

Registration File

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Academic Year 2021/22

Summary

Complete the header and attach the following documents

Year: 20.....-20.....

Last name – First name:

Programme Grande Ecole (PGE) ☐ 1A French Track ☐ 1A English Track (to be confirmed)
☐ 2A ☐ 3A ☐ 4A ☐ 5A

Master Specialization (if joining in 4A or 5A) :
to choose from the dropdown list

Bachelor in Business (BIB) : ☐ Fast Track ☐ B1 ☐ B2 ☐ B3

Bachelor Specialization (if joining in 3A) :
to choose from the dropdown list

Choice of campus (only for B1 or B2) : ☐ Lyon ☐ Annecy

Bachelor Droit & Management (BDM) : ☐ BDM1 ☐ BDM2
Annecy campus

Bachelor Global Business Development (GBD) : ☐ GBD1 ☐ GBD2 ☐ GBD3

List of documents to return

- Detailed tuition fees
- Tuition contract
- Agreement to pay tuition fees or Agreement for work-study contract
- SEPA money order + bank account details (for payment via bank transfer only)
- Proof of payment of the Student and Campus Life contribution (CVEC) for the inscription year (to be returned before June 30) – except for work-study students on a professionalization contract
- Prior studies
- Transcript of grades from high school certificate and prior degree if admission on file
- Language courses choices
- Consent for use of image
- Parental Socio-Professional category form

Optional

- Voluntary family contribution
- Conditional notification of CROUS grant received

**Digitally completed file to be returned to us by mail
at the following address:**

ESDES – Service des Inscriptions

10 Place des Archives - 69288 LYON Cedex 02

NOTE: Incomplete applications will not be processed.

AFPICL collects personal data to ensure the administrative and pedagogical management of its students' documents in application of its data protection policy, which can be found at the following address:
<http://www.ucl.fr/donnees-personnelles/>.

Contact : esdes.inscriptions@univ-catholyon.fr

Detailed tuition fees

Year 20.....-20.....

Last name – First name:

Programme Grande Ecole (PGE) ☐ 1A ☐ 2A ☐ 3A ☐ 4A ☐ 5A

Bachelor in Business (BIB) : ☐ Fast Track ☐ B1 ☐ B2 ☐ B3

Bachelor Droit & Management (BDM) : ☐ BDM1 ☐ BDM2

Bachelor Global Business Development (GBD) : ☐ GBD1 ☐ GBD2 ☐ GBD3

Tuition fees, fixed fees and related charges

1 Tuition fees (full time studies) €

2 **Compulsory** fixed fees for **full time studies**

Civil liability insurance	12,00 €
Library access	43,00 €
Campus life	90,00 €
Health insurance	25,00 €
Solidarity fund	15,00 €

For international students ONLY: International Students Club and Cultural Activities	63,00 €
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3 **Compulsory** fixed fees for work-study students 150,00 €

Management of the file and support for the implementation of the professionalization and work-study contract.
These costs are retained in case of withdrawal.

4 Other **optional fees** for **full time students or work-study students** (untick not to join) Membership is strongly advised

Explanatory notes attached

<input type="checkbox"/> Association of parents and friends (Capesdes)	40,00 €
<input type="checkbox"/> Association ALUMNI ESDES	75,00 €

TOTAL to calculate _ _ _ _ _

Payment terms and conditions

a) EU student in full time study :

Upon receipt of the file, a **deposit of 1 200 €** must be paid through this link https://inscriptions.ucly.fr/?orga=DES&produit_id=116643

To pay the balance of the tuition fees (including fixed and optional fees), you have two choices:

☐ A bank transfer of the full amount

You benefit from a discount of -1.5% calculated only on the tuition fee (1) excluding fixed and optional fees.

This bank transfer must be received by the ESDS by **July 15 at the latest**.

☐ 7 direct debit payments from September 5, 2021 to March 5, 2022 - SEPA money order + account details to be included in the application.

Additional information:

- If you are waiting for a student loan, a deposit check for the totality of the fees (fixed and optional fees included) must be sent to the Registrar's office by mail (order AFPICL) in addition to the deposit bank transfer.

