CONSULAT
GÉNÉRAL
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À NEW YORK

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READ CAREFULLY
BEFORE SUBMITTING YOUR APPLICATION FOR A SCHOLARSHIP

Dear Madam or Sir,

You intend to submit a scholarship application for your child (ren).

If your file is not complete, the consular scholarship council will reject or postpone your request.

So that your request can be processed under the best of circumstances, please check the following before your interview with the social service of the Consulate:

1. That you have all the documents in your possession that have been requested. To ensure this, you can check off the list on our website.

2. **That you and <u>the children</u> for whom you are requesting scholarship aid are enrolled in the registry for French people living outside of France and that the registration is still current.**

We invite you to check your enrollment in the registry for French citizens living abroad as well as that of your children, before the interview. Registering is done through the following website: https://www.service-public.fr/particuliers/vosdroits/F33307 . After you register, you will be issued a consular card that you can print.

To link your account to the Service-Public.fr online service, it is first necessary to create a personal account on service-public.fr and choosing a new password on https://www.service-public.fr/particuliers/compte/creer-un-compte. Then you will receive an email to activate your account.

Once logged into your account, your email address will appear at the top right. Then go to the page https://www.service-public.fr/particuliers/vosdroits/F33307 and choose the option "**How to modify your file (address, family situation, etc.)**". You will then be asked for the email address you provided to the Consulate for your registration and your NUMIC. A second email will be sent to you to synchronize your address and allow you to access your file.

After a change of email address, it is sometimes necessary to wait at least 24 hours for the new information to be taken into account.

3. **Tax Returns** (and / or your French tax notice) is essential for processing your file. It must be provided in its entirety (1040 and IT201 or IT203). You can cross-out the social security numbers if you wish. It is important **to request these documents as soon as possible from your accountant to be sure to obtain the returns on time. <u>Your Tax Returns can be provided after your interview with the social services,. Applicants who do not submit their Tax Return by the deadline for the spring campaign will have their case adjourned and will have to file a new claim during the fall campaign.</u>**

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4. **The personal interview: an interview is mandatory for any request for a new scholarship or for a renewal to be considered**. Application files that are received without an interview having taken place will not be considered complete. The social services department makes appointment slots available from January 2 to February 16, 2024 : https://consulat.gouv.fr/consulat-de-new-york/rendez-vous?name=Affaires%20sociales%20-%20Bourses%20scolaires%20AEFE%20%28ann%C3%A9e%20scolaire%202024-2025%29 . **Do not wait until the last moment to make an appointment** at the risk of there no longer being available slots and your application being rejected.

5. **Divorce, separation**: you must provide evidence of divorce, separation or child custody by showing a judge's decree or ruling. **A declaration based on your personal oath will not suffice for the situation to be taken into account**. If you are in a delicate personal or family situation, the social services at the Consulate can refer you to French speaking lawyers.

6. **Alimony (child support)** : you must present an official document (court decision, tax notice, etc.) if you receive or pay alimony.

7. **Shared custody of the children:** supporting documents for both parents must be provided. Parents can make an appointment separately with the social services department of the Consulate to submit their documents.

During the interview, the social worker will give you a document with the list of missing parts. **No reminder will then be sent to you for you to complete your file.**

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APPLICATION FOR TUITION ASSISTANCE – SCHOOL YEAR 2024/2025
LIST OF REQUIRED DOCUMENTS

This list is not exhaustive. The Consulate general reserves the right to request any additionnal document which appears necessary to examine your file. No document submitted in you application shall be returned.

