

INTERNATIONAL SCHOOL OF LYON

Academic year 2023-2024

FAMILY INFORMATION

Enrolment for:

Gender

Student's Name: _____
surname first name DOB Current Grade/Year & System Applying for M F

Student's Name: _____
surname first name DOB Current Grade/Year & System Applying for M F

Student's Name: _____
surname first name DOB Current Grade/Year & System Applying for M F

Nationality(ies): _____

Contact information/Mode de contact

Contact name: _____

Telephone or email: _____

I have received information about the INTERNATIONAL SCHOOL OF LYON through a school visit on:

Date: _____

GENERAL SCHOOL TERMS AND CONDITIONS

Admission and Application

Admission

Student admission is based on previous school records and evaluation and, where necessary, an entrance test in English and/or mathematics. No prior knowledge of English is required for primary school (Kindergarten to Grade 5) but there is a minimum requirement for secondary school (Grade 6 upwards).

The **school provides support for students who need supplementary English lessons (ESOL)** from Grades 2-10 and in this case they are:

- compulsory until the required level of English has been attained
- at an extra cost as determined by the School Board (see the school fees table below).

The **school also provides specialist support (SEN)** for students with Special Educational Needs. This is at an extra cost which varies according to the nature and length of the support (see the school fees table below).

Application

If you wish to apply, please go to the site below:

<http://www.islyon.org/online-registration-form>

All necessary forms can be downloaded on our website:

<http://www.islyon.org/admissions-2023-2024>

School fees

Application fee

This is a one-off non-refundable fee required with the application form.

No file will be processed without the payment of this fee.

Enrolment fee

This is a one-off non-refundable fee, payable once a student has been accepted into ISL.

This fee has to be paid upon receipt of the invoice. Once paid it guarantees a place in the grade of acceptance.

Company sponsored Tuition fees

These are the yearly fees for the tuition received by the student, paid **in part or in full by the student's family's employer or company.**

Please note that without the signed **EMPLOYER'S COMMITMENT FORM** you will be billed as a **COMPANY SPONSORED family.** Please note that we reserve the right to increase our fees in the case of exceptional economic circumstances

SCHOOL FEES STRUCTURE		PER CHILD
Application fee	One-off non-refundable fee	250
PRIMARY SCHOOL - FEES PER CHILD (in euros)		
Enrolment fee	One-off non-refundable fee	3 750
Tuition fees	Early Years / Kindergarten	8 887
	Grades 1 to 5	12 420
SECONDARY SCHOOL - FEES PER CHILD (in euros)		
Enrolment fee	One-off non-refundable fee	5 000
Tuition fees	Grades 6 to 8	14 464
	Grades 9 to 10	17 260
	Grades 11 to 12	19 505
ESOL - FEES PER CHILD (in euros)		
if applicable	From grade 2 to 10 (per semester)	750
SEN - FEES PER CHILD (in euros)		
if applicable	Per period (minima of 5)	35

Private Payers Tuition fees

A reduction is granted to families whose tuition fees are not covered in full or in part by their employer, as long as proof of this is provided through the **employer's commitment** and the **employment status forms** completed.

Without this, families will be charged the full rate. **No receipt will be provided**

Please note that we reserve the right to increase our fees in the case of exceptional economic circumstances

SCHOOL FEES STRUCTURE		1st-2nd child	3rd child
Application fee	One-off non-refundable fee	250	250
PRIMARY SCHOOL - FEES PER CHILD (in euros)			
Enrolment fee	One-off non-refundable fee	3 750	3 750
Tuition fees	Early Years / Kindergarten	7 554	7 176
	Grades 1 to 5	10 558	10 030
SECONDARY SCHOOL - FEES PER CHILD (in euros)			
Enrolment fee	One-off non-refundable fee	5 000	5 000
Tuition fees	Grades 6 to 8	12 294	11 680
	Grades 9 to 10	14 672	13 938
	Grades 11 to 12	16 580	15 751
ESOL - FEES PER CHILD (in euros)			
if applicable	From grade 2 to 10 (per semester)	750	750
SEN - FEES PER CHILD (in euros)			
if applicable	Per period (minima of 5)	35	35

SCHOOL BANK DETAIL IBAN: FR76 1780 6009 7575 7330 7200 097

Included in the School fees

- Classroom instruction and supervision, examination fees, transcripts
- The loan of textbooks and musical instruments (**a deposit is requested for this loan**)
- Local curricular related field trips
- 50% participation in one residential curricular field trip per year
- Enrichment activities
- Personal school insurance (mandatory in France)
- Drop-off and pick-up security and road safety
- PTA membership (Parent/Teacher Association)

Excluded from the School fees

- Compulsory stationery and school supplies
- English Language Support (**ESOL**), is compulsory if the school determines it is needed (see 'Admission' page 1)
- Specialist Educational Support (**SEN**), is compulsory if the school determines it is needed (see 'Admission' page 1)
- Additional language: special arrangements according to language and teacher
- 50% participation in one residential curricular field trip per year
- Supplementary curricular field or extra-curricular trips or voluntary participation in competitions, etc.
- Lunches: families may provide their children with lunch boxes (microwave ovens are available) or a lunch service at school is available daily (see below)
- After school care service (see below)
- **All bank charges related to payments of any kind are to be paid by the families**

Lunch service

ISL provides lunch service through an external company. This company provides the school with a connected fridge from which students will be able to buy snacks, lunches, desserts and drinks for grades 5 and up.