- A "sibling" reduction is granted if several children are studying at UCLy simultaneously, regardless of the program. The certificate of schooling is to be sent to the Registrar's office at the time of registration. The reduction will be applied upon receipt of the documents.

-5% for each child from 2 registrations onwards

- 8 % for each of the children from 3 registrations onwards

If you are concerned, please let us know:

Children 1

- Last name :
- First name :
- Year / School/faculty:.....

Children 2

- Last name :
- First name :
- Year / School/faculty:.....

Children 3

- Last name :
- First name :
- Year / School/faculty:.....

b) UE work-study students :

Payment of the **compulsory fixed fee of 150,00€** by **bank transfer**, attached to the registration form.

c) Non EU students

Student of non-EU nationality, who did not attend school in France the previous year:

Upon receipt of the file, **a deposit of 4 000.00 € is to be paid by bank transfer**.

Please indicate ESDS/ Name First name and send the proof of transfer to esdes.inscriptions@univ-catholyon.fr.

The payment of the balance will have to be made at the latest at your arrival at the ESDS.

Our bank details ->	Bank Details	
	Bank	Banque de Savoie
	Bank	10548
	Code	0062
	Account	47600516
	IBAN	FR76 1054 8000 6200 0476 0051 643
	SWIFT/BIC	BSAVFR2C

NOTE :

To date, Bachelor programs are not eligible for the CROUS scholarship.

Enrollment Agreement

For full time students

Year 20.....-20.....

Last Name – First Name:

Programme Grande Ecole (PGE) ☐ 1A ☐ 2A ☐ 3A ☐ 4A ☐ 5ABachelor in Business (BIB) : ☐ Fast Track ☐ B1 ☐ B2 ☐ B3Bachelor Droit & Management (BDM) : ☐ BDM1 ☐ BDM2Bachelor Global Business Development (GBD) : ☐ GBD1 ☐ GBD2 ☐ GBD3

The STUDENT

Last Name:

First Name:Gender:... ☐ F ☐ M

DOB: __ / __ / ____ Place of birth:CP _____

Country of Birth:Nationality:

Cell phone number :

Student's personal e-mail address:.....@.....

THE GUARANTOR *person billed and debited*

The Guarantor agrees to pay all tuition and related costs due to ESDES.

Guarantor 1	<input type="checkbox"/> mother	<input type="checkbox"/> father	<input type="checkbox"/> tutor	<input type="checkbox"/> other
Address				
Postcode		City		
Phone (home)		Cell phone		
email				

Guarantor 2 *	<input type="checkbox"/> mother	<input type="checkbox"/> father	<input type="checkbox"/> tutor	<input type="checkbox"/> other
Address				
Postcode		City		
Phone (home)		Cell phone		
email				

*if multiple guarantors

Initials

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It is hereby agreed that:

1. Enrollment at ESDES

The student has been accepted into (see the box on page 1 of the enrollment agreement).

The student agrees to respect the principles and rules of behavior of the School.

2. Registration and tuition fees

The registration fee (deposit) is a lump sum (it will be deducted from the total tuition fee). It is non-refundable, except in the following cases:

- The student does not pass his/her current year of studies (final year of high school, or second, third or fourth year of university depending on the student's situation)
- The student does not obtain a visa to study in France

The registration fee covers the submission of the application. The candidate's place shall be held upon registration and payment of the deposit.

The amount and terms of payment of annual tuition fees are set for each academic year.

In case of non-payment of tuition fees by the due date, the student shall not be able to commence the next year of studies or receive his/her degree. All costs incurred by ESDES for the recovery of the sums shall be the responsibility of the Guarantor.

The direct debit authorization is given for the entire duration of the course (except in case of a change of account). ESDES shall send a payment plan at the beginning of each new year at the time of registration.

3. Mandatory annual fixed fees

Mandatory additional costs are applied at the beginning of the year:

- civil liability insurance
- library access
- campus life and associations (UAE + Uclj Student Union membership fees)
- health insurance
- Solidarity fund

4. Other fees

- Association of Parents and Friends of ESDES (**Capesdes**)
The aim of this association is to be involved in the development of the School and to provide support to the students.
- Lifetime membership in the ESDES Alumni Network (Association ALUMNI)
This contribution allows the student to benefit for life, as soon as he/she leaves the School, from all the services offered by the ESDES Alumni Network. This membership is strongly recommended but not mandatory.

