

SPRING OFFER: Administrative fee reduced to €100 for every contract taking effect between April 16 and June 30, 2017.

Passport photograph

EXTERNAL STUDENT

2016/2017 ALEGESSEC membership

How did you find out about ALEGESSEC ? ADELE logement website LOCATION ETUDIANT website Your University
 Outdoor ads (banners...) HOUSING ANYWHERE website other:

I, the undersigned Mrs Ms. Mr.

Name of your school:.....

Family name:

First name:

Date of birth:

 | | | | | | | |
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Tick if under 18 on September 1st, 2016

Tick if scholarship holder on social criteria

Place of birth:
(City and Country)

Nationality:.....

Student's mobile phone:

Marital status: Single Couple Married

Student's e-mail:.....

Important! We will use this e-mail each time we need to contact you until you get your keys.

Permanent address:

Names: - father's..... - mother's.....

Telephone: - father's..... - mother's.....

Profession: - father's..... - mother's.....

CHOICE OF RESIDENCE

Please choose a minimum of two residences and indicate an order of priority (1 or 2). We will do our best to meet your requests (choice of residence and type of accommodation)

The Linandes residence

Single Double

The Hauts-de-Cergy residence

Single Double

The Port residence

Single Double Couple

- If you know the name of the student who you wish to share a double studio with, please indicate the name here..... (Please note that the monthly rent for a double studio is per person and that each student wishing to reserve one must complete an application).

- If you wish a couple apartment, please inform us about your partner:

Family name..... First name..... Phone.....

I pay a €99 annual membership fee for my ALEGESSEC membership (to group together with the deposit, administrative fee and admission fee, see additional membership clause form).

Date of signatureSignature :

I declare that I have read and understood the association rules and regulations, rules and behavior in the fitness room, charter for the proper use of computer technology - access to the ESSEC Business School network from student halls of residence. (Available for consultation and downloadable at <http://www.essec.edu/housing>).

Date of signatureSignature preceded by the handwritten mention: "read and approved":

2016/2017 Additional Membership Clause

I, the undersigned Mrs. Ms. Mr. Name of the School:.....

Family name: First name:

Wish to book accommodation in one of the residences of ALEGESSEC for the following duration:

Length of contract: from

D	D	M	M	Y	Y	Y	Y

 to:

D	D	M	M	Y	Y	Y	Y

 (the end date must be the last day of month)

**For all arrivals between the 1st and 15th of the month, the full month rate will be due.
For all arrivals after the 15th of the month, the monthly rent will be prorated.**

2016/2017 Monthly rent:

Linandes		Hauts-de-Cergy		Port	
Single	€589	Single	€602	Single	€774
				Double*	€734
Double *	€499	Double*	€539	Couple**	€985

All inclusive monthly rent: utilities (water, electricity and heat), ESSEC Business School internet access (except for the Linandes and the Hauts-de-Cergy residences which have a private internet provider at the resident's cost)...

Security deposit: €590 - Administrative fee: €100 instead of ~~€299~~ - Admission fee: €199 Membership fee: €99

Would you like to buy a welcome kit? (must be paid with your reservation fees)

€99 (single)¹ Yes No

€155 (couple)² Yes No

*A double studio includes two independent rooms with a shared kitchenette and bathroom. Monthly rent is per person.

**An apartment for couples includes a shared living space and sleeping area with a full size bed, open kitchen and bathroom

- (1) Single kit : 4 plates (2 dinner, 2 soup), 2 knives, 2 forks, 2 soup spoons and 2 teaspoons, 2 glasses, 2 cups, 2 saucers, 1 pan, 1 pot, 1 blanket, 1 fitted sheet, 1 sheet, 1 pillow, 1 pillowcase, 1 small towel and 1 bath towel.
- (2) Couple Kit : 8 plates (4 dinner, 4 soup), 4 knives, 4 forks, 4 soup spoons and 4 teaspoons, 4 glasses, 4 cups, 4 saucers, 1 pan, 1 pot, 1 blanket, 1 blanket cover, 1 fitted sheet, 2 pillows, 2 pillowcases, 2 small towels and 2 bath towels.

I declare that the rules and regulations as well as the present 2016/2017 additional membership clause will constitute my occupancy title setting out my rights and obligations with regard to ALEGESSEC.

I declare that I will subscribe to a multi-risk housing insurance corresponding to the length of the contract noted on the additional membership clause and provide it when picking up my keys. (It is possible to subscribe to a housing insurance through Alegessec when you pick up your keys or online with ISIC: <http://isicassur.fr/assurances-habitation/residences-essec>).

Room assignment decisions will be notified by e-mail.

The student who has applied for membership may cancel his/her reservation request up to 30 days prior to the scheduled occupancy date. In this case, the deposit and annual membership fee will be returned. The administrative and admission fees will not be refunded. Beyond this period, penalty fees of 50% of the housing deposit amount will be charged. These penalty fees will be deducted from the amount paid for the housing deposit. The annual membership fee will be refunded. Administrative and admission fees will not be refunded in accordance with article 27 of the rules and regulations.

Payment must be made in full by bank transfer (see bank transfer form attached) or by check in euros to be enclosed with the reservation file.

Date Signature :



ALEGESSEC

Bank Transfer

You can pay for the housing deposit, annual membership, admission and administrative fees (and monthly fees), in euros, via direct bank transfer to ALEGESSEC bank account.

