



Association pour le Soutien de l'Enseignement International sur la Côte d'Azur  
agrée par l'Education 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 2019-2020. Our international section student community now consists of nearly 1,800 students in which there are over 40 nationalities 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 preceding 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](http://www.aseica.org)).

An annual welcome coffee morning will be organized near the beginning of June (details to be sent by email). This is a wonderful opportunity to meet other parents, teachers, Board and Admin members. We look forward to meeting you.

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, and the ASEICA Board

Contact: [board@aseica.org](mailto: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 **20 May 2019** to:

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

ASEICA's administrative team thanks you in advance for kindly returning these documents duly completed and accompanied by the requested elements.

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](http://www.aseica.org).

---

### Inscription en section internationale anglophone (nouveaux élèves)

Chers Parents,

Veillez trouver ci-joint le dossier d'inscription de votre enfant, à retourner avant le **20 mai 2019** à :

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

L'équipe administrative de l'ASEICA vous remercie par avance de bien vouloir retourner ces documents dûment complétés et accompagnés des documents/justificatifs demandés.

À votre disposition pour tout renseignement complémentaire.

Avec nos meilleures salutations,

**Le Service Administratif ASEICA**

- Version en anglais de ces documents disponible sur notre site web [www.aseica.org](http://www.aseica.org).

<b>Payment Conditions – I</b>	1
-------------------------------	---

*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 become members of the association. Tuition fees are entirely allocated to the operating costs related to teaching. Regular payments are required in order for the Association to meet its financial obligations.

- Parents commit themselves firmly and irrevocably to pay all tuition fees for the duration of the tuition in the international Anglophone section of their child (ren) and, if applicable, penalties 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 2019-2020

**Primary: 2,880€**

**Collège: 1,840€**

**Lycée: 2,500€**

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

A **one-time registration fee of 300 euros** must be paid by check for **each new student** in order to confirm registration. This registration fee is **not refundable** in the event of withdrawal. The check will be cashed from July 1<sup>st</sup>, 2019

#### 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:

Applicable only for registration applications received **before May 20, 2019** and if you opt for a one-time payment **by direct debit** of the entire amount, a **2 % discount on the tuition fees applies**. The discount will be calculated automatically at the time of the direct debit and will be indicated on your invoice.

Primary: 57.60€

Collège: 36.80€

Lycée: 50.00€

#### 1. Large families\*:

Applicable only for children of the same family and with the same person responsible for payment per family. A discount applies only on 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	432	1,152	
Collège	276	736	
Lycée	375	1,000	
<b>Total to be reported to: "Financial Commitment", line "B"</b>			

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

*Keep this document for your records*

## **PAYMENT:**

Tuitions fees are payable in euros only. They are invoiced, due and payable annually by July 10, 2019 (unless paid with an additional fee by 10 monthly direct debits). Invoices will be available on **www.ecoledirecte** in July. We will send you your access codes early July in order to login into your personal account.

**To help the association reduces its management costs, direct debit payment 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, 2019.

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

#### **b) Ten direct debits:**

These direct debits take place on the 10<sup>th</sup> of the month, from July 10, 2019 to April 10, 2019.

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 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 25<sup>th</sup> 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:**

The check of the total amount must be sent with the registration file and write separately from the 300 euros registration fee. The check is cashable from 1 July 2019. You should add a 50 euros charge. No discount can apply.

### **3. One payment of the total amount by bank transfer in euros:**

The transfer of the total amount must be sent by 10 July 2019. Transfer fees are the responsibility of the issuer. No discount can apply.

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

## **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.

In the same way, a penalty of 30 euros will apply in case of a direct-debit is 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 dedicated volunteer parents, who are committed to the vision of a dynamic and active International Section.

**Parents can help us** provide a stimulating learning environment for our students.

You may have a professional expertise, skills or contacts that would allow us to enrich our academic efficiency, or cultural programs such as theatre. You could contribute by sharing your professional experience with the students to help them in their choice of orientation.

If you only have an hour or two to help, ASEICA organizes events throughout the year: Coffee Mornings, our International Picnic, our General Assembly, International Day, the Alumni Evening and many more. You could run a stand, help organize an event or donate your products/services to be used as a raffle/tombola prize.

You could also get more involved by joining the ASEICA Board. The Board consists of 9 to 11 members including a President, a Vice-President, a Treasurer and a Secretary. Join our monthly Board Meetings to find out more!

All members regularly receive information about volunteer opportunities. To be supported in its mission, ASEICA needs the participation of all parents even for a few hours each year.

**Please complete « Associative Life » section on “Annexe 1” (page 7).**

#### **TAX-DEDUCTIBLE DONATIONS:**

ASEICA is a non-profit organization dedicated to education. Tuition fees cover the costs associated with hiring and paying the salaries of teachers who provide a high quality English-language education within 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 level of education possible.