After school care service

ISL provides an after school care service, from 1 to 4 evenings per week. Registration is payable per term at the beginning of each term and non-refundable in case of withdrawal. The service may also be used intermittently if needed.

School financial conditions

Financial agreement

The **financial agreement, attached to the school invoice**, must be signed and returned **upon receipt** in order to enrol or renew any enrolment.

If the school does not receive the signed financial agreement, any invoice not paid within one month of its issue will be considered overdue. In compliance with 'article L 441-6' of the French Commercial Code, recently amended by the Modernization of the Economy Act (Loi de Modernisation de l'Économie 'LME' dated August 4th, 2008) interest will be charged monthly at the rate of 2.06% to the overdue balance.

For parents enrolling during the school year, it is mandatory to provide the school with the financial agreement **before** a child starts school.

Students may not start school without this document having been signed and handed in to the office.

Payment plan

Fees are usually due in full before August 31st (provided the school has received the signed financial agreement attached to your tuition fee invoice).

Private payers may, however, pay their fees in three or ten instalments by standing order only, provided they have signed and returned the school financial agreement upon receipt of the invoice.

Payments for the academic year 2023-2024 will run from **June 2023 to March 2024**.

Parents enrolling after June 2023 will have their fees divided by the number of months remaining before March 2024, except for enrollment after the winter break in which case fees must be paid in one payment only.

Payment methods

Payment may be made by **credit card**, **cheque** drawn on a local/foreign bank or by **bank transfer** (the school bank details are on page 2 and on our invoices). Please note that any transfer charges will be added to the school fees.

Late enrolment

Students enrolling after December 31st will be charged 65% of the annual fee.

Receipts

The International School of Lyon will issue a receipt of payment only if the **EMPLOYER'S COMMITMENT FORM** has been duly signed and completed by the company of **at least one of the student's parents**.

Refund on withdrawal

Students, either Private Payer or Company Sponsored, withdrawing from the school before December 31st, will be refunded 35% of the tuition fees, provided the Director has been notified in writing by the legal guardian by December 1st. After December 31st, no refund will be given for the remaining tuition.
No refund is given if a student is expelled.

Billing

The school issues only one invoice per family. For each additional invoice, a 50 € fee will be charged.

Late payment

If the school does not receive the signed financial agreement, any invoice not paid within one month of its issue will be considered overdue. In compliance with the 'article L 441-6' of the French Commercial Code, recently amended by the Modernization of the Economy Act (Loi de Modernisation de l'Économie 'LME' dated August 4th, 2008) interest will be charged monthly at the rate of 2.06% to the overdue balance. A **50 € fee** will be charged for any late or unpaid instalment, whatever the reason.

Non-Payment

The International School of Lyon reserves the right to use a lawyer or any other legal means to collect outstanding debts after one reminder. If tuition fees remain unpaid, the International School of Lyon reserves the right:

- to refuse access to the school to any student whose account shows an outstanding negative balance, within the agreed timeframe,
- not to issue school reports, leaving certificates or diplomas,
- not to enrol the student for the following school year,
- not to enrol students for an exam session,
- to use a lawyer or any other legal means to collect the outstanding debts.

Information received

School curriculum

I have received full information regarding the International School of Lyon's educational programmes from the Director (or her representatives) and have understood I can also access them on the school website www.islyon.org.

School fees

The fee structure and the specific costs related to my child(ren) were explained to me when meeting with or talking to the Director (or her representatives) and are also accessible on the school website www.islyon.org. (i.e. costs, payment and cancellation policies).

School checklist

When enrolling at ISL, please do not forget to:

- [fill in](http://www.islyon.org/online-registration-form) the online application form: <http://www.islyon.org/online-registration-form>
- [download](http://www.islyon.org/admissions) the following documents: <http://www.islyon.org/admissions>
Teachers' confidential reports: 1 for primary students, 2 for secondary students (Maths, English)
Report cards: copies of the last two years
Medical: Please provide **DTP (Diphtheria Tetanus Polio) vaccination certificates (mandatory)**
- [pay](#) the **application fee** (by PayPal, cheque, credit card or bank transfer)

Signature

I hereby acknowledge that I am fully aware of the International School of Lyon's educational programmes and related costs and financial conditions, and I agree with them prior to beginning my child(ren)'s admission procedure.

DATE:

NAME:

SIGNATURE: