



Association pour le Soutien de l'Enseignement International sur la Côte d'Azur
agrée par l'Éducation Nationale

Dear New ASEICA Family,

Congratulations and welcome to ASEICA! We are pleased that your child will be entering the international section for the school year 2020-2021. Our international section student community now consists of over 1,800 students in which over 40 nationalities are represented.

ASEICA is a non-profit association and as an accredited educational partner of the French Education Ministry, we remain committed to providing a bilingual and bicultural education to prepare our students not only for the "Option Internationale du Baccalauréat" (OIB), but for their future as global citizens. In accordance with the texts published by the French Ministry, ASEICA teachers teach literature in the language of the section. Our History-Geography teachers adapt the French syllabus to emphasize the history and geography of the section country.

About ASEICA:

ASEICA teachers are currently present in two primary schools (École Sartoux in Sophia Antipolis and École Trois Collines in Mougins), four middle schools (Collège Niki de Saint Phalle and Collège International de Valbonne in Valbonne, Collège l'Éganaude in Biot and Collège Cesar in Roquefort les Pins) and one high school (Lycée International de Valbonne).

Each parent is a member of the association, as well as all ASEICA employees. The association is directed by a board of 9 to 11 parent volunteers who meet monthly to address topics that vary from setting the association's budget and defining its policies to planning and organizing events to enrich the section experience.

Volunteers are a vital part of achieving our goals for the international section. Very little can happen without the enthusiasm and participation of parent volunteers, so we hope you will make the most of your membership and join us for:

- Volunteer meetings that are regularly held proceeding the monthly board meeting, occasional committee meetings and in primary school -IPSC (Int'l Primary Social Committee)
- The annual General Assembly Meeting in November
- Events: The International Picnic, International Day, coffee mornings, Galette/Summer camps info evening, Alumni evening, Brevet and OIB ceremonies and more...

Beyond the Classroom:

ASEICA is fortunate to have energetic and dedicated teachers who not only support the intellectual development of our students, but also take on programs and activities that enrich the overall international section experience.

- Theater - Primary- inclusive / Collège and Lycée - extracurricular
 - Weekly theater classes that culminate in a staged production each year
- Tech Crew – Lycée - extracurricular
 - Students learn about and engage in technical aspects of sound and lighting, as well as designing creative sets for various performances.
- Model United Nations - College and Lycée – extracurricular
 - Students learn to structure their opinions and develop public speaking skills as they research a country, take on roles as diplomats to debate and then develop solutions to world problems.
- Yearbook Committee – Lycée
 - Student lead the yearbook project as editors, photographers, designers and copy writers.
- Speech and Poetry Contests – College and Lycée
 - International Speech Contest - Students from each college participate upon qualifying in an annual speech contest against representatives from other international schools across the Cote d’Azur
- University Guidance Counseling– Lycée
 - ASEICA guidance counselors advise and assist students with the selection and application process to universities abroad
- Trips and Exchanges – College and Lycée
 - Trips –Trips can be proposed by some ASEICA teachers to enhance the pedagogical understanding of subjects studied or for cultural enrichment.
 - Exchanges – ASEICA organizes an annual six-week exchange with high schools in Australia and New Zealand and a one-week exchange with a high school in Scotland.
- And for more news on what’s going on in the international section, please click on the Blog tab on the ASEICA website (www.aseica.org).

The Board and the Administrative Team are at your disposal for any further information you may require.

If conditions permit, we hope to organize a coffee morning in September 2020 as an opportunity for you to meet other parents, ASEICA teachers, Board and Admin members. An email with more details will be sent out at the beginning of the school year.

Please take the time to carefully read and follow the instructions in the registration documents. Thank you for your cooperation.

