

REGISTRATION FORM

This form must be carefully read and 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 the school if his/her registration file has not been validated by the Administration.

INFORMATION ABOUT THE STUDENT			
Surname (in Latin characters) : _____			
Name(s) (in Latin characters) : _____			
Date of birth : ____ / ____ / _____ Place of birth : _____			
Sex : F <input type="checkbox"/> M <input type="checkbox"/> Nationality : 1) _____ 2) _____			
Student's address*: _____ Postal code/city: _____			
Home number : _____ Student's email: _____			
Expected arrival date: ____ / ____ / _____ Class requested: _____			
Greek as foreign language <input type="checkbox"/> mother tongue <input type="checkbox"/>			
School year 2019-2020	Public school <input type="checkbox"/> Private school <input type="checkbox"/>	Class level: _____ _____	Name & address of the institution: _____ _____
School year 2018-2019	Public school <input type="checkbox"/> Private school <input type="checkbox"/>	Class level: _____ _____	Name & address of the institution: _____ _____
Language(s) studied at school : _____			
Language(s) spoken by the pupil : _____			

LEGAL GUARDIAN 1	
Status (father, mother etc): _____	A.F.M.:
Surname: _____ Name(s): _____	
Nationality: _____ Marital status: _____	
Address**: _____ Postal Code/City: _____	
Mobile tel. number: _____ e-mail: _____	
Profession: _____ Employed by: _____ Work tel. number: _____	
Language(s) of communication: _____	

LEGAL GUARDIAN 2	
Status (father, mother etc): _____	A.F.M.:
Surname: _____ Name(s): _____	
Nationality: _____ Marital status: _____	
Address**: _____ Postal Code/City: _____	
Mobile tel. number: _____ e-mail: _____	
Profession: _____ Employed by: _____ Work tel. number: _____	
Language(s) of communication : _____	

PAYER	
Legal guardian 1 <input type="checkbox"/> Legal guardian 2 <input type="checkbox"/> Other <input type="checkbox"/> (fill in below)	
Status (father, mother etc) : _____	A.F.M. :
Surname : _____ Name : _____ Nationality : _____	
Address**: _____ Postal Code/City: _____	
Mobile tel. number : _____ e-mail: _____	
Profession : _____ Employed by : _____ Work tel number : _____	
Language(s) of communication : _____	

State the **persons authorized** to pick up your nursery or primary school child at the end of the school day or at the taxi meeting point:

1. _____ Tel : + _____
2. _____ Tel : + _____
3. _____ Tel : + _____
4. _____ Tel : + _____

Do you give **authorization to your child** (Junior High/Senior High) to leave the school on his/her own :

- at the end of the regular class yes no
- at the end of the last lesson in case of the teacher's absence yes no

Do you give **authorization to your child** (Senior High) to leave the School during the lunch break ? yes no

*** If a child has to be fetched by another person, not mentioned above, the legal guardian must ask for it in writing. For security reasons, oral authorizations (phone calls) will no longer be taken into account.**



By checking this box and filling in the above form, you confirm your agreement to our processing your personal data and your child's. You confirm being aware of our policy on the personal data protection.

Date

___ / ___ / _____

Surname / Name

Signature

Reserved for the administrative service

Returned date of file: ___ / ___ / _____	Date of entry: ___ / ___ / _____	Exeat N°
STUDENT : _____		CLASS : _____
Direction visa	Observation	Signature

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

General Secretary's
signature / stamp

School fees

TARIFF CATEGORIES	ANNUAL AMOUNT	REDUCED AMOUNT POST COVID
Maternelle (TPS)	3 300,00 €	3 000,00 €
Maternelle (PS)	3 300,00 €	3 000,00 €
Maternelle (MS)	3 300,00 €	3 100,00 €
Maternelle (GS)	3 600,00 €	3 500,00 €
Élémentaire (CP/CE1)	4 500,00 €	4 250,00 €
Élémentaire (CE2/CM2)	4 500,00 €	4 350,00 €
Junior High CNED (6 ^{ème} - 3 ^{ème})	5 400,00 € (including registration fees CNED)	4 900,00 €
Senior High CNED (2 ^{nde} - 1 ^{ale})	5 295,00 € (including registration fees CNED)	5 095,00 €

First enrollment: A non-refundable first-enrollment fee amounting to **450,00 €** is to be paid on enrollment. Without payment the student is not considered registered.

Re-registration: A deposit amounting to **200,00 €** 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.

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 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 for the 4th 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 on tuition fees.

Canteen fees: **990,00 €*** for the academic year (*reserved for a minimum of 12 registered)

Transportation Fare : Registration for 1 month only : 210,00 €/230,00 €/320,00 € according to zone

	Zone 1	Zone 2	Zone 3
Morning and afternoon	2 100,00 €	2 300,00 €	3 200,00 €

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

Registration fees CNED (paid to CNED):

Junior High : 1 000,00 €	Senior High : 995,00 €
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Please note that those fees apply to the « classe réglementée » scheme. Additional costs may be requested by CNED in other cases. At today's date, the CNED fees for 2020-2021 are not yet published, the ones indicated are those which applied for 2019-2020.

Insurance premium (compulsory):

The School applies for personal insurance coverage for accidents and other civic liabilities 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 (33,00 €).

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

Brevet O'Level - Ordinary Certificate Exams	Baccalauréat Level 1 Senior High School Exams	Baccalauréat A'Level - Advanced High School Leaving Certificate Exams
65,00 €	115,00 €	350,00 €

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)

600,00 € for the academic year for activities frequented 4 or 5 days a week, 150,00 € for 1 day a week, 300,00 € for 2 days a week, 450,00 € 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: The 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.

Late departure fees:

Each student whose parents would not come to pick up after the class finishes will be taken to the extra-curricular activities service and invoiced as an occasional user (10€).

When the extra-curricular activities ends, the person in charge of this service will take the eventual remaining students to the School secretary and they will be supervised by a member of Management. **This will be automatically invoiced 15€.**

Version 14/05/2020

Read and approved

..... / /

(date)

.....

(signature)

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

These charges are invoiced on a quarterly basis, except for the occasional users that are invoiced on a monthly basis.

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 for the 4th child from a 15% discount in school fees.

* The second child meaning the youngest of the 2, the third child the youngest of the 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.

Note: Extra-curricular activities are not covered by the scholarship received.

Terms of Payment

On re-registration, a compulsory fixed deposit of 200 euros, which is deducted from the first invoice, is made with the submission of a student file.

On first enrollment, a non-refundable fixed payment amounting to 450 euros is to be paid.

Annual school fees, canteen & transportation charges are paid in 3 installments (40 %, 30 % and 30 %) 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

- At Piraeus Bank

IBAN GR330172228000522800 3059471

BIC PIRBG RAA

Account name: "Institut français de Thessalonique" or
"French Institute of Thessaloniki"

- 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

▪ 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 1:00 to 4:00 pm.

▪ 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.

Read and approved

..... / /

(date)

.....

(signature)

Commitment contract

I, the undersigned,

father mother legal guardian

of the pupil class

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

- the institution's procedures and rules*,
- the annual school timetable that defines the school days of my child,
- the financial and moral agreement, and

- undertake to provide to the institution all the documents required for the registration.**

In _____ on ____ / ____ / _____

Date and signature

Note in handwriting « Read and approved - Good for agreement »

(signature)

* The procedures and rules are available on our Internet site or on request from the Director's Secretary.

** check list of documents to be attached with the registration file (p. 9)

School calendar

1st TERM

School Opening for Nursery, Primary and Secondary School	Wednesday 2 nd September 2020
Mid-term break begins	Monday 19 th October 2020
Lessons Begin	Monday 2 nd November 2020
Holiday Season begins	Wednesday 23 rd December 2020

2nd TERM

Lessons Begin	Monday 11 th January 2021
Mid-term break begins	Monday 22 th February 2021
Lessons Begin	Wednesday 3 rd March 2021
Clean Monday (Bank holiday)	Monday 15 th March 2021
Greek National Day (Bank holiday)	Thursday 25 th March 2021
Spring Holiday begins	Monday 26 th April 2021

3rd TERM

Lessons Begin	Monday 10 th May 2021
Whit Monday	Monday 21 st June 2021
School Ends	Wednesday 30 th June 2021

List of documents to include with this file

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

For initial registration :

<input type="checkbox"/>	Birth certificate
<input type="checkbox"/>	Photocopy of legal guardian 1 or 2's passport (page with passport number, identification and photo)
<input type="checkbox"/>	Photocopy of either the child's passport or identity card (page with passport number, identification and photo)
<input type="checkbox"/>	Passport/ID photograph of the child
<input type="checkbox"/>	Photocopy of pages from the child's medical booklet on vaccinations
<input type="checkbox"/>	Medical certificate confirming the child's fitness for schooling and sports practice (mainly swimming and skiing)
<input type="checkbox"/>	Attestation of school insurance coverage for skiing and swimming (insurance for accident and civic liabilities) for the year 2019-2020. Default will result in the school applying, at your expense, for such insurance for your child.

Additional documents for initial registration :

<input type="checkbox"/>	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.
<input type="checkbox"/>	Report cards of each term, marks and school booklets (for all pupils starting 1st grade)

For re-registration :

<input type="checkbox"/>	Medical certificate confirming the child's fitness for schooling and sports practice (mainly swimming and skiing).
<input type="checkbox"/>	Attestation of school insurance coverage for skiing and swimming (accident insurance and civic liabilities for the year 2019-2020. Default will result in the school applying, at your expense, for such an insurance for your child.

Declaration of Personal Data Protection

Disclosure of confidential information

The educational and cultural establishment, known as the “FRENCH SECULAR MISSION - FRENCH INSTITUTE OF THESSALONIKI”, hereafter referred to as the “Establishment”, situated at 2A Leoforos Stratou, 546 40, in Thessaloniki, Greece and officially registered with the AFM number 090000820, 6th DOY of Thessaloniki, takes the protection of your personal data very seriously and commits itself to respecting it in compliance with the provisions made in the General Data Protection Regulations (GDPR) 2016/679/EE, and more particularly, in the context of implementing their directives. For this reason, we wish to provide you with up-to-date information on the manner in which our Establishment is to process your personal data and ensure compliance with the actual legislation that has come into force, including Regulations 2016/679/EE (hereafter referred to as the “Regulations”)

1. What can we do with your data?

The personal data that you transfer, or that you have transferred in the past due to a previous registration, are susceptible to processing by our Establishment, acting in the capacity of the Responsible for the data processing for the following purposes:

- A) “For institutional communicative activities” exercised through various digital means (e.g. e-mails) of relevance to our Establishment and its initiatives and products.
- B) For preparing student lists, student results and grades, etc.

2. Which data do we select?

The personal data that we tend to select as processing “data” are as follows: (1) Name, (2) Surname, (3) Date and place of birth, (4) Registration date in our Establishment, (5) Gender (6) Mailing address (number, street, town, province, as well as e-mail addresses and details of other digital accounts), (7) Telephone number (landline or mobile), (8) Duration of academic attendance (9) Grades, (10) Other information related to students’ studies and results in the context of our educational services.

Affirmation of Consent is required for processing data in order for us to carry out our duties and tasks, and it is for this reason that we request that you provide us, at least, with the data indicated above. If you do not provide it, then we will not be able to send you any information.

Please be informed that your consent constitutes the legal basis for the data processing activities described above, as in Article 6.1.a of the Regulations. Moreover, your data is susceptible to processing without your consent for the purposes of fulfilling legal obligations pertaining to the rules and regulations of the European legislation, but also of enforcing or defending a legal right in a court of law, of pursuing legitimate interests and in all other circumstances as defined by the Articles 6 and 9 of the Regulations, wherever relevant.

3. Means of processing data

Data processing is done in both printed and digital forms and saved in the system of our Establishment, under the terms of the actual legislation - with provisions for data security and confidentiality - and according to the principles of processing data fairly and lawfully. Your data is safeguarded for strictly as long as required so as to reach the goals for which it was collected. In any case, the criteria used for specifying the safeguarding period takes into account the need to adhere to all the legal requirements with regards to the principles of minimizing data and the need to rationally manage the data saved in our Establishment. Possibly, we may have to safeguard your data even after the time you terminate our services, but only for the time required for us to fulfill the conventional and legal obligations as well as to realize the objectives mentioned above. We update and keep our databases in a way which guarantees that your data is always accurate, precise and protected.

4. Who can have access to your data?

Data can be processed by all other personnel who tend to receive it in order for them to perform their professional tasks.

5. Your rights to access and control your data

You can contact us, at any time, at the e-mail address info@ift.gr as well as at our mailing address to exert your rights as provided in Articles 15-22 of the Regulations, which include among others: taking cognizance of whether your personal data can be processed by us, of having access to your data, of

verifying the content of your data, of their source/origin, accuracy, localization (including, should the case arise, a third country where the data is found), of obtaining a copy of the data, of requesting to complete, update, modify/rectify data, according to law requirements, of making a request to restrict data processing, suppress, render anonymous, freeze/block data, object to set up a profile and activities of direct communication (including restricting certain means of communication) and object to data processing for legitimate reasons. Also, you can, at any time, withdraw your consent (as long as it does not hamper the legitimate processing operations effective before the withdrawal of consent) and inform the Responsible in charge of data protection, at the address given above, sending your remarks concerning the eventual use of data on our part that you consider negative and file a complaint with the Greek authorities on the protection of data.

AFFIRMATION OF CONSENT

On having read the information above, I hereby consent to the processing of my personal data and that of my child, registered in your Establishment, for the academic year indicated and for the objectives mentioned above.

Thessaloniki, / /

SEEN AND READ