5. Payment of tuition fees in case of discontinuation or expulsion

- Discontinuation
The student's decision to discontinue his/her studies must be confirmed by registered mail addressed to ESDES.
In case of discontinuation, the student cannot be replaced by another student during the school year. Consequently, the tuition fees for the year shall be payable in full to ESDES as soon as this agreement is signed, except in case of non-performance imputable to the School, force majeure or long illness.
Whatever the situation, the compulsory annual fixed fees, Campus life, Insurance, etc. shall be due in full
- Disciplinary or pedagogical exclusion
In case of exclusion following a passing jury or a disciplinary board, the entire current year's tuition is due

Initials



6. Financial Assistance (for students not enrolled in work-study training programs)

- A "sibling" reduction is granted if several children are studying at UCLy simultaneously. Proof of enrollment must be sent to the Registrar at the time of registration.
 - 5 % per child from 2 children enrolled
 - 8 % per child from 3 children enrolled or more
- Families experiencing financial difficulties may request a reduction in tuition fees. The completed application and the required documents must be submitted before the date indicated on the application form to the ESDS University Administrative Manager. A committee reviews the applications and comes to a decision at the beginning of November each year. (the explanatory form is attached to the application form).

7. Effects of this agreement

Enrollment at ESDS is effective and definitive only upon receipt of all required documents.

This agreement covers the entire duration of the program delivered by ESDS. It shall take effect on the date of its signature.

8. Change to the agreement

The student and the Guarantor agree to declare to ESDS any change in the information contained in this agreement. Any modification of the contract during the students' studies shall be reviewed and shall take effect in agreement with ESDS.

I hereby declare that I have read and understood the information contained in this form.

Date:.....

Student signature *	Guarantor(s) signature(s)*	ESDS Dean signature *

* Handwritten signatures on the last page and initials on all previous pages

AGREEMENT TO PAY TUITION FEES / YEAR 20.....-20.....

I, the undersigned, [SURNAME, First name]:

Address:

.....

E-mail:

Acting as: FATHER - MOTHER - GUARDIAN - STUDENT - OTHER (to be specified)

Of the student [SURNAME, First name]:

Acknowledge:

- That this student will not be definitively enrolled or re-enrolled until the administrative and financial aspects of the application are complete and accepted by UCLy,
- That I am aware of the total sum of the fees that will be invoiced to me.

I agree to respect the financial agreement included with the application form for the duration of this student's studies.

I acknowledge that I have read the internal rules and regulations, in particular the terms and conditions concerning enrollment, admission to the following year of studies, internship admission procedures, disciplinary sanctions and repetition of classes.

I understand that enrollment in this course is a commitment to a full year of studies. In case of payment in installments, the debt to the institution still applies.

Any breach of these terms will result in sanctions that may go as far as expulsion of the student.

I acknowledge that I am aware of UCLy's obligations towards students, namely:

- To provide the students' education, which is the primary focus of this contract;
- To make available to the students the material and tools provided by UCLy;
- To deliver a certification to students at the end of their studies.

Signed in, on

SURNAME First name:

Signature:

AGREEMENT FOR WORK-STUDY CURRICULUM / YEAR 20.....-20.....

I, the undersigned, (SURNAME, First name):

Address:

E-mail:

I recognize that :

ESDES offers a two-year inseparable curriculum in the Master's program (PGE 4A and 5A) and a one-year program in the Bachelor in Business program (B3). As a result, the student commits to follow the curriculum throughout the entire period. In the event of termination of the professionalization contract, the company/OPCO's funding ends on the date of termination of the contract.

The balance of the cost of the training will then be paid by the student.

In the event that a second contract is signed, the student will be asked to pay a handling fee for the termination and the implementation of the new contract. For the period 2022-2023, the amount of these fees is fixed at 250€.

The student also undertakes to pay for courses taken outside of the professionalization contract.

Signed in, on

SURNAME First name:

Handwritten Signature:

Choice of language courses

to choose from the corresponding drop-down menu

Year 20.....-20.....

Last name – First name :

PGE (Programme Grande Ecole) ☐ 1A ☐ 2A ☐ 3A ☐ 4A ☐ 5A

Bachelor in Business (BIB) : ☐ Fast Track ☐ B1 ☐ B2 ☐ B3

Programme Grande Ecole

- 1A LV2 – Mandatory, continuation of High-school LV2:
 LV3 – your choice (optional):
- 2A LV2 - Mandatory:
 LV3 – your choice (optional):
- 3A Mandatory language course to select:
 LV3 – your choice (optional):
- 4A – full time student Mandatory language course to select:
 LV3 – your choice (optional):
- 4A – work-study Mandatory language course to select:
- 5A – full time student Mandatory language course to select:
 LV3 – your choice (optional):
- 5A – work-study Mandatory language course to select:

Bachelor

- B1 Lyon Mandatory language course to select:
- B1 Annecy Mandatory language course to select:
- B2 Mandatory language course to select:
- B3 (MBI) Mandatory language course to select:

Consent for use of image

Consent for the reproduction and distribution of photographs and videos featuring individuals

Article 9 of the Civil Code grants individuals the right to the protection of their image. Any person can thus oppose the distribution and use of their image, if they have not given prior authorization. As far as minors are concerned, prior authorization from guardians or parents is mandatory. The **law n°70-643 of July 17, 1970 art. 22** published in the Official Journal "Laws and Decrees" of July 19, 1970, protects the image (photographic or video) of persons, by requiring their authorization before distribution. It is mandatory to obtain the consent of persons photographed in a private place. In a public place, consent is required for close-up photographs of individuals.

I, the undersigned

Surname: **First name:**

Address:

Postcode: **City:**

Acknowledge that I have agreed to act as a model for photographic or video shoots for:

ESDES / Service Communication

10 Place des Archives - 69002 LYON

Tel: 04 72 32 50 48 - Fax: 04 72 32 51 58

I hereby authorize ESDES to reproduce or distribute the photograph(s)/video(s) containing my likeness

☐ **YES** ☐ **NO**

- in ESDES newsletters,
- in advertising (brochures, flyers, including ACCES)
- at events (trade or student fairs, open days)
- on ESDES websites and social networks
- in press relations (articles, features, editorial publications)

This authorization is valid as of today and for a period of 5 years.

The captions accompanying the reproduction or presentation of the photograph(s) must not infringe on my reputation or my privacy.

I certify that I am not bound by an exclusive contract relating to the use of my image or my name.

Signed in Lyon, on

Signature of the concerned party

Parents' signature for underage students

preceded by the words "Read and approved":

FACT SHEET - PREVIOUS STUDIES

(Information requested by the Ministry of Education)

Year 20.....-20.....

Last Name – First name:.....

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Year :

Specialization

Overall average grade :

Mention :

N° INE (if known) :

High-school Name <input type="checkbox"/> Public <input type="checkbox"/> Private
Full address

Previous studies

(since baccalaureat or equivalency up to date)

start	end	studies	school	Address

☐ Not in school previous year

Why:.....

☐ Interruption of studies at least 2 years

Why:.....

Degrees obtained (attach a copy to the registration file)

Degree	School / Address

COMMENTS:.....
.....

PARENTAL SOCIO-PROFESSIONAL CATEGORY

In order to correctly fill in this information when completing your application, please indicate the number corresponding to the parents' profession.

Father	Mother
Surname / First name:	Surname / First name:
Cell phone:	Cell phone:
E-mail:	E-mail:
Profession:	Profession:
N° of socio-professional category* <div style="display: inline-block; width: 40px; height: 20px; border: 1px solid black; vertical-align: middle;"></div>	N° of socio-professional category* <div style="display: inline-block; width: 40px; height: 20px; border: 1px solid black; vertical-align: middle;"></div>

*Code to be filled in according to your socio-professional category:

