

# INTERNATIONAL ENROLLMENT CONTRACT EU STUDENTS 2022 – 2023

## RESERVED FOR ADMINISTRATION

Date received by 3iS: \_\_\_\_\_

School stamp: \_\_\_\_\_

certify having received:

1 wire transfer or check of 430 € (Non-EU students) corresponding to the registration deposit for the 2022 – 2023 schoolyear

4 wire transfers or checks for the total amount of : \_\_\_\_\_ €, corresponding to the tuition fees

Signature de la direction :

*Précédée de la mention « lu et approuvé »*

1 check of 500 € corresponding to a guarantee deposit for « materials»

1 transfer of 1000 € corresponding to the technical upgrade (optional)

## Student contact information :

Civility:  Mrs  M

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

First name: \_\_\_\_\_

Zip code: \_\_\_\_\_

Date of birth: \_\_\_\_\_

City: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Phone number: \_\_\_\_\_

Nationality: \_\_\_\_\_

E-mail : \_\_\_\_\_

## Student's current level of study

Level of studies: \_\_\_\_\_

Establishment's Address: \_\_\_\_\_

Educational establishment: \_\_\_\_\_

\_\_\_\_\_

Zip code: \_\_\_\_\_ City: \_\_\_\_\_

Country: \_\_\_\_\_

## Contact details of the financial guarantors of education

father  mother  guarantor

father  mother  guarantor

Surname: \_\_\_\_\_

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Profession: \_\_\_\_\_

Profession: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Zip code: \_\_\_\_\_ City: \_\_\_\_\_

Zip code: \_\_\_\_\_ City: \_\_\_\_\_

Country: \_\_\_\_\_

Country: \_\_\_\_\_

Phone number: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail : \_\_\_\_\_

E-mail : \_\_\_\_\_

# PROGRAM

BA FILM & TV		BFA FILMMAKING		MFA CINEMATOGRAPHY	
<input type="checkbox"/> 1 <sup>st</sup> year	8 280 €	<input type="checkbox"/> 1 <sup>st</sup> year	12 630 €	<input type="checkbox"/> 1 <sup>st</sup> year	15 300 €
<input type="checkbox"/> 2 <sup>nd</sup> year	8 710 €	<input type="checkbox"/> 2 <sup>nd</sup> year	12 630 €	<input type="checkbox"/> 2 <sup>nd</sup> year	15 300 €
<input type="checkbox"/> 3 <sup>rd</sup> year	9 300 €	<input type="checkbox"/> 3 <sup>rd</sup> year	12 630 €		
MFA RECORDING & MUSIC PRODUCTION					
		<input type="checkbox"/> 1 <sup>st</sup> year	15 300 €		
		<input type="checkbox"/> 2 <sup>nd</sup> year	15 300 €		

The prices indicated are valid for the year 2022-2023 for learners in the European Union. A slight increase in schooling fees is expected for the following years.

Have you been co-opted by a 3iS student?  Yes  No

If yes, please indicate their: Name : \_\_\_\_\_ Phone number: \_\_\_\_\_

## REGISTRATION CONFIRMATION

Registration will be effective after receipt of this contract, duly completed, dated and signed, accompanied by the requested documents. The amount of the registration fee of € 430, the tuition fees and the payment schedule must be returned to us by mail or email.

### THE STUDENT

Surname : \_\_\_\_\_ First name: \_\_\_\_\_

### LEGAL AND/OR FINANCIAL GUARDIAN

(unnecessary mention for students financing themselves their education)

Surname: \_\_\_\_\_ First name: \_\_\_\_\_  father  mother  guarantor

Surname: \_\_\_\_\_ First name: \_\_\_\_\_  father  mother  guarantor

After having read and accepted the terms of this enrollment contract, the signatories confirm the student's enrollment for the 2022-2023 school year, and declare to be responsible for the full payment of the 2022-2023 tuition fees and have made the necessary arrangements for their financing.

Made: \_\_\_\_\_ at \_\_\_\_\_, the \_\_\_\_\_

Student's signature:  
*Preceded by the words "read and approved"*

Signature of the legal / financial guardians of  
education: *Preceded by the words "read and  
approved"*

# ENROLLMENT CONTRACT

This contract applies to the registration of learners from a country in the European Union for one of the initial training courses offered by 3iS, 3iS Sup or 3iS FC on its Paris campus.

## REGISTRATION FEE

Registration fees amount to **€ 430** and are paid by any new student, only once during their schooling.

Students registering before knowing their high school maturity exam results will have the possibility, if they wish to give up their registration in case of failure in this exam. The registration fees will then be reimbursed, subject to written request submitted before August 31, 2022, accompanied by the official high school transcripts.

Students can also choose to postpone their admission for up to one year.

## TUITION FEES 2022- 2023

Tuition fees are paid by check or bank transfer payable to 3iS, upon registration.

