

UNIVERSITY GUIDANCE SERVICE AGREEMENT

INTRODUCTION

The University Guidance (UG) service supports Anglophone Section students from 3ème up to Terminale who are interested in applying to universities in North America, the UK and continental Europe.

This policy explains what services the UG team can reasonably provide to students in terms of support, advice and guidance.

WHO CAN USE THE UNIVERSITY GUIDANCE SERVICE?

- All (and only) students in the Anglophone Section who wish to apply to study a further or higher education course taught in English.
- Former students of the Anglophone Section who have taken a year out after school and wish to apply for a course starting in the following year can access the service for a period of 12 months after graduation.

THE UNIVERSITY GUIDANCE SERVICE

The service aims to provide **guidance** and **support** in the following ways:

- **Organising** student access to and use of the **Unifrog** research and guidance platform.
- **Presenting** information to students and parents from 3ème to Terminale and making this information available on the Section website.
- **Offering individual meetings** with students / parents, by request. All meetings should be arranged in advance, by agreement with the UG advisers and are dependent on their availability.
- **Advising** on the suitability of courses and institutions, including entry requirements, application processes, information on funding and the likely costs of study and living.
- Raising **awareness** of events such as Open Days, webinars etc and **networking** with CSI Lyon alumni to provide the latest information and advice on new and current opportunities.
- **Overseeing** individual applications via Unifrog, UCAS (UK), Common App (US), Studelink (Netherlands) and other platforms.
- Providing **support during the application process**. Depending on individual requirements this might include:
 - Providing supporting documents (e.g. English transcripts of *bulletins* / school reports, statements of English proficiency, predicted grades from teachers, any other letters or references).
 - Advisors will provide feedback on up to 3 drafts of Personal Statements, entrance and scholarship essays.
 - Identifying and issuing reminders about key deadlines.

GENERAL INFORMATION FOR STUDENTS & PARENTS

- Entry requirements and offers come directly from the Universities. The UG service cannot influence either of these. This applies particularly so in the case of any Maths or language proficiency tests. The UG service is not a placement service and will not enter into contact with individual institutions to try to influence their decisions.
- Researching and applying for financial aid, scholarships and funding is the responsibility of students and their parents.
- French grades, as shown on the *bulletins*, are converted into US / UK grade equivalents in accordance with the official guides produced by accredited bodies. The UG advisers cannot alter or omit grades from the official transcripts.
- The UG service does not provide coaching for, or administer, SATs, ACTs, language proficiency tests, the LNAT or Oxbridge entrance examinations.

FAIR USE OF THE UNIVERSITY GUIDANCE SERVICE

All students and parents making use of the service are expected to abide by the following guidelines in order to ensure the fair use of the service, given the resources that are available. .

- Students are expected to be **active users of** the **Unifrog** platform throughout. They will set up a Unifrog account in 3ème and use the service during their 2nde year to begin exploring their choices.
- From the start of the **1ère** year: all students who want to use the UG service will register by email university@csianglo.org and to agree to the terms of the Fair Use policy.
 - Students interested in applying to Oxbridge, medicine, vet, dentistry, law or private / elite US colleges should register early, ideally in **2nde**.
- Students are strongly advised to focus on **a maximum of one 'large' application (US or the UK) plus perhaps two 'smaller' applications (Netherlands, Ireland, Canada)**. This is to ensure that students are able to produce high-quality, tailored applications that will give them the best possible chance of securing a desired place, and to balance this with the heavy work commitments of Terminale. In practice, this means that the UG advisers will be able to support students with **a maximum of up to 3 applications per student**, as described above. Applications beyond this limit may not be entertained.
- Students need to sign themselves up to **online application portals** and complete all pre-entry steps well ahead of deadlines.
- Where students need specific **documents** from the UG advisers, they must provide all *bulletins*, certificates and predicted grades etc. by the deadlines set by the UG advisers.
- If **references** are being requested from classroom teachers, students must ask politely and give at least 1 week's notice.
- Applications made at **short notice** before a deadline will only be supported at the discretion of the UG advisers. This will apply to requests made:
 - less than one calendar month before a deadline for applications to the UK, USA, and Netherlands *numerus fixus* universities.
 - less than 2 weeks before a deadline for applications to Canada, Ireland and all other Netherlands courses.
- Students will Inform the advisers of any **offers** or **decisions** that they receive.
- Students will respond promptly to emails and other communications from the UG advisers.

Parent Agreement

I, the undersigned, confirm that I have read and agree to the terms of this Fair Use Policy.

Name: _____ Date: _____

Signature: _____

Student Agreement

I, the undersigned, confirm that I have read and agree to the terms of this Fair Use Policy.

Name: _____ Date: _____

Signature: _____