Best Wishes,

Irene Boudier, President, on behalf of the ASEICA Board

Contact: board@aseica.org



Association pour le Soutien de l'Enseignement International sur la Côte d'Azur
agrée par l'Education Nationale

REGISTRATION DOCUMENTS

Registration in the International Anglophone Section (new pupils)

Dear Parents,

Please find attached the registration documents for your child, to return by **May 31st, 2020** to:

ASEICA, B.P. 90312, 06906 SOPHIA ANTIPOLIS CEDEX

In view of this year's special situation, the ASEICA Administrative Team would like to thank you in advance for returning these documents, by post only, duly completed and accompanied by the requested elements. However, we will be happy to answer any questions you may have by calling 04.97.23.92.30 or by email at admin@aseica.org.

Once your child's registration has been processed, you will have access to our EcoleDirecte platform where you will be able to receive all our communications and have access to important information and documents (invoice, theatre registration file, etc.). EcoleDirecte is our main communication tool, so it is important that you make it your own. We will send you your first login details at the beginning of July. For families with a child/children already registered with ASEICA, you will be able to use your existing account.

Please do not hesitate to contact us should you require any further information.

Yours faithfully,

ASEICA's Administrative Department

- French version available of these documents on our web site www.aseica.org.

Payment Conditions – I	1
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*Keep this document for your records***ASEICA, Association pour le Soutien de l'Enseignement International sur la Côte d'Azur,**

is a non-profit association governed by the law of July 1901. Parents registering their child(ren) in the educational programs of ASEICA are all considered members of the association. Tuition fees are mostly allocated to the operating costs related to teaching. Regular payments are required in order for the Association to meet its financial obligations.

- Parents commit firmly and irrevocably to pay all tuition fees for the entire duration of enrolment in the international Anglophone section of their child(ren) and, if applicable, penalties may be charged for late or refused payment.
- Any registration for a fee-paying school trip or any other extracurricular activity organized by ASEICA is subject to full payment of tuition fees remaining due.

TUITION FEES 2020-2021**Primary: 2,930€****Collège: 1,890€****Lycée: 2,550€**

An **annual membership fee** of 15 euros per family should be added to the registration and tuition fees.

A **registration fee of 300 euros** is payable by check at the time of registration, uniquely for the first year. This fee of 300 euros for **each new student** is in addition to the tuition fees and is **not refundable** in case of withdrawal. Registration becomes final after payment of this fee.

Early departure:

Once the school year has started, fees must be paid in full. No refund will be made and all tuition remaining due at the time of departure must be paid in full.

In the event of early departure, **the family must inform the school and ASEICA in writing.**

DISCOUNTS**1. Discount on tuition fees:**

A **2 % discount on tuition fees applies** to registration forms received **before May 31, 2020** opting for a one-time payment **by direct debit** of the full annual amount due. This discount will be calculated automatically at the time of the direct debit and will be indicated on your invoice.

Primary: 58.60€

Collège: 37.80€

Lycée: 51.00€

2. Discount for multiple siblings*:

This discount applies only to families with 3 or more children enrolled in ASEICA's international section and with a sole person designated for financial responsibility. This discount will be applied to the youngest child's tuition fees:

- Three children enrolled with ASEICA: **- 15 % for the third child**
- Four children and more enrolled with ASEICA: **- 40 % for the fourth child and following children**

	Discount 3rd child	Discount 4th child	Sub-total
Primary	439.50€	1,172€	
Collège	283.50€	756€	
Lycée	382.50€	1,020€	
Total to be reported to: "Financial Commitment", line "B"			

** Certificate from the Caisse des Allocations Familiales (CAF) required for recomposed families ("familles recomposées")*

ASEICA, B.P. 90312, 06906 SOPHIA ANTIPOLIS CEDEX, FRANCE

 Tel. +33(0)4.97.23.92.30 – Fax. +33(0)4.97.23.92.31 - admin@aseica.org - <http://www.aseica.org>

 Association régie par la loi du 1^{er} juillet 1901. Titre 4 - N° SIRET 330 802 463 00043 – 8552Z

Payment Conditions - II	2
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*Keep this document for your records***PAYMENT:**

Tuitions fees are only payable in euros. They are invoiced annually and payable on **July 10, 2020** (unless paid by 10 monthly direct debits with an additional fee). The invoices will be available in July on your family space on our platform www.ecoledirecte.com whose access codes you will receive at the beginning of July.