## DISABILITY SERVICES COORDINATOR

For any further information, do not hesitate to contact our Disability Services Coordinator:

Domitille VARGAS  
01 61 37 34 97  
[dvargas@3is.fr](mailto:dvargas@3is.fr)

## MEDICAL INFORMATION

Would you like to share with us medical information requiring specific adjustments to your education?  
(attach a medical certificate)

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### Emergency Contact:

Surname: \_\_\_\_\_  
First name: \_\_\_\_\_  
Phone number: \_\_\_\_\_

## ACCOMMODATION (PARIS CAMPUS)

Would you like to book accommodation on 3iS Campus (deposit guarantee: 2 000 €)?  **yes**  **no**

## ENROLLMENT DETAILS

### Enrollment

Enrolment will be effective after reception of this contract, duly completed and signed, accompanied by the requested documents, the amount of the registration fee of € 430 (EU students) and tuition fees 2022-2023

### Documents to provide

- Passport Copy and Visa
- B2 level certificate in English
- 1 high school certificate or last diploma obtained
- 1 ID copy of parents or tutors
- 1 proof of address of parents or tutors
- 1 wire transfer of 430€ for registration fee or the transfer notice
- 4 wire transfers or checks for tuition fees
- 1 bank check of 500 € to 3iS (deposit guarantee for « material » non-endorsed) once in France or the transfer notice
- CVEC certificate (only for French students)

# REGISTRATION SCHEDULE 2022 – 2023

Student name and surname: \_\_\_\_\_

Your preferred mode of payment:  check or  wire transfer

STUDY PROGRAM	REGISTRATION FEES (Wire transfer or checks)	TUITION FEES (transfer date: July, 2022, October, 2022, January, 2023 and March, 2023)			DESPOSIT FOR EQUIPMENT FEES (uncashed)
<b>BA FILM &amp; TV BA (100% ENGLISH)</b>					
1 <sup>st</sup> year	Wire transfer or checks of 430 €	8 120 €	4 checks of	2 030 €	1 check of 500 €
2 <sup>nd</sup> year	Wire transfer or checks of 430 €	8 540 €	4 checks of	2 135 €	1 check of 500 €
3 <sup>rd</sup> year	Wire transfer or checks of 430 €	9 340 €	4 checks of	2 335 €	1 check of 500 €
<b>BFA FILMMAKING</b>					
1 <sup>st</sup> year	Wire transfer or checks of 430 €	12 630 €	4 checks of	3 050 €	1 check of 500 €
2 <sup>nd</sup> year	Wire transfer or checks of 430 €	12 630 €	4 checks of	3 050 €	1 check of 500 €
3 <sup>rd</sup> year	Wire transfer or checks of 430 €	12 630 €	4 checks of	3 050 €	1 check of 500 €
<b>MFA CINEMATOGRAPHY</b>					
1 <sup>st</sup> year	Wire transfer or checks of 430 €	15 300 €	4 checks of	3 717.5 €	1 check of 500 €
2 <sup>nd</sup> year	Wire transfer or checks of 430 €	15 300 €	4 checks of	3 717.5 €	1 check of 500 €
<b>MFA RECORDING &amp; MUSIC PRODUCTION</b>					
1 <sup>st</sup> year	Wire transfer or checks of 430 €	15 300 €	4 checks of	3 717.5 €	1 check of 500 €
2 <sup>nd</sup> year	Wire transfer or checks of 430 €	15 300 €	4 checks of	3 717.5 €	1 check of 500 €

The registration fees of 430 € for the BFA Filmmaking, MFA Cinematography and MFA Recording & Music Production programs have already been deducted from tuition fees.

## 3iS bank details

Bank code  
30004

Sort code  
02089

Account number  
00010155374

RIB key  
76

International bank account number (IBAN)  
FR76 3000 4020 8900 0101 5537 476

# ENROLLMENT GENERAL CONDITIONS

## Learner engagement

The signing of the enrollment contract, presence in school et l'assistance aux cours impliquent le respect par lesand attendance at lessons imply that learners comply with the general conditions of this contract and the school's pedagogical regulations. This includes an IT charter, internal regulations, an audiovisual charter. These documents are available on the student intranet.

At the start of the school year, the learners (or their legal representatives) agree (or not) to:

- give their right to the image (for photographs or films in which the learners appear)
- authorize the school to use the learner's work for exhibition or reproduction purposes
- authorize the school to communicate elements of its educational file to third parties (in particular to parents for adult students)

The learner commits to adopting a professional behavior during his apprenticeship (lessons, internship, external production) which requires in particular a correct behavior and attitude towards teachers and others, learners, school staff and all of the school's professional contacts.

## Attendance

The learners take note of the precise timetables of the lessons at the start of the school year. Their attendance is required and their attendance at all classes is required and controlled. Absences and delays must be signed to the secretariat within 24 hours, and justified as soon as possible to the learner by an official document (medical certificate or official summons). Absences or delays planned in advance must be subject to prior authorization from management, which controls the reason.

## Learner status

The learner benefits from the status:

- "Student", for the courses Film & TV BA, Sound, Show & Events, Animation & Video game 2D/3D and Design.
- "vocational training trainee", for the Show & Event Technician course.

