

Summer 2023: Note from the Business Office

Payment of Tuition Fees and other fees:

Payment of Tuition Fees and other fees for the 2023/2024 school year should be received by ASP as per contract terms for all returning families, and on receipt of invoice for new families. If tuition and fees are paid in total or in part by a third party, it is the parent's responsibility to ensure that payment is made to ASP on time. Unpaid tuition fees may result in students being put on a waiting list or suspended from the school, report cards and transcripts may be withheld and, in the case of failure to pay, the account is transferred to a recovery agency. Do not hesitate to contact the Business Office if you wish to discuss paying of tuition fees: jkearney@asparis.fr

Personal Insurance:

It is important that your children are covered for their activities related to the school. Your household insurance policy, in French, assurance multirisques, may cover incidents involving your child for which you could be held personally liable (responsabilité civile). Some policies exclude liability coverage for extra-curricular activities, use of the school facility outside normal school hours, or school-sponsored sporting events. Please do double-check to make sure you have adequate insurance coverage. If your policy is incomplete, your housing is provided by your employer, or if you do not have an assurance multirisques, we recommend you purchase a student liability policy. You will find a list of Insurance companies on the US Embassy website under the section "Living in France".

Health Services:

All students are required to provide the school nurse with a current list of vaccinations. Vaccinations must be up to date. Any questions on vaccinations can be sent to nurse@asparis.fr

Accidents or Illness at School:

All accidents or illnesses occurring during school hours are reported to the school nurse. If the nurse recommends immediate medical treatment, she will contact the parent or the emergency contact. If there are medical expenses incurred as a result of treatment ordered by the nurse, you should submit the claim to French Social Security, and to your supplementary insurance (Mutuelle), or health insurance carrier for reimbursement. The school's insurance policy will intervene only for the portion of the medical expense that remains unpaid after the parent has claimed reimbursement through his medical plan. Thus, if your insurance will not cover the expense, even partially, neither will the school's. Please review your medical coverage to verify coverage for accidents or illnesses that may occur while your child is at school.

Should you require assistance in any of the items aforementioned, please do not hesitate to contact me. Joyce Kearney (Dir. Finance & Human Resources) jkearney@asparis.fr