



Septembre 2011 / Juin 2012

**DOSSIER D'INSCRIPTION PROGRAMMES ACADEMIQUES
ACADEMIC PROGRAMMES APPLICATION FORM**

Bienvenue en France !

Welcome to France !

Afin de s'assurer que le dossier d'inscription est traité au plus vite, merci de vous assurer que les informations suivantes sont respectées:

To ensure that this application form is processed as quickly as possible, please adhere to the following guidelines:

1. Ecrire lisiblement ou cocher les cases correspondantes à la réponse
Print clearly or tick the box corresponding to the answer
2. Répondre à toutes les questions et signer les documents où demandé
Answer all questions completely and sign as required
3. Renvoyer le dossier d'inscription complet avec les documents additionnels
Submit all application sections and additional documentation

LISTE DES PIECES A FOURNIR AVEC LE DOSSIER D'INSCRIPTION

DOCUMENTS CHECK LIST TO SEND WITH APPLICATION

- Programme en France / Programme in France
- Profil de l'élève / Student's Profile
- Informations sur les parents / Parents' Information
- Code de conduite / Student Code of Conduct
- Dossier médical / Medical Form
- Formulaire d'autorisation parentale / Parental authorisation form
- Lettre de motivation en Français / Student letter of motivation in French
- Lettre pour la famille d'accueil / Letter for the host family

Autres documents à fournir

Additional Documents to send in

Bulletins scolaires de l'élève des 2 dernières années (bulletins peuvent être envoyés en Français, Anglais, Espagnol ou Allemand, pour les autres langues les bulletins doivent être traduits par un traducteur assermenté) / Student academic transcripts of the past 2 years (academic transcripts can be sent in French, English, Spanish or German, other languages must be translated by certified translator)

- 4 photos d'identité / 4 passport size photos
- Copie du passeport en cours de validité / Current and valid passport copy
- Test de Français / French test
- Police d'assurance médicale et responsabilité civile / Medical and liability insurance policy
- Photos de l'élève (avec famille et amis) / Pictures of students (with family and friends)

4. Merci de faxer une copie avant d'envoyer les originaux par la poste
Please fax a copy of all documents before mailing the originals.

5. A renvoyer à l'agence ou à :
Please forward to your agency or:

Education en France

75 Boulevard Haussmann

75008 Paris

France

Tel: 33 (0) 1 39 70 87 11

Fax: 33 (0) 1 39 70 59 98

E-mail: infos@educationenfrance.com

Education en France - 75 boulevard Haussmann - 75008 Paris - France

Office - 8 ave de fin d'Oise - BP 31 - 78570 Andresy - France

Tél : 33 (0) 1 39 70 87 11 - Fax : 33 (0) 1 39 70 59 98

www.educationenfrance.com - e-mail : infos@educationenfrance.com

SARL au capital de 57500€ - RCS Versailles 443 924 618 - Code APE 7912 Z - Lic 078 03 0007



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Merci d'écrire lisiblement ou cocher la case correspondante / Please print clearly or tick the right box.

NOM: _____
Last Name

PRENOM: _____
First Name

DATE D'INSCRIPTION: _____
Date of application

AGENCE: _____
Agency

Comment nous avez vous connu ? _____
How did you learn about us?

PROGRAMME EN FRANCE / PROGRAMME IN FRANCE

Année scolaire: 20____/20____
Highschool year:

Programme

Preparation

A/in Cannes

2 semaines / weeks

4 semaines / weeks

Orientation

oui / yes

non / no

Programme:

Basic

Pas de choix de région / no choice of location

Pour les Elèves citoyens de l'UE seulement / for students EU citizens only

Regular

Destination:

Donnez minimum 3 choix de destination / Give minimum 3 choices of destination

Paris et région Parisienne / Paris and surroundings

La Côte Méditerranéenne / The Mediterranean coast

Les Iles (Guadeloupe, Martinique, Réunion) / The Islands (Guadeloupe, Martinique, Reunion)

Autre: nommez 3 régions:

Other: name 3 regions

1 _____

2 _____

3 _____

Premium

Type d'Etablissement

Donnez minimum 3 choix de destination / Give minimum 3 choices of destination

Internat (famille weekend et les vacances) / Boarding school (host family weekends and holidays)

Externat (demi pensionnaire dans l'établissement) / Day school (weekday lunch at school)

Etablissements: nommez 3 choix:

Schools: name 3 choices

1 _____

2 _____

3 _____

Durée

Duration

9 mois /
months

5 mois
months

12 semaines
weeks

8 semaines
weeks

6 semaines
weeks

4 semaines
weeks

Date de début:

Start date

Septembre
September

Janvier
January

Mars
March

Autre : _____
Other

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PROFIL DU PARTICIPANT / PARTICIPAT'S PERSONAL PROFILE

Nom de Famille: _____ Prénom : _____
Last Name First Name

Date de naissance: _____ Age: _____ Sexe: Masculin Féminin
Date of birth Age Genre Male Female

Niveau en Français: Débutant Intermédiaire Avancé Courant
French Level Beginner Intermediate Advanced Fluent

Langue Maternelle: _____ Nationalité: _____
Native Language Nationality

Adresse Postale: _____
Home address

Code Postal: _____ Ville: _____ Pays: _____
Postal code City Country

Téléphone fixe: _____ Fax: _____ E-mail: _____
Home Telephone Fax E-mail

Please attach
1 passport
photo

INFORMATIONS SUR LES PARENTS / PARENTS' INFORMATION

Nom du père ou tuteur: _____ Profession: _____
Father's Name Occupation

Téléphone professionnel: _____ Fax: _____ E-mail: _____
Business Phone Fax E-mail

Nom de la mère ou tutrice: _____ Profession: _____
Mother's Name Occupation

Téléphone professionnel: _____ Fax: _____ E-mail: _____
Business Phone Fax E-mail

Personne à contacter en cas d'urgence : _____ Numéro de téléphone : _____
Person to contact in case of emergency Phone number

Les parents sont-ils divorcés ou séparés ? Oui Non
Are parents divorced or separated ?

Si les parents sont divorcés qui détient l'autorité parentale (joindre une copie) ? _____
If parents are divorced who has the parental authority (attach a copy)

Les autres membres de votre famille, noms, âges, parenté, profession
Your other family members, names, ages, relationship and occupations.

NOMS / NAMES	AGES	PARENTE / RELATIONSHIP	PROFESSION / OCCUPATION



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- Pratiquez vous une religion ? Non Oui, laquelle : _____
Do you practice a religion? No Yes, which one
- Est-ce que vous fumez ? Non Oui
Do you smoke No Yes
- Est-ce que vous avez des allergies ? Non Oui, lesquelles : _____
Do you have Allergies No Yes, which ones
- Est-ce que vous avez un régime alimentaire ? Non Oui, lequel : _____
Do you have a diet No Yes, which one
- Prenez vous un traitement médical? Non Oui, lesquels : _____
Are you taking medications No Yes, which one
- Y –t-il d'autres conditions médicales dont nous devrions être averti Non Oui, lesquelles : _____
Are there other medical conditions we should be aware of No Yes, which ones

AUTORISATION DE SORTIE / AUTHORIZATION TO GO OUT

Les autorisations de sortie sont données à discrétion de la famille d'accueil sans sortir du cadre donné par les parents naturels
The authorizations to go out are given upon consent of the host family within the frame given by the natural family

Dans tous les cas ce sont les décisions et règles de la famille d'accueil qui priment. Les horaires et jours autorisés pour les sorties peuvent varier en fonction des familles d'accueil, de la localisation géographique, de la période de l'année, de l'élève et des motifs de sortie.

In all cases the decisions and rules of the host family have priority. The hours and days allowed to go out may vary depending on the host family, the programme destination, the time of year, the student and the reasons for going out.

- Accompagné Seul
Accompanied Alone
- En semaine: Non Oui, quelle heure? _____
During the week No Yes, until what time
- Le weekend: Non Oui, quelle heure? _____
On week-end No Yes, until what time

Merci de noter que pour toute absence du jeune dans la famille d'accueil pour 1 ou plusieurs nuits, une autorisation spéciale doit être remplie et renvoyée à Education en France au minimum 1 semaine à l'avance. Les élèves sont autorisés à rentrer dans leur pays d'origine ou voyager avec leurs parents, familles ou amis seulement pour les vacances de Noël ou les vacances de Pâques. Les élèves peuvent retourner dans leur pays d'origine s'ils ont déjà passé plus de 3 mois en France. Aucune autorisation ne sera donnée en dehors des dates officielles des vacances scolaires de la zone de placement.