## School commitment

The school is committed to:

- organize the courses leading to the recognition of the training by a Bachelor or Master of Arts title issued by the school at the end of the training and, for certain options, a certified title (level 7, 6, 5 or 4) or the DESTIS diploma (certified Bac + 3 by the State)
- give the learner access to the premises and equipment necessary for carrying out his training
- take out civil liability insurance for school activities
- give the learner privileged access to his professional contacts, in particular his network of graduates for the search for internships, missions or jobs.

## Conduct of studies

The learner acknowledges having received the brochure presenting the training for which he or she is registering and having read it. He or she therefore declares that he or she is fully informed as to the content of the training, its duration, the modalities in which it is provided, the teaching methods, the materials and software made available.

## Internships

During periods in a company, the learner retains his or her status provided that a tripartite internship agreement as defined by the Education Code is signed. Internship agreements must comply with the provisions of the law of 10 July 2014 tending to the development and supervision of internships and the improvement of the status of interns.

By derogation, periods or missions in companies can be carried out under an employment contract between the host company and the learner who then obtains an employee status. This modality must be accepted by the school administration. During their internship, the learner continues to respect the educational regulations of the school and any behavioral or disciplinary problem in the company is taken into account by the school authorities.

## Business practice and use of the school name and / or acronym

Any form of commerce or individual or collective commercial activities is prohibited within or on behalf of the school. Student association activities are subject to prior authorization from the school. In particular, the head office of a commercial establishment or association cannot be established within the school site without the written consent of the latter.

No one can claim to be acting in the name or on behalf of the school as a training institution and body. The use of the school's acronym, brand and name is strictly regulated by the principal of the school. This also applies to student associations.

## Tuition fees

Tuition fees are due in full for any school year started except in the event of early termination justified by an event constituting force majeure or by a legitimate and compelling reason. In the latter case, if the termination occurs during the first semester, 50% of the tuition fees remain acquired at the school, if the termination occurs during the second semester, the tuition fees are due in proportion to the days of the course effectively monitored over the year.

Registration can only be accepted and effective after acceptance, by the learner and his or her managers, of the general and specific conditions of this contract and the declaration of commitment of the financial manager(s). (s), to vouch for the payment of tuition fees.

Full payment of tuition fees, in the same way as their attendance and results, condition the validation of the learning units by the learner, and therefore the obtaining of the diploma or diploma of end of studies.

In the event of non-payment when cashing one of the checks, the person designated as "the surety" is liable to the school for the corresponding sum. All tuition recovery costs of any kind (bad check, etc.) will be re-invoiced to the learner or his financial guarantor.

## Upgrade, partial or total repetition

Admission to school training courses may be conditional on participation in a refresher course for the new entrant. This written provision can then be subject to specific pricing in addition to tuition fees.

The decision to move to a higher year is the sovereign power of the Class Council. This can offer:

- repeating the entire year, without being able to retain the benefit of possibly canceled credits

- transfer to the next year with the obligation to validate additional exams according to ad hoc procedures defined by the Class Council. The organization of additional lessons or exam procedures may be subject to additional invoicing

- non-authorization to continue studies

## Security deposit

When registering annually, the learner deposits a guarantee (or deposit) check in the amount of 500 euros. This amount guarantees the damage that could be caused by the student when he borrows audiovisual or computer equipment from the school's store services as part of a formal provision procedure. If the production manager finds that the borrowed material is damaged, defective or incomplete as a result of abnormal use or blatant negligence, he establishes an estimate for the repair to be borne by the student.

The production manager may then be required to use the security deposit if the amount is not covered by the student. Otherwise, the check is returned to the learner at the end of the academic year.

## Law on orientation and student success - CVEC

In accordance with the provisions of the law on the guidance and success of learners of March 8, 2018, students in initial training must complete the CVEC with the CROUS. This annual taxation is MANDATORY and is a prerequisite for enrollment in higher education. The CVEC payment is made online on the site: <https://www.messervices.etudiant.gouv.fr> and issues a certificate for subject and exempt learners. This certificate is compulsory for any registration, and must be presented for learners already registered before the start of the course at the latest. Learners who are not in good standing with the CVEC will not be able to continue their education and sign an internship agreement or other contract.

## GDPR compliance

Nature of data: from registration to 3iS until the end of training, data is collected concerning the identity, actions and path of the learner.

Use of data: this data enables 3iS to perform its function of skills certifier and training establishment. Data not useful for these missions are deleted regularly.

Control of data: in accordance with the law "informatics and freedoms" of January 6, 1978 amended in 2004, you have the right to access and rectify information concerning you, which you can exercise by contacting at the administrative department of 3iS - 4 rue Blaise Pascal 78990 Elancourt.

It should be noted that 3iS, with a mission of certifying training courses and having to demonstrate the professional involvement of its graduates, will keep the following data:

- information about the learner's path
- information to identify a renewal of an application or resumption of training
- information making it possible to contact and monitor graduate learners

GDPR referent: [dpo@3is.fr](mailto:dpo@3is.fr)

## Data Protection Act

Within the framework of the "Informatique et Liberté" law, only authorized third parties in accordance with the declaration established when creating the file with the National Commission for Computing and Liberties (CNIL) will have access to the information concerning you for which you have a right of access and rectification