If you or your employer are interested in contributing to this mission, donations to ASEICA are tax-deductible for taxpayers in France (both individuals and businesses).

To make a donation, please go to our website at [www.aseica.org](http://www.aseica.org) to download the donation form.

## DOCUMENTS TO PROVIDE

4

*Document to return to ASEICA by May 20, 2019***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 paying responsible, 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** 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  
(even if you are currently paying by direct debit for another child already re-registered in the section.)
- By check :
- Write a check for the total amount (not including the 300 euros' registration fees). Remember to add a 50 euros service charge.

Date : ..... Signature : .....

Mail the completed registration 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.

**2019-2020 Registration**

If you wish to exercise this right and obtain information about yourself, please contact [admin@aseica.org](mailto:admin@aseica.org).

<b>REGISTRATION FORM 2019-2020</b>	<b>5</b>
------------------------------------	----------

*Document to return to ASEICA by May 20, 2019*

**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 2018-2019**

Name of school:

Town: .....

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

Has your child already been in an International Section?

 yes                       no**Do you have an other child ASEICA?** yes                       no**SCHOOL YEAR 2019-2020:** (Check the appropriate boxes)**PRIMARY:** Sartoux Trois Collines**Class:** CP CE1 CE2 CM1 CM2**COLLEGE:** César CIV Eganaude Niki de St Phalle**Class:** 6<sup>ème</sup> 5<sup>ème</sup> 4<sup>ème</sup> 3<sup>ème</sup>**LYCEE:** Lycée International  
de Valbonne**Class:** 2<sup>nde</sup> 1<sup>ère</sup> 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

**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](mailto:admin@aseica.org) - <http://www.aseica.org>

Association régie par la loi du 1<sup>er</sup> juillet 1901. Titre 4 - N° SIRET 330 802 463 00043 – 8552Z



**FINANCIAL COMMITMENT**

6

**for each paying responsible and for the duration of schooling in International Anglophone Section****Document to return to ASEICA by May 20, 2019**

Last Name, First Name of child(ren) (from the eldest down to the youngest)	Class 2019-2020	Tuition fees 2019-2020
<b>A. Sub-total school fees before discounts and other items :</b>		
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 20, 2019</u>		
D. Service charge for payment by check (50€) or by 10 direct debits (30€) :		
E. Required annual membership fee per family:		15,00
<b>TOTAL (A-B-C+D+E) :</b>		
<b>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€)</b>		

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, 2019  
(-2% discount applies on tuition fees if registration is fully completed **before May 20, 2019**)
- P10 Ten direct debits** from July 10, 2019 to April,10 2020  
(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 1<sup>st</sup>, 2019.
- VIRT One payment of the total amount by bank transfer** by July 1<sup>st</sup>, 2019.

**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

*Document to return to ASEICA by May 20, 2019*

## 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

### 2. If yes,

a. Please check the appropriate box(es) below to indicate your area(s) of interest:

Finance    IT    Communication    Events    Trips and exchanges    Alumni relations

Relations with "Education Nationale"    Becoming a Board Member/Associate

Other: .....

b. If you would like to share your professional competencies with our Guidance Department, please provide us with your area of expertise: .....

### 3. Are you willing to allow your contact details to be communicated to other parents?

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:

Student's Last Name: .....

First Name: .....

**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 web site. 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 20, 2019**  
**even 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.

<p><b>Mandat de prélèvement SEPA</b></p> 	<p>En signant ce formulaire de mandat, vous autorisez <b>ASEICA</b> à envoyer des informations à votre banque pour débiter votre compte, et votre banque à débiter votre compte conformément aux instructions de <b>ASEICA</b>.</p> <p>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.</p>
<p><b>Débiteur</b></p> <p>Votre Nom _____</p> <p>Votre adresse _____</p> <p>CP/Ville _____</p> <p>France _____</p> <p>IBAN <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>BIC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>A _____</p> <p>Signature : <input style="width: 100%;" type="text"/></p>	<p>Identifiant du créancier (ICS) : <b>FR54ZZZ445238</b></p> <p><b>Créancier</b></p> <p>ASEICA _____</p> <p>B.P. 90312 _____</p> <p>06906 SOPHIA ANTIPOLIS CEDEX _____</p> <p>France _____</p> <p>Paiement : <input checked="" type="checkbox"/> Récurrent/répétitif <input type="checkbox"/> Ponctuel</p> <p>Le : _____</p> <p>Note : Vos droits concernant le présent mandat sont expliqués dans un document que vous pouvez obtenir auprès de votre banque.</p> <p style="text-align: center;"><b>Veillez compléter tous les champs du mandat.</b></p>



**Merci de coller votre relevé d'identité bancaire RIB**

A nous retourner dûment complété