In order to help your association control its management costs, **payment by direct debit is the general rule.**

1. Direct debit (zone SEPA: EEE countries, Switzerland and Monaco)**a) Direct debit in one payment of the total amount:**

This direct debit is free of charge and will take place around July 10, 2020.

You benefit from a 2% discount on the tuition fees.

b) Ten direct debits:

These direct debits take place on the 10th of the month, from July 10, 2020 to April 10, 2021.

A yearly 30 euros fee will be applied to this type of payment.

Should a direct debit be rejected by your bank:

The rejected amount should be paid by credit card on Ecole Directe or by check. A penalty of 30 euros will be applied for any rejected direct debit. If two installments are rejected, direct debits will be suspended and the outstanding amount for the year will become due immediately.

Each new request for payment by direct debit or change of bank account should be notified before the 25th of each month, in order to be taken into account for the following direct debit.

2. One payment of the total amount by check in euros payable in France to ASEICA:

A check for the total amount (excluding the 300€ registration fee to be paid with another check) must be sent with the registration form. No discount can apply. The cheque is cashable from July 1st, 2020. A 50-euro surcharge for administration fees will be applied.

ASEICA reserves the right to refuse any other method of payment.

LATE PAYMENT AND/OR REFUSED PAYMENT

A penalty of 30 euros will apply to any payment received after the due date each month until the situation is regularized. Likewise, a penalty of 30 euros will apply in the case of a direct-debit being rejected or a check refused.

The association will take any action deemed necessary to recover unpaid amounts. All bank charges, collection and legal costs incurred are at the debtor's responsibility and will be added to the amount due.

ASEICA reserves the right to take all necessary measures in the case of non-payment of tuition fees, in particular to exclude students from extra-curricular activities and/or from the possibility of benefiting from our university guidance service.

Keep this document for your records

AREAS OF EXPERTISE AND VOLUNTEER OPPORTUNITIES:

ASEICA is led by parent volunteers who are committed to and adhere to the vision of a dynamic and active International Section. The Board of Directors is currently composed of 9 members, including a President, Vice-President, Treasurer and Secretary.

The involvement of every parent helps to improve the educational and social experience of our students.

You can become involved in the ASEICA community in a number of ways, either by sharing your professional experience, skills and contacts, or by offering your help with one of our events. ASEICA organizes many events throughout the year: Welcome Coffee, International Picnic, General Assembly, International Day, Alumni Night, OIB Graduation Ceremony, and many others.

All members receive regular information about volunteer opportunities. We look forward to welcoming you to one of our monthly volunteer meetings to find out more about how you can get involved. To do so, please contact: board@aseica.org

Feel free to indicate the skills and/or experiences you would like to bring and share by completing the "Associative Life" section in Annex 1 (page 7).

TAX-DEDUCTIBLE DONATIONS:

ASEICA is a non-profit association dedicated to education. Tuition fees mainly cover the salaries of the pedagogical and administrative teams but also the Association's operating costs. The teachers, thus employed by ASEICA, provide high quality English language teaching in the French education system.

ASEICA volunteers, including Board members, donate their time and skills to try to keep tuition fees as low as possible, while ensuring that the Association can offer the best possible level of education.

If you or your employer would like to contribute to this mission, please make a donation to ASEICA. All donations are tax deductible for taxpayers in France (both individuals and businesses).

To make a donation, please download the form on our website:

<http://www.aseica.org/index.php/en/about-aseica/associate-life>

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DOCUMENTS TO PROVIDE

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*Document to return to ASEICA by May 31st, 2020***RETURN THE COMPLETED AND SIGNED FILE****Please check:**

- ☐ Registration form has been properly completed (*page 5*)
- ☐ Financial commitment has been signed and the mention « **Lu et Approuvé** » added (*page 6*).
If more than one responsible for payment, separate forms must be filled out by each responsible.
- ☐ Annex I has been completed and **signed** (*page 7*)
It is important to sign the authorization for diffusion by the person (s) having the parental authority whether you authorize or not. If you are married, one signature is enough. If not, we need the authorization of each person having parental authority.
- ☐ I have provided:
- ☐ a copy of a proof of ID for the **child**;
 - ☐ a copy of a proof of ID for **responsible 1 & 2**;
 - ☐ a proof of **home** address: utility bill or property tax or rent stub;
 - ☐ a check for **300 euros** payable to ASEICA for registration fees.

Payment:

You will pay tuition fees:

- ☐ By direct-debit:
- ☐ Complete the « Mandat de Prélèvement SEPA » (*page 8*)
 - ☐ Provide a « Relevé d'Identité Bancaire (RIB) » with a valid IBAN
(except if you are currently paying by direct debit for another child already registered in the section.)
- ☐ By check:
- ☐ Enclose a check payable to ASEICA for the full amount - the tuition fee plus the annual fee of €15 and the €50 administration fee.

Date : Signature :

The completed registration must be sent by post only to:

ASEICA – Registration
B.P. 90312
06906 Sophia Antipolis Cedex

Any incomplete registration documents will not be taken into account.

We'd like to mention that the information collected as part of your / your child's registration (s) is required for your membership. They are subject to computer processing and are intended for the secretariat of the association. In application of articles 39 and following of the law of January 6th, 1978 modified, you benefit from a right of access and rectification to the information which concerns you.

If you wish to exercise this right and obtain information about yourself, please contact admin@aseica.org

REGISTRATION FORM 2020-2021

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Document to return to ASEICA by May 31st, 2020

INFORMATION ABOUT THE STUDENT:

Last Name:

First Name:

Gender: ☐ M ☐ F

Date of birth:

Country of birth:

City of birth:

Nationality 1:

Nationality 2:

School year 2019-2020

Name of school:

.....

Town:

Department:.... Country (if abroad):

Has your child already been in an International Section?

☐ yes☐ no**Do you have another child in ASEICA?**☐ yes☐ no**SCHOOL YEAR 2020-2021:** (Check the appropriate boxes)**PRIMARY:**☐ Sartoux☐ Trois Collines**Class:**☐ CP☐ CE1☐ CE2☐ CM1☐ CM2**COLLEGE:**☐ César☐ CIV☐ Eganaude☐ Niki de St Phalle**Class:**☐ 6^{ème}☐ 5^{ème}☐ 4^{ème}☐ 3^{ème}**LYCEE:**☐ LIV**Class:**☐ 2^{nde}☐ 1^{ère}☐ Terminale**PERSON RESPONSIBLE FOR PAYMENT (1):****OTHER RESPONSIBLE PERSON (2):****Relationship to student:** (father, mother, guardian...)**Relationship to student:** (father, mother, guardian...)

Last Name

Last Name

First Name

First Name

Profession

Profession

Company

Company

Work Phone

Work Phone

Mobile

Mobile

Email

Email

Home address

Home address
(if different)

Zip code

Zip code

City

City

Country

Country

Home Phone

Home Phone

Family situation:☐ single☐ married☐ divorced☐ separated☐ widowed☐ co-habiting☐ PACS

FINANCIAL COMMITMENT

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for each person responsible for payment and for the duration of schooling in International Anglophone Section**Document to return to ASEICA by May 31st, 2020**

Last Name, First Name of child(ren) (from the eldest down to the youngest)	Class 2020-2021	Tuition fees 2020-2021
A. Sub-total school fees before discounts and other items :		
B. Large families discount:		
C. 2 % discount on tuition if <u>one-time</u> payment by <u>direct debit</u> for the full amount and file received by <u>May 31st, 2020</u>		
D. Service charge for payment by check (50€) or by 10 direct debits (30€) :		
E. Required annual membership fee per family:		15,00
TOTAL (A-B-C+D+E) :		
REGISTRATION FEES – Enclose a 300 euros check per child, to be cashed immediately to validate the first registration of each child. (No. of children _____ x 300€)		

I, the undersigned,....., responsible person for payment, declare having read and approve Payment Conditions I & II concerning the tuition fees of the child(ren) mentioned above.