Please note that for any absence of the student from the host family for 1 or more nights, a special parental authorization must be filled out and sent to Education en France at least 2 weeks in advance. Students are authorized to travel back to their home country or with their parents, family or friends during the Christmas holidays and the Easter holidays only. Students are allowed to travel back to their home countries if they have spent at least 3 months in France. No travel authorization will be given outside of the official school holiday dates of the placement area.



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AUTORISATION DE VOYAGE PENDANT LE SEJOUR / AUTHORIZATION TO TRAVEL DURING THE STAY

Merci de noter qu'un document spécifique (copie p 22/23) doit impérativement être rempli pour chaque demande d'autorisation de voyage / séjour / déplacement durant le programme en France. Ce document doit être reçu par Education en France au minimum 1 semaine avant la date du voyage, séjour ou déplacement. Education en France se réserve le droit de refuser toute demande non reçue dans les temps.

Please note that a specific document (copy p 22/23) must be filled in for each request of travel / stay authorization during the programme in France. This document must be received by Education en France minimum 1 week before the date of the trip / stay. Education en France reserves the right to deny authorization for a request not received in the proper time-frame.

Toute demande doit obligatoirement préciser les détails du voyage : dates, horaires, mode de transport ainsi que le nom, l'adresse et le numéro de téléphone et la personne ou endroit d'hébergement ainsi que de la personne adulte responsable. Education en France se réserve le droit de refuser toute demande non-conforme ou incomplète.

All requests must include the travel details: dates, times, mean of transportation, as well as the name, address and phone number of the person or place of accommodation and of the adult person in charge. Education en France reserves the right to deny any uncomplete or not suitable request.

Merci de noter qu'un élève mineur ne peut être hébergé dans un hôtel ou une auberge de jeunesse seul et doit obligatoirement être accompagné d'une personne majeure (+ de 18 ans en France).

Please note that underage students cannot be accommodated in hotel or youth hostel alone and must be accompanied by an adult (18 + in France).

Le non respect des règles de conduite d'Education en France se verra sanctionné par un avertissement. Education en France se réserve le droit de renvoyer l'élève dans son pays d'origine en cas de nos respect consécutifs du Code de Conduite (3 avertissements ou moins selon la gravité de l'attitude adoptée par l'élève).

The non respect of Education en France's code of conduct will be penalised by a warning of conduct. Education en France keeps the right to expel the student to his/her country of origin in case of consecutive no respect of the Code of Conduct (3 warnings or less according to the seriousness of the student's behaviour).

AVERTISSEMENTS ET EXPULSIONS / WARNINGS AND DISMISSALS

Les élèves (et leurs parents) inscrits sur le programme Education en France acceptent les Règles du Programme pages 24 à 31 ci jointes, et le Code de Conduite de l'Elève pages 15 et 16 ci jointes.

Students (and their parents) registering on an Education en France programme accept all the Programme Rules pages 24 to 31 attached and Student Code of Conduct pages 15 and 16 attached.

Les élèves qui ne respectent pas les règles du programme et le code de conduite seront sanctionnés comme suit : premier avertissement, second avertissement, expulsion.

The students who do not respect the programme rules and code of conduct will be treated as follow : first warning, second warning, dismissal.

Dans le cadre d'une expulsion, le retour dans le pays d'origine se fera aux frais des parents naturels et sans remboursement.

In the event of a dismissal, the return to his native country will be at the expense of the natural parents and without any refund.

CONTRAT / CONTRACT

Je déclare les informations ci-dessus correctes et à jour. J'ai lu, compris et accepte les conditions générales pages 24 à 31 et les règles du programme pages 15 et 16 ci jointes au dossier d'inscription.

I declare that the information I have given is correct and accurate. I have read and understood the programme's policies pages 24 to 31 and programme rules pages 15 and 16 as listed attached to this application form.

Signature de l'élève
Student's signature

Signature des parents ou tuteurs
Parent's or guardians' signature

Date
Date

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Votre lettre de motivation décrivant pourquoi vous voulez participer à ce programme, en français
Your motivation letter describing the reasons why you want to participate to this programme, in French



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INTERETS ET LOISIRS / INTERESTS AND HOBBIES

Cochez les cases correspondantes aux loisirs que vous aimez
Tick the boxes of all of the things you enjoy

SPORTS

- fitness
- notation / swimming
- vélo / bicycling
- pêche / fishing
- tennis
- golf
- equitation / horseback riding
- arts martiaux / martial arts
- voile / sailing
- volleyball
- basketball/handball
- football / soccer
- Other _____

ARTS

- cinema
- danse / dance
- musique / music (pop)
- musique / music (classique)
- dessin / drawing
- peinture / painting
- photo / photography
- theatre
- lecture / reading
- musées / museum
- concerts
- Other _____

AUTRES / OTHERS

- shopping
- collections / collecting
- échecs / chess
- informatique / computers
- voyages / travelling
- cuisine / cooking
- animaux / animals
- camping
- jeux video / video games
- jeux / games
- Other _____

Etes vous member d'un club ? (sport, musique...), si oui lequel ?
Are you member of any club? (sports, music...), if yes, which one ?

Quelles sont les activités que vous souhaiteriez poursuivre pendant votre séjour en France ?
Which activity would you like to continue during your stay in France ?

Parlez nous de votre personnalité.
Tell us about your personality.



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Quelles sont les 2 principales raisons pour lesquelles vous souhaitez participer à ce programme en France (à part améliorer votre Français) ?

Please give at least 2 purposes of your application for this programme in France, except for your interest in improving your french language?

Selon vous, quelles sont les principales différences entre votre culture, société et la culture française ?
According to you, what are the differences between your own culture, society and the french one?

Quelles sont vos matières préférées au lycée ?
What are your favourite subjects at school ?

Quelles langues étrangères étudiez-vous au lycée ? Depuis combien de temps ?
Which foreign languages do you study at school ? For how long ?

Pour les élèves entrant en classe de Première ou Terminale : quelle section préféreriez-vous : L (littérature et langues), ES (Sciences économiques et sociales), S (sciences) ?

For students entering in a class of Première or Terminale : which field would you prefer : L (literature and languages), ES (Economy and social studies), S (sciences) ?

Quels sont vos projets professionnels, si vous en avez ?
What are your professional plans, if you have any ?



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Avez vous déjà travaillé, eu un petit job ? Si oui décrivez vos expériences.
Have you ever worked, had a part time job? If yes describe your experiences.

Quelle est votre relation avec les membres de votre famille ? Quelles activités faites vous ensemble ?
Describe your relationships with members of you family? Which activities do you do together?

Quelles tâches ménagères faites-vous à la maison ?
Which household responsibilities have you got?

Avez-vous déjà vécu dans un autre pays ?
Have you ever lived outside your own country?

Avez-vous de la famille ou des amis en France ? Si oui, qui et où ?
Do you have relatives or close friends living in France? If yes, who and where ?



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Merci de noter que les questions des 2 page suivantes ont pour but de nous guider dans nos recherches de famille d'accueil. Toutefois, nous ne pouvons garantir que la famille d'accueil qui vous sera attribuée répondra précisément à tous ces critères. Ces 2 pages et les réponses ne sont pas contractuelles.

Please note that the questions on the 2 following pages are to help us in our host family research. However, we cannot guaranty that the host family that will be chosen for you will exactly match all these criterias. These 2 pages and the answers are not contractual.

Nous organisons des placements et des séjours dans des familles d'accueil venant d'horizons différents. Afin de mieux connaître vos attentes, vous pouvez, sans y être obligé, répondre aux questions ci-dessous.

We organize placements and stays with host families coming from different backgrounds. In order to know your expectation, you can, but it is not mandatory, answer the following questions:

- 1) Seriez-vous d'accord pour être accueilli(e) par une famille française ayant des origines étrangères ?
Would you agree to be hosted by a French family who has foreign origins?

Oui Yes Plutôt Oui Rather Yes Indifférent Indifferent Plutôt Non Rather No Non No

- 2) Seriez vous d'accord pour à être accueilli(e) par une famille d'une autre confession religieuse que la votre ?
Would you agree to be hosted by a family with a different religion from yours?

Oui Yes Plutôt Oui Rather Yes Indifférent Indifferent Plutôt Non Rather No Non No

- 3) Seriez vous d'accord pour être accueilli(e) par une famille ayant des animaux ?
Would you agree to be hosted by a family who has pets?

