

1st PERSON IN CHARGE

SURNAME:

Name: Nationality:

Legal connection to the pupil: Father Mother Legal guardian Designated official (1)

Address:

Postal code: City:

Profession :

☎ 1..... ☎ 2.....

E-mail:

(1) Circle the appropriate answer

2nd PERSON IN CHARGE

SURNAME:

Name: Nationality:

Legal connection to the pupil: Father Mother Legal guardian Designated official (1)

Address:

Postal code: City:

Profession:

☎ 1..... ☎ 2.....

E-mail :

(1) Circle the right answer

INFORMATION

Should you not reside in Croatia, please indicate below where you can be contacted before the beginning of the school year:

Address 1:

Postal code: City:

Address 2:

Postal code: City:

☎ 1..... ☎ 2..... ☎ 3.....

E-mail :

CERTIFIED TRUE

Date and signature of the Person in Charge

Required documents to be provided for the record:

- A copy of the birth certificate for Croatian children / A copy of the family record book
- A medical certificate for community life (for nursery school and CP)
- A copy of the school record for the previous year (or for the current year)
- A copy of the immunisation record
- A radiation certificate
- Possible additions to the academic record
- 2 photos, one of which is to be glued onto the present record

ACCOUNTING INFORMATION

- *If the family pays for part or all of the tuition:*

Payer's name: _____

OIB (Croats/residents): _____

Billing address: _____

Tel.: _____ **E-mail:** _____

- Have you applied for a scholarship at the consulate?
(*exclusively for French families*)

yes no

- *If your company pays for part or all of the tuition:*

Company's name: _____

Billing address: _____

Tel.: _____ **E-mail:** _____

N.B. We respectfully remind you that, in accordance with financial regulation, the tuition fees must **mandatorily** be paid at registration.

Registration will be definitive only after this fee has been paid, even if the registration record is otherwise complete.

Extract from the financial regulation:

A student's registration and maintenance in the French School in Zagreb are conditional to the unconditional acceptance of the financial regulation, to the commitment to fully comply to it and to meet the tuition and charged fees' deadlines.

Schooling in an AEFÉ institution is not free for any child, no matter his or her nationality. Rates are set by the Management Committee after the AEFÉ's approval, are displayed in the institution and can be revised over the course of the year. All invoices are issued by the Management Committee.

The entire financial regulations and rates are available on the school's website, www.efz.hr. The family must be familiar with it before applying for the registration of its child or children.

Initial registration

An initial registration fee is required to be paid before the student's admittance to the school. The 2500 HRK amount for the 2017-2018 school year is not refundable in case of cancellation, whatever the cause be. The amount is to be paid by bank transfer. In case of payment before June 30th, 2017, initial registration fee is reduced by 50%.

During the initial registration, the initial registration fee, the school supplies fee and the first trimester fee are due 7 days before the first day of school. The child's registration enters into effect upon the payment of all these fees.

If the mentioned fees are not duly paid, the student will not be admitted to class as he or she will be considered unregistered.

The child's registration gives parents or guardians the status of members of the parents' association that manages the facility (Association for the Support and Development of the French School in Zagreb / Udruga za razvoj i podršku francuske škole u Zagrebu) throughout his or her schooling.

For high school classes, it is necessary to register with the CNED.

Payment terms

Invoices for tuition are issued by the Management Committee. They are given to parents in sealed envelopes or are sent by mail to the paying agency designated in the billing card.

Payments are to be made in the local currency (HRK) by bank transfer to the school's account whose coordinates appear on each invoice. They must be made before the deadline that appears on the invoice, namely within 15 days of receiving the invoice.

In case of non-payment within this period, a first reminder will be sent to the debtor by email.

If no payment has been made within the 5 days following the first reminder, a second reminder will be sent by the Management Committee, with interest for late payment (14% annually) and a letter from the Director of the Institution precising that the child will no longer be accepted in class if a payment is not made before the new deadline.

If no payment is made after this last deadline, a notice from the Director will notify the parents of their child's expulsion. This notice will specify the chosen deadline in such a way as to coincide with a period of school holidays, upon the reception of which the pupil will no longer be considered a part of the institution and will be forbidden from entering it.

Bank details:

GENERAL-COMPANY
SPLITSKA BANKA d.d.
Ruđera Boškovića 16
21000 SPLIT – Croatie

IBAN : HR 39 2330 0031 1004 0085 4

SWIFT : SOGEHR22

Read and approved on/...../.....

Legal guardian's name and signature 1 :

Legal guardian's name and signature 2 :

Signature is obligatory for both parents or legal guardians

(If there is only one legal parent, please hand in the corresponding certificate)

SPACE RESERVED FOR THE ADMINISTRATION

OUI	NON	RENSEIGNEMENTS FAMILLE/COMPTABILITE
OUI	NON	ACTE DE NAISSANCE(pour les enfants croates)/ COPIE DU LIVRET DE FAMILLE
OUI	NON	CERTIFICAT MEDICAL
OUI	NON	COPIE LIVRET 3 TRIM 2016 (le cas échéant)
OUI	NON	COPIE DU CARNET DE VACCINATION
OUI	NON	CERTIFICAT DE SCOLARITE (le cas échéant)
OUI	NON	CERTIFICAT DE RADIATION (le cas échéant)
OUI	NON	COMPLEMENT DE DOSSIER SCOLAIRE (le cas échéant)
OUI	NON	2 PHOTOS
OUI	NON	PAIEMENT DES FRAIS D'INSCRIPTION
Remarques:		