Prior to your appointment at the Consulate General:
Please ensure you are listed on the registry of French nationals abroad
At the appointment, please provide:

- *Original passports for all family members (they will be reviewed, but NOT kept by the Consulate)*
- *Copies of all the relevant documents listed below*

For all applicants

- ☐ Completed and signed application for tuition assistance
- ☐ Synopsis of the family situation letter addressed to the Consul General
- ☐ Proof of residence: Lease and/or rent receipt for families who are renting, utility bill for homeowners
- ☐ Official letter from employer indicating whether it provides tuition assistance or not

Initial application

- ☐ Copy of the "livret de famille"
- ☐ Copy of passports of all family members
- ☐ Certificate of deletion from the Caisse d'Allocations Familiales (CAF)'s lists (families who never resided in France do not need to provide this document)

Documents to provide according to your family, financial and patrimonial situation

Family Situation

- *In case of divorce or legal separation*
  - ☐ copy of the divorce or separation decree
- *If custody of the child is granted to someone other than a parent*
  - ☐ copy of the court's guardianship order
- *Death of a parent*
  - ☐ copy of the death certificate
- *Single parent*
  - ☐ a sworn statement from the parent that that they are not currently living with a partner

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- *Disabled dependent child*
  - Disability card delivered by the MDPH (Maison Départementale des Personnes Handicapées). If the process of obtaining the card in ongoing, statement from the Consulate or other competent local authority stating whether the child is eligible for a child disability allowance.

Financial situation in 2023

Income :

- *For employees*

  W2

  or

  All paystubs of 2023

  or

  Statement from the employer stating the annual gross and net income

- *For the self-employed*
  - All 1099 for 2023
  - Company Statutes
  - Last 3 bank statements (and up to 12)
  - Supporting documents for all professional expenses subtracted from Tax Return

- *For retirees and pensioners*
  - Annual statement of pensions earned in 2023

- *For the unemployes*
  - Proof of termination benefits and unemployments benefits earned in 2023

- *For parents receiving a scholarship*
  - Proof of the amount received in 2023

- *For families receiving social benefit*
  - Proof of any social benefits received in 2023

- *For families receiving financial aid from a private individual (family, friend, etc.)*
  - Proof of the amount received (sworn statement signed by the donor along with a copy of their official ID, bank statements, etc.)

- *For parents receiving alimony (child spport)*
  - Statement of received alimony or or document proving a court action to obtain the alimony due by the other parent

- *For parents receiving capital revenues (financial investment for instance) or living on their savings or on consumer credit or credit card debt*
  - Tax statement on perceived capital revenues, annual bank statements indicating the situation of the financial portfolio
  - Most recent loan statement or credit card statement

- *For parents receving property income*

- ☐ Proof of rental income earned in 2023 : lease or rent receipts
- ☐ Tax Return indicating rental income

➢ *For parents who sold a real estate or received a financial inhéritance in 2023*
- ☐ Statement from lawyer or notary indicating the net proceeds of the sale or amount of the financial inheritance

Benefits in kind :

➢ *For families living in accomodation provided by the employer*
- ☐ Emploer's statement indicating the accomodation's composition, address and value

➢ *For families with vehicle provided by the employer*
- ☐ Card registration documents

➢ *For families receiving other benefits in kind either from employer or from relatives*
- ☐ Statement from employer or relative indicating the nature, and the estimated value of the benefits (plane tickets, phone, water, electricity, etc.) and the official ID of the relative

Taxes and social security charges :

Mandatory social security charges :
- ☐ Statement of social security and pension contributions : W2, 1099 or paystubs according to your situation. If social security charges are not deducted directly on the salary, statement of the amount paid in 2023 (Caisse des Français de l'étranger, par exemple)

Income Tax :
- ☐ Federal and State Tax Return **in full** (1040 and IT 201 including all Schedules, 1120S for corporation) or most recent French (or other) income tax

Alimony paid :
- ☐ Statements of paid alimony

Patrimonial situation

Financial assets :
(Bank accounts, savings accounts, securities accounts, bonds, life insurance, 401k etc.
The threshold for exclusion has been set to EUR 100,000
ALL OF THE BANK ACCOUNTS, REGARDLESS OF THEIR GEOGRAPHICAL LOCATION, MUST BE PROVIDED. **Any incomplete declaration will lead to the rejection of your application**.