- animaux domestiques / usual pets
 Oui Yes Plutôt Oui Rather Yes Indifférent Indifferent Plutôt Non Rather No Non No

- animaux exotiques (vaches, cochons, serpents, rats...) / unusual pets (cow, pigs, snakes, rats...)
 Oui Yes Plutôt Oui Rather Yes Indifférent Indifferent Plutôt Non Rather No Non No

- Y a-t-il des animaux dont vous avez peur, si oui lesquels ? / Are there animals of which you are afraid, which ones ?

- 4) Seriez vous d'accord pour à être accueilli(e) par une famille fumeuse ?
Would you agree to be hosted by a smoking family?

- qui fume à l'intérieur / indoors smokers
 Oui Yes Plutôt Oui Rather Yes Indifférent Indifferent Plutôt Non Rather No Non No

- -qui fume à l'extérieur / outdoors smokers
 Oui Yes Plutôt Oui Rather Yes Indifférent Indifferent Plutôt Non Rather No Non No



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- 5) Indiquez si vous préféreriez habiter :
Please indicate if you would prefer to live :
 en ville / in a city près d'une grande ville / near a big city à la campagne / in the countryside
 en bord de mer / by the sea, ocean à la montagne / in the mountains
- 6) Indiquez nous dans quel type de ville/village vous préféreriez habiter :
Please indicate in what kind of city/town you would prefer to stay:
 petite / small (1000 - 10 000 habitants/ inhabitants) moyenne / average (10 000 - 70 000 habitants/ inhabitants) grande / big (+ 70 000 habitants / inhabitants)
- 7) Seriez vous d'accord pour être accueilli(e) par :
Would you agree to be hosted by :
- un couple de retraités sans enfants à la maison / a retired couple without children living at home
 Oui Yes Plutôt Oui Rather Yes Indifférent Indifferent Plutôt Non Rather No Non No
- une personne seule avec enfant(s) / a single person with children
 Oui Yes Plutôt Oui Rather Yes Indifférent Indifferent Plutôt Non Rather No Non No
- une personne seule sans enfant / a single person without children
 Oui Yes Plutôt Oui Rather Yes Indifférent Indifferent Plutôt Non Rather No Non No
- un couple sans enfant / a couple without children
 Oui Yes Plutôt Oui Rather Yes Indifférent Indifferent Plutôt Non Rather No Non No
- 8) Seriez vous d'accord pour être accueilli(e) par une famille vivant à plus de 40 minutes de votre école en transport si elle correspond mieux à vos attentes ?
Would you agree to be hosted by a family who lives at more than 40 minutes of transportation distance from your school if they match better with your expectations?
 Oui Yes Plutôt Oui Rather Yes Indifférent Indifferent Plutôt Non Rather No Non No

Quels sont les critères les plus importants pour vous ?
What are the most important criterions for you?



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INFORMATIONS SUR LES PARENTS / INFORMATION ON THE PARENTS

Nom du père Father's name	Nom de la mère Mother's name		
Adresse Address	Adresse Address		
Numéro de téléphone Phone Number	Numéro de téléphone Phone Number		
Profession Occupation	Profession Occupation		
Telephone Professionnel Office phone	Telephone Professionnel Office phone		
E-mail	E-mail		
Do you speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No Parlez vous Français ? <input type="checkbox"/> Oui <input type="checkbox"/> Non	Do you speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No Parlez vous Français ? <input type="checkbox"/> Oui <input type="checkbox"/> Non		
Les parents sont-ils : <input type="checkbox"/> mariés Are parents married	<input type="checkbox"/> divorcés divorced	<input type="checkbox"/> séparés separated	<input type="checkbox"/> décédés deceased

Si les parents sont divorcés, séparés ou décédés, qui détient l'autorité parentale de l'élève (merci de joindre une copie du document legal)? / If the parents are divorced, separated or deceased, who has the parental authority on the student (please attach a copy of the legal document ? _____

Qui dans la famille a eu l'idée de participer à ce programme ?
Who in the family had the idea to apply to this programme?



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REGLEMENT DU PROGRAMME / PROGRAMME RULES

CODE DE CONDUITE DE L'ELEVE

Il est impératif que l'élève se conforme au règlement. Le non respect d'un ou plusieurs points du code de conduite entrainera 1 ou 2 avertissements au maximum puis au 3^e incident le renvoi de l'élève du programme Education en France et son retour immédiat dans son pays d'origine aux frais des parents naturels et sans remboursement. Le non respect de la loi française selon le code civil français entrainera le retour immédiat de l'élève dans son pays d'origine aux frais des parents naturels et sans remboursement et pourra faire l'objet de poursuites judiciaires.

A - Conduite au lycée :

- 1) Utiliser le Français au maximum
- 2) Etre présent à toutes les classes (tous les cours, tests, examens prévus dans l'emploi du temps de la classe remis à l'élève le premier jour de cours)
- 3) Respecter les règles spécifiques à chaque établissement scolaire et internat ainsi que les décisions du staff et des professeurs.
- 4) Etre ponctuel en classe
- 5) Participer et avoir une attitude positive en classe
- 6) Le déjeuner doit être pris à la cantine/caféteria du lycée pour les élèves demi-pensionnaires au lycée (soit tous les élèves sauf les élèves internes) ; tous les repas (petit déjeuner, déjeuner et diner) doivent être pris à la cantine/caféteria du lycée pour les élèves internes.

B - Relations et comportement avec la famille d'accueil :

- 1) Etre ponctuel et avoir une attitude positive et ouverte face à sa famille d'accueil et une nouvelle culture
- 2) Etre respectueux et poli envers la famille d'accueil (et vice-versa)
- 3) Garder sa chambre propre et bien rangée, ainsi que la salle de bain après utilisation
- 4) Informer la famille d'accueil de sorties éventuelles (activités et endroits où l'élève se rend par exemple après les cours) et respecter les décisions de la famille d'accueil sur leur accord ou non à ces sorties
- 5) Informer la famille d'accueil si l'élève rentre plus tard que prévu, ne dine pas à la maison ou reste chez un ami
- 6) Ne pas perdre la clef de la maison et ne pas la prêter
- 7) Demander la permission de la famille d'accueil avant d'inviter des amis à la maison
- 8) Limiter les appels téléphoniques et l'utilisation d'internet avec le pays d'origine (famille et amis) à 1 ou 2 par semaine afin de veiller à une meilleure intégration
- 9) Interdiction de fumer dans la famille d'accueil (sauf accord exceptionnel de la famille)
- 10) Informer Education en France ou le coordinateur local de tout changement dans la famille d'accueil

C - Relations avec le coordinateur local et les représentants Education en France

- 1) Considérer le coordinateur local et les représentants d'Education en France comme le support pendant le séjour en France. Ne pas hésiter à téléphoner si des questions, besoin de renseignements ou d'aide
- 2) Respecter les décisions prises par Education en France et ses représentants
- 3) Informer le coordinateur local ou les représentants Education en France de tout problème personnel, maladie, problèmes relationnels, manque du pays, de la famille... pendant la durée du programme

D - Conduite générale et loi française

- 1) La loi française s'applique selon le code civil français, dont entre autres,
- 2) Fumer dans tous les lieux publics (incluant, écoles, internats, transports publics, restaurants, magasins...) est interdit par la loi.
- 3) Le vol est interdit par la loi.
- 4) La consommation d'algues illégales, ou possession de tel, ou relations avec des personnes en possédant est interdit par la loi.
- 5) La consommation d'alcool est interdite dans le cadre du programme et entrainera le retour immédiat de l'élève dans son pays d'origine.
- 6) Les expériences sexuelles de toutes natures et grossesses sont interdites dans le cadre du programme et entraineront un retour immédiat de l'élève dans son pays d'origine
- 7) Par mesure de sécurité l'utilisation de tout véhicule motorisé est interdite pendant le programme

Je déclare avoir lu et accepter le code de conduite

Je déclare avoir lu et accepter les conditions générales de vente

Signature de l'élève

Signature des parents ou tuteurs

Date

Education en France - 75 boulevard Haussmann - 75008 Paris - France

Office - 8 ave de fin d'Oise - BP 31 - 78570 Andresy - France

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**DOSSIER D'INSCRIPTION PROGRAMMES ACADEMIQUES
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REGLEMENT DU PROGRAMME / PROGRAMME RULES

STUDENT CODE OF CONDUCT

It is mandatory for students to comply with the programme rules. Any misconduct will lead to 1 or 2 warnings at a maximum and at the 3rd misconduct will lead to the dismissal of the student and return to his/her country of origin at the expense of the natural parents and without refund. Any non respect of the French law according to the French Civil Code will lead to the immediate dismissal of the student and return to his/her country of origin at the expense of the natural parents and without refund and may lead to other judicial procedure.

A - Behaviour at school:

- 1) Endeavour to use French as much as possible.
- 2) Attendance at every class is mandatory (all lectures, tests and exams as per the class schedule given to the student upon arrival at the school).
- 3) Specific school rules and boarding school rules are to be respected as well as decisions of school staff and teachers.
- 4) Punctuality in class is expected.
- 5) Participation and good behaviour in class is expected.
- 6) Weekday lunches must be taken at the school cafeteria / canteen for students in day-school (that's all students except boarding students) ; all meals (breakfast, lunch and dinner) must be taken at the school cafeteria / canteen for students in boarding school.

B - Relations with the host family:

- 1) Punctuality and good behaviour to adapt to the family culture and way of life are expected.
- 2) Students are expected to be respectful and polite towards their host family (and vis-versa).
- 3) Students are expected to keep their room clean and tidy as well as the bathroom after use.
- 4) Students must inform the host family of their whereabouts (any place/activity the student goes to after regular classes) and students must respect the host family's decision on the suitability of such activities.
- 5) Students must inform in advance their host families should they be coming home later than usual, staying at a friend or be out for dinner with a friend.
- 6) Students should keep the house key safe and not lend it to anyone.
- 7) Students are expected to ask the host family's permission before bringing guests home.
- 8) Students are expected to limit their phone calls to their native family, and internet with their native country (family or friends) to 1 or 2 contacts maximum per week for a better integration.
- 9) It is prohibited to smoke at the host family (unless they and the native parents allow it).
- 10) Students must inform the local coordinator and Education en France of any drastic event or change that occurs in the family.

C - Relations with the Education en France coordinator and office representatives:

- 1) Students should consider the Education en France local coordinators or office representatives as their support during their stay in France. Students should not hesitate to call if they have any question or issues.
- 2) Students must respect and obey the decisions of Education en France coordinators and office representatives.
- 3) Students must inform the local coordinator and Education en France office representatives of any personal issue, illness, homesickness or relationship problems that may occur during the programme.

D - General behaviour and French Law:

- 1) The French law applies according to the French Civil Code (which includes smoking in any public space in France (which includes school, boarding school, public transportation, stores, restaurants...) is prohibited by law.
- 2) Shoplifting and theft is prohibited by law.
- 3) The use of illegal drugs, possession of either or contact with people related to the use of them is prohibited by law.
- 4) The consumption of alcohol is not allowed on the programme and will result in the immediate dismissal and return of the student to his/her country.
- 5) All kinds of sexual experiences or pregnancy during the programme is not allowed and will result in immediate return of the student to his/her country.
- 6) For students' safety, the use of any motorised vehicle during the stay in France is not allowed during the programme.

I declare that I have read and understood the Student code of conduct.

I declare that I have read and understood the Education en France Terms and Conditions.

Student's signature

Parents' / guardians' signature

Date

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**DOSSIER D'INSCRIPTION PROGRAMMES ACADEMIQUES
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DOSSIER MEDICAL / MEDICAL FORM

Nom de Famille: _____ Prénom : _____
 Last Name First Name:
 Date de naissance: _____ Age: _____ Sexe: Masculin Féminin
 Date of birth Age Gender Male Female
 Poids (kg): _____ Taille (cm): _____
 Weight Height
 Groupe Sanguin: _____ Fumeur Non Oui
 Blood type Smoker
 Personne à contacter en cas d'urgence: _____
 Person to contact in case of emergency
 Numéro de telephone en cas d'urgence: _____ Maison: _____
 Telephone number in case of emergency Home
 Portable: _____
 Cell / Mobile

VACCINATIONS / IMMUNIZATIONS

Vaccinations / Immunizations	Dernier rappel / Last shot	Antérieures / Previous shots
Tuberculosis		
Diphtheria – Tetanus		
Polio		
Rougeole / Measles		
Rubéole / Rubella		
Oreillons / Mumps		
Hepatitis B		
Autres vaccinations / Other vaccinations		

Si votre enfant n'a pas été vaccine, merci d'indiquer les raisons (certificate medical)
 If the child has not been vaccinated, explain why (attach medical certificate)

MALADIES INFANTILES / CHILDREN DISEASES

Rougeolle / Measles	<input type="checkbox"/> Non <input type="checkbox"/> Oui	Sore throat	<input type="checkbox"/> Non <input type="checkbox"/> Oui
Oreillons / Mumps	<input type="checkbox"/> Non <input type="checkbox"/> Oui	Ear infection	<input type="checkbox"/> Non <input type="checkbox"/> Oui
Varicelle / Chicken Pox	<input type="checkbox"/> Non <input type="checkbox"/> Oui	Toux chroïque / Chronic cough	<input type="checkbox"/> Non <input type="checkbox"/> Oui
Scarlatine / Scarlet fever	<input type="checkbox"/> Non <input type="checkbox"/> Oui	Asthme / Asthma	<input type="checkbox"/> Non <input type="checkbox"/> Oui
Epilepsie / Epilepsy	<input type="checkbox"/> Non <input type="checkbox"/> Oui	Convulsions	<input type="checkbox"/> Non <input type="checkbox"/> Oui
Rubéolle / Rubella	<input type="checkbox"/> Non <input type="checkbox"/> Oui	Sinusite / Sinusitis	<input type="checkbox"/> Non <input type="checkbox"/> Oui
Insomnia	<input type="checkbox"/> Non <input type="checkbox"/> Oui	Migraine	<input type="checkbox"/> Non <input type="checkbox"/> Oui
Heart problems	<input type="checkbox"/> Non <input type="checkbox"/> Oui	Souffle au cœur / Heart murmur	<input type="checkbox"/> Non <input type="checkbox"/> Oui
Rhumatisme / Rheumatism	<input type="checkbox"/> Non <input type="checkbox"/> Oui	Acné	<input type="checkbox"/> Non <input type="checkbox"/> Oui
Diabetes	<input type="checkbox"/> Non <input type="checkbox"/> Oui	<input type="checkbox"/> dépendant insuline / insulin dependant	
Hypo/hyper glycémie / High/low blood pressure	<input type="checkbox"/> Non <input type="checkbox"/> Oui		
Déficience d'apprentissage / Learning or speech disability	<input type="checkbox"/> Non <input type="checkbox"/> Oui		

En cas d'urgence y a-t-il un traitement medical ? Si oui lequel ? Yes No
 In case of emergency is there a treatment prescribed? If yes, which one?



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DOSSIER D'INSCRIPTION PROGRAMMES ACADEMIQUES ACADEMIC PROGRAMMES APPLICATION FORM

Joindre l'ordonnance / Attach prescription

HOSPITALISATIONS / HOSPITALIZATIONS

Opérations / Surgeries

Appendicite / Appendicitis

Non Oui

Autres operations / Other surgeries

Non Oui

Hospitalisations / Hospitalizations

Non Oui

Rééducation / Rehabilitation

Non Oui

Si vous avez répondu oui, donnez les dates et raisons

If you have answered yes, give dates and reasons

DIVERS / VARIOUS

Y a-t-il une raison médicale pour laquelle l'élève serait dispense de sport ? Si oui laquelle et quel sport ?

Is there any medical conditions that prohibits the student from participating in any sports ? If yes, which one and which sport ?

Non

Oui

L'élève prend-t-il un traitement médical ? Si oui lequel (fournir aussi l'ordonnance et le dosage) ?

Does the student require any medication or medical treatment? If yes, which one (also provide the prescription and dosage) ?

Non

Oui

L'élève a-t-il des allergies ? Si oui lesquelles (quel médicament et dosage en cas de crise) ?

Does the student have any allergies? If yes which ones (which medicine and dosage should be taken in crisis) ?

Non

Oui

L'élève a-t-il un régime alimentaire spécial ? Si oui lequel et pour quelles raisons ?

Does the student follow a diet ? If yes which one and why ?

Non

Oui

L'élève porte-t-il des lunettes ou des lentilles de contact ?

Does the student wear glasses or lenses?

Non

Oui

L'élève sait-il nager ?

Does the student know how to swim?

Non

Oui

L'élève porte-t-il un appareil dentaire ?

Does the student wear any orthodontic devices?

Non

Oui

L'élève a-t-il souffert de problèmes d'alimentation (anorexie, boulimie) ?

Has the student suffered from eating disorders (anorexia, bulimia) ?

Non

Oui

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**DOSSIER D'INSCRIPTION PROGRAMMES ACADEMIQUES
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DECHARGE MEDICALE / PARENTAL PERMISSION FOR MEDICAL TREATMENT

Telephone et adresse du médecin traitant
Telephone and address of family doctor

En cas d'Hospitalisation
In case of hospitalization

Merci de réécrire à la main la phrase suivante :
Please re-write the following phrase by hand

“Je soussigné parents / tuteurs de l'élève _____ autorise le représentant légal Education en France (famille d'accueil, coordinateur local, membre du personnel) à prendre toutes les mesures nécessaire au meilleur diagnostic et traitement médical, sur recommandation médicale en cas d'urgence et d'hospitalisation afin de veiller en priorité à la santé de l'élève. J'autorise d'autre part le staff Education en France à prendre les mesures administratives nécessaires pour la décharge et la sortie de l'élève de l'hôpital après un avis médical favorable. »

"I, the undersigned parents / guardian of the student _____ authorize the legal representative Education en France (host family, local coordinator or staff member) to take the necessary measures for the best diagnosis or medical treatment, in priority for the health of the student, upon medical advice in case of emergency or hospitalization. I moreover authorise the Education en France staff to take all administration duties regarding the discharge of the student from a hospital following a favourable medical report".

Signature des parents / tuteurs
Signature of parents or legal guardian

Date
Date

ASSURANCE MEDICALE ET RESPONSABILITE CIVILE / MEDICAL AND LIABILITY INSURANCE

Souhaitez vous souscrire l'assurance médicale, rapatriement et responsabilité civile par Education en France ?
Would you like to book the medical, repatriation and liability insurance with Education en France ?

Non Oui

Pour les détails, coûts et couvertures, merci de contacter Education en France ou votre agence.
For details, costs and coverage, please contact Education en France or your agency.

Si vous utilisez votre propre assurance, merci de joindre une copie de la police.
If you use your own medical insurance, please attach a copy of the insurance policy.



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**DOSSIER D'INSCRIPTION PROGRAMMES ACADEMIQUES
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FORMULAIRES D'AUTORISATION PARENTALE / PARENTAL AUTHORISATION FORMS

Je soussigné(e)
I, the undersigned

M / Mr _____

Mme / Mrs _____

Qualité / Parenthood _____

Détenteur de l'autorité parentale, autorise l'élève
I hereby authorize the student

Nom / Name _____

Prénom / First name _____

Date de naissance / Date of birth _____

Demeurant / Address _____

A quitter le territoire pour la période du _____ au _____
To leave the territory from _____ to _____

Pour participer au programme académique en France.
To participate in the academic programme in France.

J'autorise Education en France à organiser le placement de l'élève dans un établissement scolaire français. J'autorise Education en France à organiser le séjour de l'élève en famille d'accueil en France.
I authorize Education en France to organize the placement of the student in a French school. I authorize Education to organize the stay of the student in a host family in France.

J'autorise Education en France ou ses représentants à prendre les décisions et mesures nécessaires à la scolarité de l'élève (contrôle de la scolarité, voyages scolaires,...)
I authorize Education en France or representatives, to take any decision or measure needed concerning school for the student (follow-up, school trips...)

J'autorise Education en France ou ses représentants à prendre, en cas d'urgence, les mesures nécessaires à la santé et au bien-être de l'élève (hospitalisation, opération,...).
I authorize Education en France or its representatives to take, in case of emergency, the measures needed for the student's health or well being (hospitalization, operation...)

Fait à _____
Done in _____

Date _____
date _____

Signature des parents / tuteurs
Parents / guardians signature



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**DOSSIER D'INSCRIPTION PROGRAMMES ACADEMIQUES
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FORMULAIRES D'AUTORISATION PARENTALE / PARENTAL AUTHORISATION FORMS

**Droit à l'image
Right for picture:**

Je soussigné _____ autorise mon enfant _____
à être photographié(e) durant le programme et à ce que ces photos soient utilisées à des fins publicitaires ou promotionnelles
par Education en France ou l'établissement scolaire.

I, the undersigned _____ hereby authorize my child _____
to be photographed during the programme and for these photos to be used by Education en France or the school for publicity or promotion.

Date _____
Date

Signature des parents / tuteurs
Parents / guardians signature

**Utilisation du system biométrique dans les écoles
Use of biometric system at school:**

Certains établissements scolaires utilisent un système biométrique afin de contrôler le passage des étudiants à la cantine.
Some schools are using a biometric system for the students eating lunch at the school cafeteria.

Je soussigné _____ autorise l'établissement scolaire à utiliser la reconnaissance
biométrique afin de contrôler le passage au self de mon enfant _____.

I, the undersigned _____ authorize the school to use a biometric system for
my child _____ for the meals at the school cafeteria.

Date _____
Date

Signature des parents / tuteurs
Parents / guardians signature



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**DOSSIER D'INSCRIPTION PROGRAMMES ACADEMIQUES
ACADEMIC PROGRAMMES APPLICATION FORM**

**MODELE DE DEMANDE D'AUTORISATION
AUTHORISATION REQUEST SAMPLE**

A REMPLIR POUR CHAQUE VOYAGE, DEPLACEMENT, SEJOUR D'1 NUIT OU PLUS EN FRANCE ET EN DEHORS DE FRANCE DURANT LE PROGRAMME ACADEMIQUE SI L'ELEVE N'EST PAS ACCOMPAGNE D'UN ADULTE REPRESENTANT D'EDUCATION EN FRANCE (STAFF, COORDINATEUR, FAMILLE D'ACCUEIL)
TO BE FILLED OUT FOR EACH TRAVEL, TRIP, STAY OF 1 NIGHT OR MORE WITHIN FRANCE OR OUTSIDE OF FRANCE DURING THE ACADEMIC PROGRAMME IF THE STUDENT IS NOT ACCOMPANIED BY AN ADULT REPRESENTANT OF EDUCATION EN FRANCE (STAFF? COORDINATOR, HOST FAMILY)

Nous soussigné (nom des parents et relation) _____
We (parents name and relation)
Adresse, N° de tel _____
Address, tel number

Demande l'autorisation pour mon enfant (nom et date de naissance) _____
Request the authorization for my child (name and date of birth)

Pour un voyage, séjour, déplacement à (destination) _____
For a trip, travel stay to (destination)

Motif _____
Reasons

Voyage avec (nom des accompagnants) _____
Travel together with, (*names of people travelling with the student*)

Date/heure de départ (détails des vols/trains) _____
Departure date-time (*flight/train details*)

Date/heure de retour (détails des vols/trains) _____
Return date-time (*flight/train details*)

Moyen de transport _____
Mean of transportation

Hébergement pendant le voyage, séjour (nom, adresse, n° de téléphone de l'hébergement)
Accommodation during the trip, stay (*name, address, telephone number of accommodation*)

Personne responsable accompagnant l'élève pendant le voyage, séjour (adulte majeur, + de 18 ans en France, ne peut pas être un autre élève du programme Education en France : nom, adresse, n° de téléphone)
Person responsible, accompanying the student during the trip, stay (adult, 18 + in France, cannot be another student on the Education en France programme : name, address, telephone number)

Nous rappelons qu'un élève mineur ne peut être logé à l'hôtel ou en auberge de jeunesse sans être accompagné par un adulte responsable / We remind that underage students cannot be accommodated in hotels or youth hostels without being accompanied by an adult in charge.

Je demande à ce que Education en France accorde à mon enfant l'autorisation pour ce voyage, déplacement, séjour / I request from Education en France to give my child authorization for this travel, trip, stay.

Si Education en France accepte et donne la permission, je décharge Education en France de toute responsabilité concernant ce voyage, déplacement, séjour / If Education en France accepts to give the autorisation, I release Education en France from any responsibility regarding this trip, travel, stay.

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Merci de noter que les jeunes voyageant en France ou dans d'autres pays pendant le programme académique le font à leurs propres risques et doivent de ce fait avoir une assurance médicale, rapatriement et responsabilité civile les couvrant lors de ces voyages / Please note that students travelling in France or in other countries during the academic programme do so at their own risk and must have a medical, repatriation and liability covering them for such travels.