10	Agricultural workers
21	Craft workers
22	Retailers and related professions
23	Business owners with 10 or more employees
31	Self-employed
33	Public service managers
34	Professors, academic professions
35	Information Technology, Arts and Entertainment professions
37	In-company administrative and commercial managers
38	In-company engineers and technical managers
42	Schoolteachers and related professions
43	Intermediate professions related to health and social work
44	Member of the clergy
45	Intermediate public service occupations
46	Intermediate administrative and commercial professions
47	Technicians
48	Supervisors, administrators
52	Public service employees and officials
53	Police and armed forces
54	In-company clerical staff
55	Sales staff
56	Direct services workers
61	Skilled blue-collar workers
66	Non-skilled blue-collar workers
69	Blue-collar agricultural workers
71	Retired agricultural workers
72	Retired craft workers, retailers, and business owners
73	Retired managers and intermediate professions
76	Retired white-collar and blue-collar workers
81	Never worked and on unemployment
82	Other unemployed
99	Not specified (unknown or N/A)

Unemployed persons who have previously worked must enter the number corresponding to their former profession

The table below indicates the numbers which correspond to certain professions:

Occupation	SPC
Hospital doctor	34 Professors, academic professions
Hospital intern	34 Professors, academic professions
Unqualified teacher	42 Schoolteachers and related professions
Boarding school supervisor or day school monitor (MISE)	52 Public service employees and officials
Military officer or cadet	33 Public service managers

Explanatory Notes

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Academic Year 2021/22

Funding your studies – International Students **Fee Paying and Degree Seeking International Students**

French law requires foreign students to have sufficient financial means to pursue their studies in France without working. In practice, living expenses in Lyon (housing, transportation, health care, food, etc.) add up to on average 700 euros per month, in addition to travel and moving expenses.

To help you fund your studies, please start by visiting the UCLy website: <https://www.ucly.fr/en/student-life/financing-stay-in-france/>

FINANCIAL AID

1. Merit Scholarship / Further Study - UCLy

You may be eligible for a scholarship for further studies from your second year at our institution. For more information, see the note attached to the re-enrolment application form.

2. One-time financial aid - VICE-PRESIDENT

In the event of a major problem encountered during your studies at ESDES, financial aid may be granted by the Vice-President – Campus Life and/or by the International Relations Office for students from the European Union.

Contact Catherine KOUAME, University Administrative Manager ckouame@ucly.fr

3. Reduced tuition fees - ESDES

Each year, ESDES allows certain students in difficult financial situations to obtain a reduction on their tuition fees in order to help them continue their studies in the best possible conditions. Applications are carefully examined by a committee composed of representatives of the Executive Committee, the Coordinator for Campus Life & Social and Civic Engagement and the University Administration Manager. The committee is chaired by the Dean of ESDES.

Required documents

- A cover letter explaining the reasons for the application and providing a sworn statement as to the accuracy of the information provided
- A receipt for rent paid in Lyon
- A typical monthly budget (Excel)
- Bank statements for the last 2 months (from a bank in France)

This information will remain confidential

Application deadline: March 10, 2021

This application must be sent by post or submitted in person to the following address (or by e-mail to ckouame@ucly.fr)

ESDES - Université Catholique de Lyon
A l'attention de Catherine KOUAME
10 Place des Archives
69288 LYON Cedex 02

❖ Cultural Activities by ESDES International office

ESDES International Office organizes cultural activities for you during your stay in Lyon. Here is a list of examples from the past:

- ✓ Wine tasting
- ✓ Excursion to medieval city
- ✓ French cooking class
- ✓ International dinner
- ✓ And many more

As an international student at ESDES, you will be invited to participate at the International Dinner and Global Village (GV in Autumn semester only) and will represent your country. Don't forget to bring anything that will help you to decorate your stand/table, ingredients for cooking your national dish, flags, pins, etc... anything that is typically from your country.

❖ ESDES International Student Club

A group of 40 voluntary students from the ESDES business school are available to help all international students to have the time of their life in Lyon.

The association helps you during your arrival in France. During check-In, ISC will be present to provide advice about banking, help with any administration duties, set up your transport cards and help you to discover Lyon and meet other international students... Club ISC also helps students to settle into the French student life by organizing events all semester long including parties, international dinners, photo contests and cultural visits. Some members of Club ISC have already experienced a semester abroad and know what the IBP students may expect.

Contact: [Facebook page](#)