I declare to choose the following method of payment:

(tick the box ☐; one payment method only per family).

- ☐ **P07** **Total payment by one-time direct debit** from July 10, 2020
(-2% discount applies on tuition fees if registration is fully completed **before May 31st, 2020**)
- ☐ **P10** **Ten direct debits** from July 10, 2020 to April, 10 2021
(Add a service charge of 30€).
- ☐ **CHQ** One payment of the total amount by **check in euros** payable in France to ASEICA
(Add a service charge of 50€). Checks will be cashed from July 1st, 2020.

In case of early departure from the International Section, I agree that no refund will be made and agree to pay in full the remaining tuition fees due.

Date:

Signature (*):

(*) Please write "lu et approuvé" before your signature

“ANNEXE 1”

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*Document to return to ASEICA by May 31st, 2020***1. ASSOCIATIVE LIFE**

Areas of expertise and volunteer opportunities: (See page 3 for more detailed information)

- 1.
- Would you like to become a volunteer and contribute to the activities of the association?

☐ Yes☐ No**If yes**, please check the appropriate box(es) below to indicate your area(s) of interest:☐ IT☐ Communication☐ Events☐ Trips and exchanges☐ Other:

- 2.
- Do you agree that your contact details (email + telephone) may be shared with other parents for the purposes of ASEICA missions and activities only?

☐ Yes☐ No**2. AUTHORIZATION FOR DIFFUSION BY THE LEGAL REPRESENTATIVE(S)**

This authorization is granted for free, for the duration of time that ASEICA may use the said material.

We, the undersigned, legal representatives of:

			<i>Choose the appropriate below</i>	
Student(s)' last name	Student(s)' first name	Class 2020-2021	Authorize	Do not authorize

that the fixed or moving digital images of the child mentioned above may appear in the written publications (i.e. **Yearbook**, Blog, Journal, ...) of the association ASEICA and on its website. We have been informed that this use is made in an educational context only and that the identity of the student will be protected. We have also been informed that these images could be used or distributed in other formats (DVD-CD Rom), within the context of the association's activities.

We can exert our right to retract this authorization at any moment, and in order to do so we simply need to inform ASEICA in writing.

IMPORTANT: Ensure that each legal representative signs below, except if married.**Legal representative** (mother, father, guardian)**Legal representative** (mother, father, guardian)

Last name, First name:

Last name, First name:

Signature:

Signature:

Date:

Date:

Document to return to ASEICA by May 31st, 2020
except if you are currently paying by direct debit for another child

MANDAT de Prélèvement SEPA**Référence Unique du Mandat**

Nous vous rappelons que vous retrouverez votre référence de mandat (RUM) sur chacune de nos factures.

Mandat de prélèvement SEPA 		En signant ce formulaire de mandat, vous autorisez ASEICA à envoyer des informations à votre banque pour débiter votre compte, et votre banque à débiter votre compte conformément aux instructions de ASEICA . Vous bénéficiez du droit d'être remboursé par votre banque selon les conditions décrites dans la convention que vous avez passée avec elle. Toute demande de remboursement doit être présentée dans les 8 semaines suivant la date de débit de votre compte.																																					
Débiteur		Créancier																																					
Votre Nom _____		ASEICA _____																																					
Votre adresse _____		B.P. 90312 _____																																					
CP/Ville _____		06906 SOPHIA ANTIPOLIS CEDEX _____																																					
France _____		France _____																																					
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A _____		Le : _____																																					
Signature : <table border="1" data-bbox="272 1330 788 1451"><tr><td> </td></tr></table>			Note : Vos droits concernant le présent mandat sont expliqués dans un document que vous pouvez obtenir auprès de votre banque. Veillez compléter tous les champs du mandat.																																				
<div>Merci de coller votre relevé d'identité bancaire RIB</div>																																							
A nous retourner dûment complété																																							