Merci de noter que les jeunes voyageant en dehors de France et/ou leurs parents sont responsable de s'assurer que l'élève a bien les autorisations nécessaires pour chacun des pays concernés : passeport et visas en ordre / Please note that students travelling outside of France and/or their parents are responsible to make sure that the student has the necessary authorisations and papers for each of the countries involved : passport and visas in order.

Merci de noter également qu'Education n'autorisera le voyage, déplacement, séjour du jeune que sous réception des détails et de cette demande d'autorisation et décharge de responsabilité **au minimum une semaine avant** la date du voyage. Education en France se réserve le droit de refuser toute demande non reçue dans les temps.

/ Please note that Education en France will only allow the student's travel, trip, stay upon reception of the details and this request of authorization and release of responsibility **minimum one week before** the travel's date. Education en France reserves the right to deny authorization for a request not received in the proper time-frame.

Toute demande doit obligatoirement préciser les détails du voyage : dates, horaires, mode de transport ainsi que le nom, l'adresse et le numéro de téléphone et la personne ou endroit d'hébergement ainsi que de la personne adulte responsable. Education en France se réserve le droit de refuser toute demande non-conforme ou incomplète.

All requests must include the travel details: dates, times, mean of transportation, as well as the name, address and phone number of the person or place of accommodation and of the adult person in charge. Education en France reserves the right to deny any incomplete or not suitable request.

Les élèves sont autorisés à rentrer dans leur pays d'origine ou voyager avec leurs parents, familles ou amis seulement pour les vacances de Noël ou les vacances de Pâques. Les élèves peuvent retourner dans leur pays d'origine s'ils ont déjà passé au moins 3 mois en France.

Students are authorized to travel back to their home country or with their parents, family or friends during the Christmas holidays and the Easter holidays only. Students are allowed to travel back to their home countries if they have spent at least 3 months in France.

Aucune autorisation de voyage, déplacement, séjour ne sera donnée en dehors des weekends, et des dates officielles des vacances scolaires de la zone de placement.

No travel, trip, stay authorization will be given outside of weekends and the official school holiday dates of the placement area.

Tout étudiant ne respectant pas la décision d'Education en France se verra sanctionné par un avertissement de conduite et/ou une exclusion du programme en fonction de la gravité de l'attitude adoptée par l'élève.

Education en France reserves the right to refuse all non standard requests. Students who will not respect Education en France's decision will be penalised by a warning of conduct and/or will be expelled from the programme depending on the seriousness of the student's behaviour.

Date / date

Signature des parents / Parent's signature

Autorisation accordée par Education en France / Request approved by Education en France

Oui
Yes

Non : raisons : _____
No : reasons :

Date/ date

Signature d'Education en France / Education en France signature



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DOSSIER D'INSCRIPTION PROGRAMMES ACADEMIQUES ACADEMIC PROGRAMMES APPLICATION FORM

**EXTRACTED FROM THE EDUCATION EN FRANCE BROCHURE GENERAL SALES CONDITIONS
GENERAL INFORMATION**

Education en France Highschool Programmes are designed to meet two different goals: to become fluent in French and to learn and understand the French culture. In this programme, students will discover a French highschool and share the life of a welcoming French host family. Our families are located in nice and safe areas in many different regions of France. The long term programmes are fantastic experiences and imply the involvement and motivation of the student and his/her family too.

Highschool Programmes:

Short programmes: 4, 6, 8 weeks

Trimester: 12 weeks

Semester: 5 months

School year: 9 months

Age:

Boys and girls 12 to 19 years (younger on request).

French school year Calendar:

The school year starts beginning of September and finish mid June. Students / parents should be aware that French pupils have several holidays per year and that even if they come for short stays, students will likely have some holidays during their time in France. As the calendar varies depending on the area of France, please ask us for holiday dates for specific areas. In France school holidays are as follow: 10 days in the fall (October/ November), 2 weeks at Christmas, 2 weeks in winter (February/ March), 2 weeks in spring (usually April around Easter), 2 months in summer (July and August).

Dates:

• Academic years:

August 29th 2009 – May 29th 2010

August 28th 2010 – May 28th 2011

January 9th 2010 – December 18th 2010*

January 8th 2011 -December 17th 2011*

*Academic year programme from January to June and from September to December, the summer break it is not included in the programme. We offer with an extra cost different possibilities: Homestay accommodation in the same or different location, summer programme or a parental release of responsibility to return home during the period.

• Semesters:

January 9th 2010 – June 5th 2010

August 28th 2010 – January 29th 2011

January 8th 2011 – June 4th 2011

• Trimesters / Other durations:

Anytime from September to April for 4, 6, 8 and 12 week programmes.

Orientation:

We organize a 3 days orientation in Paris before the start of the academic programme: Students will have an introduction to the French school system, to the French culture, expected school and host family behavior, cultural differences... This will give the keys to a successful highschool programme and help in the integration!

Included: Orientation course, full board accommodation, transfers in Paris and leisure programme. Ask us for more details.

Dates: January 6th to 9th 2010 ; August 2010 from August 25th to 28th 2010 or from August 15th including 1 week summer programme in Paris and 3 extra sightseeing days; January 5th to 8th 2011.

Location:

• Surroundings of Paris, French Riviera and French Caribbean

(Martinique, Guadeloupe), Reunion

• Other location in France

Note: Education en France cannot guarantee placement in specific communities. Depending on the programme chosen, all efforts will be made to place the student in the region of choice, but actual placement depends on space in the school, host family availability and the number of international students already enrolled at the location as well as the general level of the student.

Supervision:

The Education en France office is located in the Paris area and we supervise the programme. An Education en France coordinator is dedicated to the programme for the whole school year period. We issue regular reports. The Education en France coordinator or assistant calls the family and the student at least once a month to make sure that everything is going well with the students and visit them if any issue comes up. The Education en France coordinator also checks that everything is going well with the school.

Safety:

The host families and local coordinators are given a brief about emergency and insurance procedures. The students will be given a hand-book at their arrival or before, which includes practical, cultural and emergency information.

Intensive French tuition Package:

Please refer to our special "Academic Prep Programme" in Cannes (see details p 23/24 of our 2010 brochure) that gives an introduction to the French culture and French school system as well as allow you to get the bases in the French language before starting your highschool immersion. For students wishing to start straight into the Academic programme but who feel that they need some help with the language, we can provide private FLE classes upon request.

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Accommodation:

- Homestay with a French host family in single room. We select our families because they are motivated to live a cross-cultural experience and because they will consider the student as a member of the family. We are very careful when choosing our host families and we place the students according to common interests, hobbies and all other details that will make the student comfortable with the host family.
- Boarding school accommodation is also possible (various choices of public or private schools in different locations, ask for our list). Please note that in France boarding schools are open only during the week (only few exceptions) and that students live with a host family on the weekends and school holidays.

Homestay Placement:

Host Families are carefully selected by Education en France in adherence with strict homestay guidelines. Hosts interested go through a lengthy interview process and all homes must meet good standards. Each host family must have a desire to welcome a student into their home as member of their family. Host families come from a variety of cultural backgrounds. Students must anticipate that they may not be placed in the stereotypical family of a mother, father, children and a pet. Education en France enlists suitable single parent, retired, as well as childless families as hosts will provide a comprehensive profile of the student. Most families live in houses or nice apartments. Host families will provide the student with separate bedroom, (or may be shared for the basic programme) clean towels and linen, 2 or 3 meals a day depending on the programme, study space, laundry facilities and family interaction. Students are expected to respect all rules and customs. The means of daily transportation to/from school will depend on the circumstance and may include walking, a school bus, local transit, or a ride with the host family. Host families might also have children attending the same school. In some occasional cases an alternative host family maybe arranged during the school holidays.

School System in France:

In France the school is divided in primary school (Ecole Primaire) from 6 to 11 years old, middle school (Collège) from 11 to 15 years old (it's 4 years corresponding to grades 6, 7, 8 and 9), and highschool (Lycée) from 16 to 18 years old (it's 3 years corresponding to grades 10, 11 and 12). The middle school curriculum is a general national curriculum and all schools teach the same subjects for the same amount of hours. Highschool is a bit different. Grade 10 (or Seconde in France) is still a general curriculum with one mandatory optional course giving an first orientation in the studies. Grade 11 (or Premiere in France) and grade 12

(Terminale in France) are divided in 3 fields: L for literature and languages, ES for economy and social sciences and S for sciences. Of course the main subjects such as French, History, Geography, Maths are taught in all fields but not for the same amount of hours or same objectives. However the curriculum for each subject taught in each field is a national curriculum set by the French Education Ministry. In France students graduate from highschool with a Diploma: the Baccalaureat. This exam is taken over the 2 last years of highschool (part in Première, part in Terminale). On top of the general mandatory subjects, each school offers a variety of optional subjects which can range from various languages to arts or other computer science... Students in France are given a weekly schedule for the class that they are assigned to and students must attend all classes on their schedule (with the exception of optional subjects). In France students cannot choose the subjects they want. All international students on our programmes will be considered as any other French student and therefore must abide by the rules of the school, attend all classes, do all tests and exams. A report card will be sent at the end of each trimester and includes the student's grades, results and teacher's comments.