- ☐ Completed copy of the enclosed document, providing a precise and comprehensive list of bank accounts (checking, savings, credit) and financial savings (stocks, shares, life insurance, pension scheme, etc.)
- ☐ Bank statements with full transaction listings for the last three months, for ALL OF THE ACCOUNTS HELD, REGARDLESS OF GEOGRAPHICAL LOCATION (checking, savings, credit, securities)
- ☐ Most recent statement from your retirement plan (IRA, 401k etc.)
- ☐ Statement listing all your financial holdings

Real-estate assets :

The threshold for exclusion has been set to EUR 300,000 (acquired value = initial contribution + debts repayments already made)

ALL ASSETS, REGARDLESS OF THEIR GEOGRAPHICAL LOCATION, MUST BE LISTED. **Any incomplete declaration will lead to the rejection of your application**.

- ☐ Copy of property deed(s), either through acquisition or inheritance, indicating the value of the estate
- ☐ Official mortgage documentation indicating the initial value of the loan and the amount already reimbursed (closing statement and most recent mortgage statement/statement indicating the amount of capital still owed, or payment schedule)
- ☐ Property tax notice

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Poste diplomatique ou consulaire	**APPLICATION FOR TUITION ASSISTANCE FOR FRENCH CHILDREN CURRENTLY RESIDING WITH THEIR FAMILY ABROAD. (pursuant to articles D531-45 through D531-51 of the Educational Code)** *Agence pour l'enseignement français à l'étranger - 23 place de Catalogne - 75014 PARIS*

All entries must be completed. If an entry does not apply, please write "Not Applicable"

SCHOOL YEAR : 2024/2025 ☐ **Initial application** ☐ **Renewal**

Familiy dentification number :- - - -

Last name and first name of applicant: ……
Identification number on the registry of French nationals living abroad:…….
Nationality:……..……...
Family relationship with the child or children for whom the application is submitted:……
Address : ……
Phone number : ……
Email address: ……
Date of arrival in country: ……
Most recent address in France:……. ……
Identification number from the Caisse d'allocations familiales :
Agency in charge of paying aid (département) : ……..……

-I- Renseignements relatifs à la famille

✔ ***Situation familiale :*** ☐ Married ☐ Divorced ☐ living partners ☐ Single ☐ Widowed ☐ Separated ☐ PACS

✔ ***Composition du foyer :***

	Father	**Mother**	**Other**
LAST NAME			
First name			
Date of birth			
Town and country of birth			

****child the family defined above has financial responsibility of**

Dependent children** LAST NAME	***First name***	***date of birth***	**Nationality**	***Residence***	***Consular registration number***

For Administrative use only
Année précédente :
Quotité :
Décision :

Dossier reçu le :

Complet ☐
Incomplet ☐

Proposition CCB

Motif :

Décision Agence
(après avis de la CNB)

Motif :

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✔ *Disabled dependent child(ren) Last name, First name, Age, level of disability*

.....
.....
.....

✔ *Current residence*

Do you own your residence: YES ☐ NO ☐ RENT COST : $

Surface : ..... Number of rooms .....

Number of persons living there : .....

✔ *Professional situation*	Father	Mother	Other
Professional situation **(if unemployed, since when)**			
Employer			

If you are currently employed, do you have any relationship with your employer? (Family ties, association etc.)

.....

✔ *Benefits in kind:*

Benefits in kind you may receive from your employer or your family (specify the economic value)

Car
.....
Accomodation
.....
Air-fare
.....
Holiday-home
.....
Heating bill
.....

Electricy bill .....
Gas bill .....
Water bill .....
Phone bill.....
Food ……

✔*personal vehicule*	Number	Model	Date bought	Value at the time of acquisition
car				
motocycle				
boat				
other				

✔ *Tuition assistance:*

Are you already receiving tuition assistance for your children? .....
.....