Beneficiary name (ALEGESSEC)

Bank name: SOCIÉTÉ GÉNÉRALE, AGENCE DE CERGY.

Bank address: IMMEUBLE SOGE 2000, RUE DU VERGER, BP 70388, 95028 CERGY CEDEX.

RIB (Bank account identification):

Bank sort code	Count code	Account number	Key
3 0 0 0 3	0 1 6 5 8	0 0 0 3 7 2 7 5 7 3 8	2 0

IBAN (International Bank Account Number) :

F	R	7	6	3	0	0	0	3	0	1	6	5	8	0	0	0	3	7	2	7	5	7	3	8	2	0
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BIC (or SWIFT) code:

S	O	G	E	F	R	P	P
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IMPORTANT:

To ensure your payment is correctly attributed to you, please ask your bank to mention on the bank transfer order form the reason for your payment as well as your last name and first name:

For example: "last name + first name + reservation".

Please make sure to enclose a copy of your bank transfer order with your housing application.

ALEGESSEC

Checklist of all necessary items for the reservation file

- ALEGESSEC Association Membership duly completed and signed.
- 2016/2017 additional membership clause (please indicate the beginning and ending date of the contract)
- A €988 bank transfer** (refundable €590 housing deposit + €99 annual membership fee + €100 administrative fee+ €199 admission fee). **Please send us the copy of the transfer order confirmation.**
- Please include payment of the welcome kit, if chosen: €99 for single and double rooms or €155 for couples.
- For holders of a bank account in the SEPA area:** SEPA Direct Debit mandate + RIB (Bank account identification document). This will be used only for the payment of your monthly rents after your arrival **but cannot be used to pay for your initial deposit.**
- For holders of a bank account outside the SEPA area:** Bank account identification document to be used for the refund of your security deposit by bank transfer within two months after your departure.
- Passport and / or visa and / or residence permit for foreign students.
- 1 passport photograph to be attached to the membership form.
- 1 school certificate

BEWARE : The items listed above are mandatory

Incomplete files will be left pending until the missing items have been received, meaning that their processing will be delayed.

Please return your application:
EITHER by post to the ALEGESSEC address below
OR by e-mail to: alesgessec-gestion@essec.edu

No answers will be given by phone.
Room assignment decisions will be notified by email.

For more information, please visit our website:
www.essec.edu/housing

Your Contact: Jona GYLFADOTTIR
Tel. +33 (0) 1 34 20 60 00
Fax +33 (0) 1 34 20 60 09
gylfadottir@essec.edu

Monday and Wednesday from 2 pm to 5:30 pm
Tuesday and Thursday from 9 am to 5:30 pm
Friday from 9 am to 4:30 pm

ALEGESSEC - RÉSIDENCE DU PARC
7, AVENUE DU PARC
CS 90065
95020 Cergy-Pontoise CEDEX
FRANCE

THE HOUSING SUBSIDY (APL): key points

The following instructions were given by the Caisse d'Allocations Familiales (CAF). ALEGESSEC isn't qualified to give you more information.

- The housing subsidy (or APL) is received by ALEGESSEC for its members and deducted from monthly fees once the file has been processed by the CAF (Caisse d'Allocations Familiales) and your subsidies received by ALEGESSEC. You must pay for your rent in full until the first subsidies are received. Your APL won't be transferred on your personal bank account.
- The first month of residency is not eligible for APL.

For all students:

The APL application process must be completed by the student **ONCE KEYS HAVE BEEN PICKED UP** on the CAF website (www.caf.fr) with the help of the procedure guide given on the day of your arrival. The printed application form and documents listed in the below table must be dropped in the CAF mailbox located in Alegessec.

- If you have already received APL, you must contact your former CAF site and arrange for changing CAF offices.
- **Please note that you must open a French bank account to apply for APL.** A RIB (French bank details) will be requested.

For all students with French citizenship:

- The housing subsidy cannot be combined with the family subsidies.

For all students not possessing French citizenship:

- For students outside the European Union, a visa or a resident permit is mandatory.
- The period of validity of the residence permit must correspond to the length of occupancy (please always keep a copy of your "récépissé de demande de titre de séjour" as well).
- **ESSENTIAL : Original birth certificates must be translated in French and stamped by the French embassy or consulate in your home country.**

If your original birth certificate was issued in English, there is no need to have it translated into French.

Necessary items to provide with your APL file		
French student	Student from European Union	Student from outside European Union
National identity card or passport	National identity card or passport	Passport
	Birth certificate translated into French and stamped by the French embassy or consulate in your home country	Visa or residence permit
Proof of earnings for 2014, income statement or payslips for 2014* if any	European Health Insurance card	Birth certificate translated into French and stamped by the French embassy or consulate in your home country
	Proof of earnings for 2014, income statement or payslips for 2014* if any	Proof of earnings for 2014, income statement or payslips for 2014* if any
Certificate of scholarship if scholarship holder	Certificate of scholarship if scholarship holder	Certificate of scholarship if scholarship holder
RIB (Bank account identification)	RIB (Bank account identification)	RIB (Bank account identification)
	Declaration on honour (we will give you the form when handing you the keys)	
	School certificate	

* Please note that the CAF will ask for your 2015 income around November 2016 in order to calculate the amount of your subsidies for 2017

Please do not send the CAF documents by email.