Visa procedures:

- EU Countries: no visa is required
- Non EU Countries: Depending on the country of origin and the length of stay a visa may or may not be required, please check with the French Embassy in your native country to get the requested file and be advised about the visa process. Students under the age of 18 should apply for a "Visa de Mineur Scolarisé". Generally speaking the visa application should be submitted along with all requested additional documents between 2 months and 3 weeks (depending on the country of origin) prior to the anticipated arrival date. Once the full payment has been received, Education en France will provide the agent/student with the following documents to submit with the visa application (Original documents sent by courier with an extra cost):
 - The confirmation of enrolment and acceptance on the Education en France Academic Year Programme
 - The Education en France "Engagement de Prise en Charge"
 - The accommodation / host family confirmation
 - The copy of the host family ID and other requested documents in regards to the host family
 - The school acceptance letter
 - The proof of insurance (when requested by the student)

French test level:

We ask the student to take a written test at the time of application to have an idea of the student's level in French.

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It is only for us to know the student's level and place the student in the best conditions and in the most appropriate environment. It is not eliminatory.

The minimum level required is different according to the programme. Lower than A2 students will be encourage to take the preparation programme

Incidental Expenses:

Throughout the year incidental expenses should be anticipated by the parents to cover such items as athletic suits, books, bus card, the school cafeteria fees for the basic programme, school trips and personal pocket money. Parents may also wish to apply for a credit card on behalf of their child for emergency use. Individual spending varies with each student and parents should budget accordingly.

Weekend and Holiday trips:

Students may wish to travel in or outside of France during the Academic Programme. Parents must be aware that students travelling within the country or across the borders do so at their own risks and in any case Education en France will require written parental consent and release prior to the student's trip. Such trips must be planned only during the official school holidays or Saturdays/Sundays. All details about the student's trip must be sent in to Education en France (dates, mean of transportation, place of stay, destination, people travelling with...) along with the Parental Permission and Release form at least one week before the travel dates. Education en France will not give consent for trips back to the native country or with the natural parents if the student has been on the programme for less than 3 months. Students should consider obtaining the appropriate visas for countries they wish to travel to prior to arrival for the Academic Programme. Medical insurance may not apply for some specific sport activities, once the individual has left the country of their placement or returned to their home country. Arrangements for alternative coverage should also be made in advance.

School holidays and Optional holiday programmes:

Education en France students shall not return home or receive visit of their native families during the fall holidays (if arrival is September), or the winter holidays (if arrival is January). During each school holiday (except Christmas) we offer various opportunities for students who wish to either discover a new area of France, have fun in some amusement parks, improve their French, or prepare for exams. A description of the various options is given to the students upon arrival or during the stay. These programmes are not included in the price of the Academic Programme.

Transfers:

Depending on the programme you choose, transfers are or are not included. If you book the regular or premium programme your host family or the Education en France coordinator will come and meet you at the indicated train station or airport. Please check with us prior to booking flights and/or train tickets in order to make sure that it is suitable. Arrival transfers are arranged for academic programmes within a 50 km distance. If the closest international airport to the host family is farther than 50 km, either the transfer will be charged at an extra fee or an alternative solution will be offered for example arrival at Paris airports + train to destination (prices on request depending on the dates and destinations). Please send us your arrival / departure information as early as possible so that we can arrange your pick-up / drop off. Please note that we need 10 days notice to organise your transfer or it cannot be guaranteed. In the event that your arrival or departure information may change please make sure to inform your host family, local coordinator and Education en France office. If you book the basic programme you are expected to be more independent and therefore transfers upon arrival departure are not included. If you wish a transfer you should inform us a month in advance and pay for it. Any additional transfer than the arrival and departure is not included. Students should inform the Education en France coordinator and/or office if they wish to organise a transfer outside of the arrival and departure, for example if they are going home for holidays. These additional transfers will then be charged accordingly.

Deposit:

For Academic Programme a deposit for unexpected expenses for an amount between 500,00 and 1500,00 Euros will be asked, its exact amount will be mentioned during the registration process and depend upon the type of stay and its duration This deposit may cover any damage or incidental expense that may occur during the stay of the student as well as return to the home country in case of violation. The total or partial unused amount will be returned to the student's family in a maximum of 90 days after the end of the stay.

Extensions:

It is possible for a student to extend the duration of the academic programme once he/she has arrived in France. These extensions must be dealt with in agreement and for legal and liability reasons the procedure must be followed : the parents should contact the agent in the native country, the extension form must be filled out and the fees according to the extension invoice must be paid before the extension can be granted. It is Education en France who arranges the extension with the host family and the school.



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The extension fees are calculated at prorata of the cost of the programme. The extension notice should be given 2 months in advance.

Early Termination of the Programme:

Education en France reserves the right to dismiss and send home any student whose mental or physical health requires action or whose conduct is considered improper or offensive to the host family, community or school. Such conduct includes, but is not limited to, illegal drugs, unacceptable sexual behaviour, drinking of alcoholic beverages, violation of law, unsatisfactory school performance or other evidence that the student is not capable of, or is unwilling to participate fully in a cross-cultural environment. Education en France also reserves the right to dismiss any student who is found to have misrepresented him/herself or provided false information in the programme application. In the event the student is sent home, either alone or accompanied, the natural parents are responsible for all expenses.

Warning / expulsions:

It is mandatory for students to respect our student code of conduct and the school's rules. Any misconduct will lead to a dismissal of the programme and the return of the student to his/her country of origin. We send written warning and the expulsion could be at the first or second warning depending on the type of misconduct and gravity of the situation.

Included in package:

Basic Programme :

- Highschool registration and tuition,
- Homestay placement,
- Homestay accommodation,
- Half board (weekday lunches at school cafeteria/canteen not included),
- Assistance and supervision by an Education en France coordinator.

Regular Programme :

- Highschool registration and tuition,
- Homestay placement,
- Homestay accommodation,
- Boarding school accommodation if applicable,
- Full board (weekday lunches at school cafeteria/canteen included),
- Transfers upon arrival and departure from closest airport or train station to the host family,
- Assistance and supervision by an Education en France coordinator.

Premium Programme :

- Highschool registration and tuition,
- Homestay placement,

- Homestay accommodation,
- Boarding school accommodation if applicable,
- Full board (weekday lunches at school cafeteria/canteen included),
- Transfers upon arrival and departure from closest airport or train station to the host family,
- Assistance and supervision by an Education en France coordinator.

Optional with extra cost:

- Transportation and transfers from international airport to host family
- Additional airport transfers from original arrival and departure
- Orientation programme (3 days in Paris)
- FLE Tuition
- Storage and delivery of luggage not arriving or departing with the student
- Homestay changes - at the student's request and not justified
- Medical, repatriation, liability insurance, a proof of such insurance must be provided to Education en France at the time of registration. Education en France can provide a medical, repatriation and liability insurance if required at an extra cost.
- Extra costs for postage for document delivery (embassy documents, etc.../ex: Fedex, DHL...)
- Extra costs for school reports certification (when required by foreign governments for validation)

Not included in package:

- International transportation
- Airport tax and/or Airport Improvement Fees if applicable
- Incidental expenses associated with the respective school (i.e. schools supplies, text books, if required)
- Expenses related to holiday plans (accommodation, transportation).
- Daily transit costs to/from school, if required

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PROCEDURES

Applications:

Applications can be received by post, fax or email (please fill out the appropriate booking form or your agency booking form), and will be confirmed to agents by fax or e-mail.

Placement process:

- Student interviewed by agency to determine suitability
- Agent sends fully completed application form along with all additional documents requested and the deposit to Education en France.
- Education en France confirms receipt of application and after examination of the file and if necessary additional request for information, sends pre-acceptance letter, invoice or the total amount of the programme as well as invoice for the deposit for unexpected expenses and Terms and Conditions of the programme including the student code of conduct.
- Visa support documents are sent to agent upon full payment of invoice.
- Once the payment of the full amount of the programme has been received, Education en France sends the agent the confirmation and details of the placement (this includes acceptance letter with school and host family, host family profile, school profile and emergency contacts) as early as possible. Generally speaking, and unless an emergency situation or a last minute change occur, Education en France will send the placement details between 2 and 4 weeks before arrival.

