<input type="radio"/> CM 2
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Secondary school <i>Collège</i>	<input type="radio"/> 6 ^{ème}	<input type="radio"/> 5 ^{ème}	<input type="radio"/> 4 ^{ème}	<input type="radio"/> 3 ^{ème}
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Only English and German are taught in “Collège” at EFIB. For pupils who have started another foreign language or wishing to take the facultative option “Languages and cultures of the Antiquity” (Latin), lessons can be organised by the CNED (Centre National d’enseignement à distance / National Centre for Distance Learning) or in an APE (Extra Curriculum Activities), if this APE is offered. These costs will be billed at the families.

5. Language competences :

Child's spoken language(s) at home	Does your child use French in his daily life?
With his/her parents:	<input type="radio"/> Yes
Other:	<input type="radio"/> No

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 (parent 1 and parent 2)	
Parent 1	
Parent 2	

Parent 1	Surname and name	
	Family status*	
	Nationality/nationalities	
	Profession and employer	

Parent 2	Surname and name	
	Family status*	
	Nationality/nationalities	
	Profession and employer	

Other legal representative	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):

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Family's Contact address (before arrival in Switzerland when necessary)		
Postal address		
Email addresses	Parent 1:	Parent 2:
Tel. numbers	Parent 1: Mobile: Land line:	Parent 2: Mobile: Land line:
PLEASE CIRCLE THE NAME OF THE PERSON TO BE CONTACTED IN CASE OF EMERGENCY		

7. Information about all the children in the family :

Name (and surname if different)	Date of birth	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).

Parents or guardians are responsible for all financial matters, regardless of the billing address.

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

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

Embassy / Institution / Name of Company:

In 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 AEFE

(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 1st registration fees (**1000 CHF per child**). This amount has to be paid immediately and it secures the registration of your child at the school. The 1st 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 (**3'000 CHF**) which needs to be paid at the latest on the date indicated on the bill. This deposit will be refunded after the departure of your last child.

10. Insurance :

In Switzerland it is mandatory for every child to be insured against diseases and accidents. 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.). Please contact the school if your child has special needs (disabilities, allergies, PAP,...).

12. 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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13. How did you find out about our school (to be indicated) :

Advertisement		Relations		Personal research			Companies or embassies	
Other, please indicate								

14. Acceptation:

You will first have to consult the "Règlement intérieur - Charte de vie commune" on the EFIB website under ["Codes of conduct" \(here\)](#).

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

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

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

Signed in :, on

Signatures

Parent 1	Parent 2	Other legal representative

LIST OF DOCUMENTS TO ENCLOSE WITH THE APPLICATION:

Incomplete applications will not be processed

1	2	
		1 x identity photo
		Copy of child's passport or identity card
		Copy of family book
		Health form (provided by the school) duly completed and signed by a medical doctor
		Copy of vaccination booklet
		Copy of 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 term)
		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