Organization providing the assistance (employer, country of residence etc.):

.....

✔ *Leisure/Travels*

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Are family members enrolled in a sports club? If yes, which ones?

.....

Over the last two years, how often have the various members of your family traveled, for non-professional reasons, out of the country where they reside? Please specify the destinations

.....

.....

.....

✔ *Household staff*

Number :……. Position : …….Annual cost:……....

-*II*- Description of the children for whom tuition assistance is sought

LAST Name First Name	School attended	Grade	Description of the children for whom tuition assistance is sought *									
			Type of assistance sought (check all that applies)									
			S	**S1**	**SA**	**T**	**V**	**D**	**E**	**I**	BC, EF ,B A	**TB**

**** TYPES OF TUITION ASSISTANCE***

. Tuition (S), First year enrollment (S1), Annual enrollment (SA)
Transportation to school (T), Individual transport (V) ***(can never apply to the use of a personal vehicle)***
School lunch (D)
School books and supplies (E)
Boarding (I)
Exam fees (BC,EF,BA)
Transport to exam center (TB)

Visa from the head of school (if application was submitted to the school)
For initial applications, indicate whether the children are already enrolled in the school at the time of the application for assistance is submitted:

Any other observation:

<u>TO BE COMPLETED IMPERATIVELY: specify the reasons why assistance for school-related expenses (transportation, school lunch, boarding etc.) has been requested (e.g. the child lives far from school, parents have professional obligations)</u>

.....

.....

.....

I, undersigned (Last name, First Name) certify on my honor that all the information in this application is complete and accurate. I understand that any inaccuracy or omission may result in my exclusion from the tuition assistance system (article D531-49 from the Education Code). I also certify that I no longer receive any aid available only to individuals residing in France.

Signature :

In (location): **On (date):**

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Law 78-17 from 06/01/1978 modified and relative to computing, data recording and freedoms applies to all the information provided in this questionnaire. You are guaranteed a right to access and edit the information concerning yourself by contacting the diplomatic or consular post where you submitted your application.

For administrative use only

Observations particulières :

Enquête sociale : OUI ☐ NON ☐ Date :

Conclusions de l'enquête :

Enquête fiscale : OUI ☐ NON ☐ Date :

Conclusions de l'enquête :

SWORN STATEMENT OF INCOME AND ASSETS

1. ANNUAL INCOME

1. ***Annual income and expenses (Fiscal year 2023 – if you had no income, please indicate "zero")***

ANNUAL INCOME	FATHER	MOTHER	OTHER
Gross income **prior to any deduction** (salary, pension, allowances, aid of any kind)			
Alimony received			
Income from financial assets (securities investements			
Income from real estate assets (rent)			
Aid from family			
Overall value of benefits in kind:			
TOTAL			
ANNUAL EXPENSES			
Compulsory social contributions (health insurance, pension fund, CFE under conditions)			
Income tax			
Alimony paid			
TOTAL			

2. Real-estate assets (if you have no real-estate assets, please indicate "zero")

Type	Number	Country-Town	Acquired on	Purchase value	Down payment	Outstanding morgage	Surface
Main residence							
Second home							
Building(s)							
Apartment(s)							
Commercial space(s)							
Agricultural land(s)							
Building land(s)							
TOTAL							

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I certify on my honor that the numbers on this statement are accurate and complete. I understand that any inaccuracy or omission may result in my exclusion from the tuition assistance system (article D531-49 from the Education Code).

In (location): .....On (date): ..... Signature :

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SYNTHETIC LIST OF BANK ACCOUNTS AND FINANCIAL SAVINGS OF THE FAMILY

It is imperative that all accounts and investment vehicles of the family be listed on this document, regardless of their geographical location (France, United States or another country)

☐ **I certify that all the information provided above are complete and correct.**

Date : **Signature:**

Type (bank account, pension plan, savings plan, securities account…)	Institution or Bank name	Account number	Holder	Value at the time of application

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