Payment Procedures:

- A 1000,00 € deposit must be sent along with the application for basic and regular programmes; 1500,00 € for premium and boarding school programmes; for some specific schools a higher amount of deposit may be asked according to the school requirements.
- Application of EU citizens: the balance should be paid 1 month before arrival.
- Application of Non EU citizens: the balance must be paid before the visa documents are issued. The payment of the deposit for unexpected expenses should be made at the latest 15 days before the beginning of the programme in France.

For all payments of an Education en France invoice by wire, the proof of payment must be sent by fax to the Education en France office with the bank receipt showing the student's name and invoice number.

Wire transfer fees should be paid by the agent.

It is reminded that the lack of payment of any amount due will lead to a refusal of the student in the programme chosen and in that case a reimbursement will be made according to the rules fixed for cancellation;

Cancellations:

Cancellations must be notified in writing to the Education en France office and justified.

- If a cancellation occurs after the issuing of the letter of acceptance by Education en France, an administrative fee of 1000,00 Euros will be charged to cover administrative expenses. The non-refundable deposit made at time of application will cover this fee.
- If the student leaves the programme within 30 days of commencement, 50% of the programme fees will be refundable. No refund will be provided for the above reason if the student is enrolled in a short stay of 60 days or less.
- If the student leaves the programme after 30 days or has been asked to withdraw from the programme due to failure to obey programme rules, no refund will be provided. Please see below for details concerning Early Termination.
- If the visa is denied, after reception by our office of the Embassy denial letter, the full amount will be refunded less 500,00 Euros administrative fee.
- Those percentages of reimbursement will also be applicable if the student is refused for lack of having paid the entire amount (deposit for unexpected expenses included) at least 15 days before the beginning of the programme.

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Modifications:

Each modifications including changes to dates, type of accommodation, number of persons and arrival/departure information will be charged as follow:

- Less than 5 days before arrival (Tuesday before arrival by 12.00): 50,00 Euros.
- Arrival and departure transfers outside of the set date and set time frame: 70,00 Euros.

Insurance:

Students of EU countries can request in their home country with their national health authority a European Insurance Card. We recommend you to advise your clients to take a personal insurance including medical insurance, liability insurance, stay cancellation or interruption and repatriation. In France liability insurance coverage is mandatory.

Insurance coverage is not included with any programme. It is essential that all participants arrange their own personal insurance which must include at least liability, medical, repatriation. A proof of insurance must be sent to Education en France prior to arrival and carried at all times.

For students who need to apply for a visa, a specific insurance is required at the Embassy including liability, medical and repatriation, and a proof has to be submitted with the visa file.

Education en France can provide a liability and medical insurance on request at an extra cost.

Emergency situations:

- Representatives must be aware that the programme staff will notify parents directly without delay of a serious change in participant's health or welfare.
- An information notice will be made to the Representative too. Each booking form includes medical information about the student. If some questions are answered yes, a full medical form will be asked.



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TERMS AND CONDITIONS

1 General:

The following terms and conditions apply to any Education en France programmes unless otherwise specified.

2 Examination of the registration and acceptance of registration:

The registration request will be examined by Education en France which may request additional information or check the student status and the information received with third parties before processing the inscription to be sure that the potential student is looking for a programme adapted to its needs and possibilities and allow him to fully benefit from its stay. If the inscription is accepted by Education en France after this, it will issue a letter of pre-acceptance. Registration on one of Education en France programme implies the acceptance of our Term and Conditions of the brochure or website and this whether the registration is made through a partner or directly by the parents. Registration will be accepted as a request to join a programme and become final only when the student and the parent or the responsible parent will have signed and send back the student code of conduct and when the deposit will have been received by Education en France. The contract will become valid and final only when the school acceptance will have been received, the visa will have been issued if needed, the balance due including the deposit mentioned in point 12 will have been paid and the requested evidence of insurance coverage will have been provided.

3 Scope of the contract:

Education en France is neither responsible of the transport of the student between its departure place and its country of origin and the point of arrival in France where he/she will be received by the representative of Education en France nor for the return transportation between any point of the French territory where he/she will leave to return to its home country or to any other place as requested by the parents.

4 Activity & residence changes:

Education en France reserves the right to make activity and residence/ homestay changes at any time in order to improve or preserve the quality of the programme. These changes will be kept to a minimum. Partners and parents will be notified of any change. In any case, the parents will be provided with a phone number and an address allowing accessing the student and/or the local coordinator responsible of its stay.

5 Discipline:

- According to the student code of conduct included in registration file, students must respect the decisions made by the supervisors, local coordinator or Education en France staff. Non respect of these decisions may result in dismissal.
- Night curfew regulations must be adhered to for the safety of all students.

6 Attendance:

According to the student code of conduct, students must attend all classes on their schedule, attendance is recorded at every class and non respect of this rule will result in a report to the partner/parents and may result in dismissal if behaviour does not become appropriate.

7 Vandalism:

Wilful damage to campus property or public places is considered vandalism and is unlawful. Students who wilfully deface or damage properties not belonging to them will be responsible for the repair or replacement cost. Education en France will not take financial responsibility in such cases. Dismissal may result from such behaviour. Students should be covered by liability insurance.

8 Dismissals:

- Education en France reserves the right to dismiss any participant who consistently, through his/her attitude and behaviour, interferes with the welfare of others and the success of the programme.
- In addition, any student who violates the law of the programme's country may be dismissed immediately.
- Illegal drugs, alcoholic beverages and smoking will not be allowed anywhere on the properties at any time and may result in the student's dismissal from the programme.
- Non respect of the student code of conduct will lead to written warning given to the student and dismissal at the second misconduct (this is valid for all programmes). In exceptional cases, the return to its country of origin may even be immediate.
- There will be no refund in case of student being sent back for violation of the student code of conduct and extra expenses incurred due to this situation must be assumed by Parents or the representative agent.

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9 Loss or theft of personal property:

Education en France accepts no responsibility for any loss or theft of any personal property of any student.

10 Unused services:

Under no circumstances will there be any refunds for late arrivals, early departures, or for failure to participate in the provided programming. Students who voluntarily take holidays during the Academic Year Programme are not eligible for any refund of any part of the programme (homestay, school, meals, etc...)

11 Additional services:

- Transfers which do not coincide with official arrival or departure dates will result in additional charges. Arrival and departure transfers outside of the set dates and time frame will be charged with a supplement of 70,00 Euros each way.
- Extra days for the summer programmes will be charged according to the price list. Extra days for the Academic Programmes and other programmes will be charged at a rate of 90,00 Euros per day unless otherwise specified.

12 Group leader:

Education en France must be advised at least one month before the arrival of every group leader accompanying students.

13 Deposit:

For Academic Programme a deposit for unexpected expenses for an amount between 500,00 and 1500,00 Euros will be asked, its exact amount will be mentioned during the registration process and depend upon the type of stay and its duration This deposit may cover any damage or incidental expense that may occur during the stay of the student as well as return to the home country in case of violation. The total or partial unused amount will be returned to the student's family in a maximum of 90 days after the end of the stay.

14 Bank holidays:

No tuition on bank holidays, classes missed due to a bank holiday are neither made up for nor reimbursed.

15 Image right:

Pictures of the student may have to be taken for school reasons including the access to the lunch area, this being accepted in advance by the parents or by the parent responsible of the student. In addition the school as well as Education en France may during the course of the programme take picture or filming of the student alone or in group. It is accepted that this/those picture(s) / image(s) may be used either by the school or by Education en France to be included in school brochure, web sites or programme brochure.

16 Gentleman agreement:

- Partner of Education en France, Parents and Students agree not to contract directly with any School or any Host family during and for the two years following the student's stay.
- Education en France contracts an agreement with the host families for each student's stay.

17 Conflict resolution:

Education en France and its partner agree to make all reasonable efforts to resolve amicably any dispute arising from a student complaint or concerning the agreement between Education en France and the agent, before proceeding to more formal means of resolving the problem.

18 Venue and applicable law:

For any dispute arising that cannot be solved amicably, the parties expressly agree to submit to the jurisdiction of the "Tribunal de Commerce de Paris", and the French law.