



ONLINE RE-REGISTRATION PROCESS

Important

- Re-registration is required for every enrolled student in order to let the school know if the child will be returning for the next school year
- Re-registration process must be completed by the parents
- In any case, the present formality of Re-registration cannot be considered as admission of the pupil in the next class. Only the annual academic results or any other decision within the sole power of the Academic Council will be able to decide on this case.
- Re-Registering early helps the school to plan and saves money.

How to Complete Re-Registration

Please see the instructions below to complete the Online Re-registration Process (takes approximately 5 minutes to complete).

1 Login

To begin with, the re-registration process you need to log in to the school online platform scholarsapp.iesaciv.com using your parent's credentials. Drop a request for access on our website (www.iesaciv.com/requestAccess)

Once connected, in the menu at your left side, click on "Registration ➔ Re-registration". This will take you to the Re-registration page.

2 Re-register

On the Re-registration page, In front of your child(ren) name(s), in the column "Re-register", you will have to choose between "Yes" and "No" to know whether your child is re-registering or not:

- Click on "Yes", in the column "Re-register", if your child is returning for the coming school year. A pop-up window will appear to confirm your choice.
Repeat this action for each child if you have more than one.
- Click on "No", in the column "Re-register", if your child is not returning for the coming school year. A pop-up window will appear to confirm your choice and to choose a reason of leaving.
- Click on "Reset", in the column "Re-register", to reinitialize your re-registration if you have mistakenly clicked on "No" or you have changed your mind.



INTERNATIONAL ENGLISH
SCHOOL OF ABIDJAN



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3 Check

Check regularly the re-registration status to ensure your child will be enrolled for the coming school year:


- **"In process"**: Waiting for the validation by the school.
- **"Items Ordering"**: Once the admission request has been validated and the invoice for school fees has been generated, parent will now have the possibility to:
 - Change the quantities of certain invoiced items
 - Choose the desired size of uniforms (Polo shirts, sportswear, shorts, school uniforms, etc.). Please refer to the different uniforms size charts.
 - Order Stationery Requirements Packages.

How to proceed at this level?

1. Open your invoice (s) statement

To open your invoice(s) statement(s) use your credentials to access the school platform and then click on **Finance** ➔ **Invoice statement (s)** in the menu.

2. Modify the quantity and select the size

Edit each invoice by clicking on this icon  in front of it and then in the columns **"Quantity"** and **"Size"**, modify and select respectively the quantities and the sizes of certain invoiced items.

3. Order School Stationery Package

At the bottom-left side of your edited invoice, click on **"Order Stationery"**. The stationery requirement package of the class will be added to your invoice.

4. Validate the changes made on your invoice

At the bottom-right side of your edited invoice, click on **"Save"** to validate the changes made on your invoice.

Repeat actions **2, 3, 4** for each child if you have more than one.

Note: This important step will subsequently facilitate the distribution of items based on orders' priority and quantities. Moreover, in compliance with the measures to prevent the spread of Covid-19 pandemic, no item ordered and delivered can be changed or refunded. As reminder, any placed item is due.

- **"Waiting for payment"**:
 - This important step, will subsequently, facilitate the distribution of items based on orders' priority and quantities. No item ordered and delivered can be changed or refunded. As reminder, any placed order is due.
 - After the validation of selected orders, your proforma invoice of school fees will be available on your portal and you will now have to set a payment plan.



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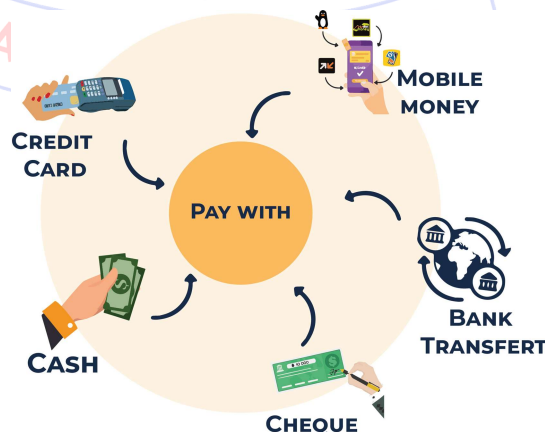
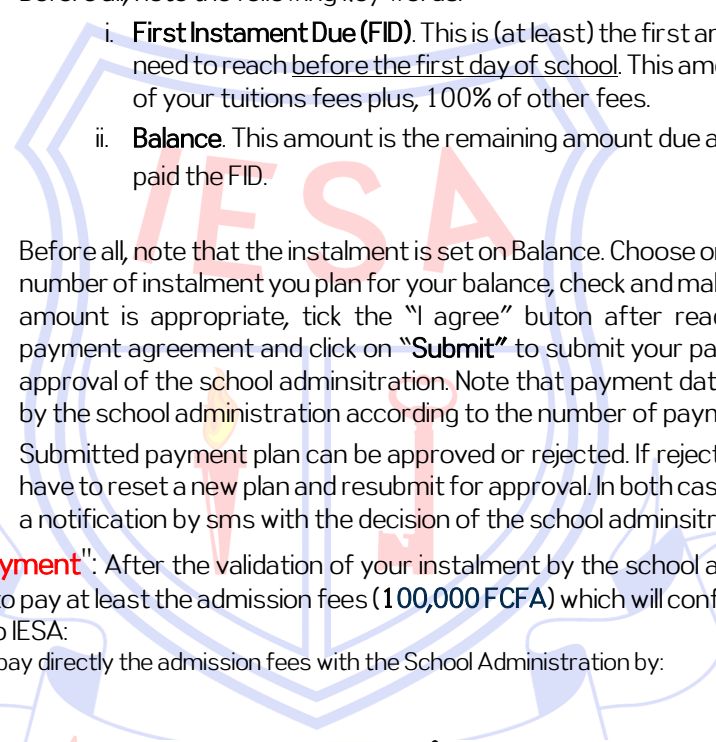
- **"Payment Plan"**: After saving your amended invoice(s), you will have to define your payment plan. Note that the payment plan is compulsory and is part of the admission process.

1. Why do I have to set a payment plan?

Setting a payment plan is the way to tell the school administration how and when you are going to pay the school fees.

2. How to define your payment plan?

- Open your payment plan by clicking on the button "Instalment" in your "invoice(s) statement". Note that this button only appears when you have completed the "Item Ordering" process for all your children.
 - Before all, note the following key words.
 - First Instalment Due (FID)**. This is (at least) the first amount that you will need to reach before the first day of school. This amount includes 50% of your tuitions fees plus, 100% of other fees.
 - Balance**. This amount is the remaining amount due after you have paid the FID.
 - Before all, note that the instalment is set on Balance. Choose on the platform the number of instalment you plan for your balance, check and make sure the divided amount is appropriate, tick the "I agree" button after reading carefully the payment agreement and click on **"Submit"** to submit your payment plan to the approval of the school administration. Note that payment dates are already set by the school administration according to the number of payment you choose.
 - Submitted payment plan can be approved or rejected. If rejected, the parent will have to reset a new plan and resubmit for approval. In both cases, you will receive a notification by sms with the decision of the school administration.
- **"Waiting for payment"**: After the validation of your instalment by the school administration, the parent will have to pay at least the admission fees (100,000 FCFA) which will confirm the admission of the student to IESA:
 - You can pay directly the admission fees with the School Administration by:



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- ✓ **For Cheques** Please ensure that the cheques is made payable to "International English School of Abidjan" or "IESA"
- ✓ **Mobile money** Please contact the school administration for the appropriate phone number to use.

Stay safe, always call the provided number before any deposit.

After any cash transfer (through Bank or Mobile money), submit your proof of payment by sending an email to finances@iesaciv.com or simply call our school administration for confirmation.

Once you have sent your proof of payment, the school will wait for the confirmation before issuing a receipt of payment. You can check your payments in the menu at your left side: **Finances** ➔ **Receipts**.

- ✓ **For Bank Transfer**, Please find below the school's bank details :

BANK DETAILS	
BANK NAME	GT Bank Côte d'Ivoire (Guaranty Trust Bank Côte d'Ivoire)
BANK ADDRESS	01 BP 13141 Abidjan 01 – 13 Rue du Sénateur Lagarosse Plateau, Abidjan- Côte d'Ivoire
BANK CODE	CI163
BIC	80
BOX CODE	01202
ACCOUNT NUMBER	000000053408
ACCOUNT NAME	International English School of Abidjan
CODE SWIFT	GTBICIAB
IBAN	CI93 CI163 01202 000000053408 80
COUNTRY	Côte d'Ivoire

The re-registration fees (100,000 FCFA) are not refundable. This guarantees that we will hold a slot for your child at IESA.

- **"Complete"**: The re-registration process is complete and your child is re-registered for the coming Academic Year.



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