



**Institut Mines-Télécom
Business School**





1 Administrative Registration

Back-to-school date
Registration link
School certificate ...



2 Tuition and fees

Payment in 3 instalments
Payment dates ...

3 Scholarship

Where to apply
Exemption ...

4 Financial Assistance

Partial exemption
IMT-BS assistance ...

5 CVEC - Civil liability

Where to obtain a civil liability certificate
Amount of CVEC ...

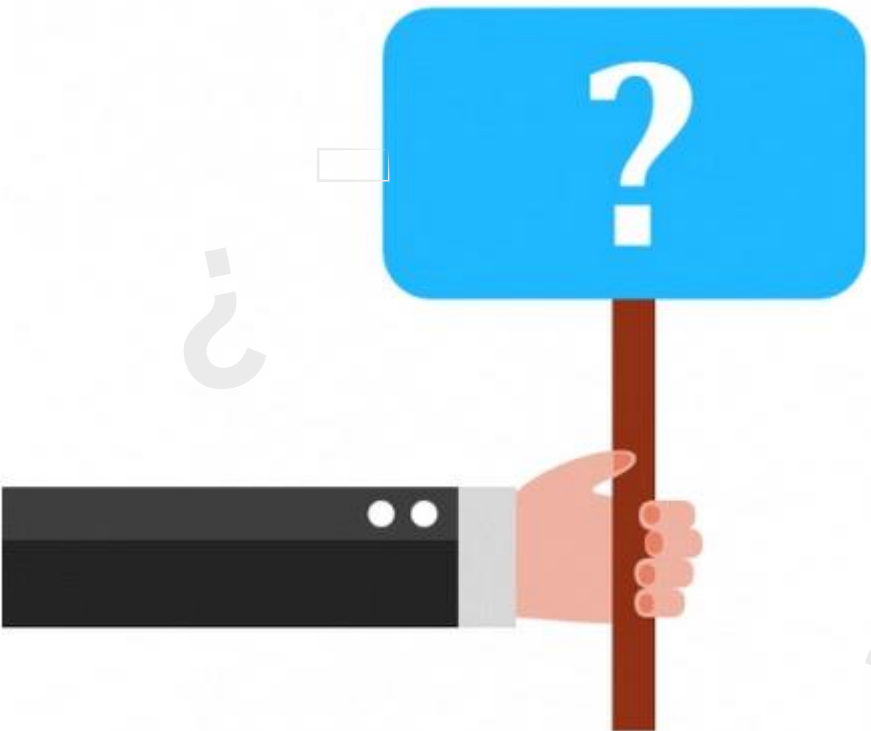
6 Apprenticeship - Double degree

Double degree = Double registration
Apprentice/Scholarship status ...

7 Housing

Reservation date
Contact ...





1 Administrative Registration

1 Administrative Registration



When do online registrations open?

- Passerelle - AST session 1: from 06/20 to 07/04
- Passerelle - AST session 2: from 09/07 to 23/07
- Bachelor - Double diploma - International: from 10/07 to 28/07
- Re-registration: from 17/07 to 02/08
- BCE: from 31/07 to 13/08
- CMT: from 08/08 to 25/08
- Master of Science: from 24/07 to 06/08



What is the back-to-school date?

- New entrants: Monday, September 2, 2024
- B3 FISA: Friday, September 6, 2024
- B1, B2, L3, M1 FISE, MSc M1: Tuesday, September 10, 2024
- M2 FISA: Wednesday, September 11, 2024
- M1 FISA: Monday, September 16, 2024
- M2 FISE, MSc IM2, MSc MIDE 2: Tuesday, September 17, 2024

[Academic calendar](#)



1 Administrative Registration



I would like to prepare my registration. What documents do I need?

- Identity card
- CVEC certificate
- Civil liability insurance ([tuto RC](#))
- Copy of last diploma
- Additional documents according to your situation



When will I receive my login and password to register online?

- If you are already an IMT-BS student, your login details remain unchanged.
- If you are registering for the first time at IMT-BS, they will be sent to you by e-mail when online registration opens.

1 Administrative Registration



What is the online registration link?

<https://inscriptions.imt-bs.eu>



What is the photo format?

JPEG format ([tuto picture](#))



Can I change my postal address after registering online?

Yes, by logging on to your e-campus with your login and password.

[Instructions for use](#)



I've made my payment, but I haven't been redirected to the registration site?

You need to log in again and go through the steps you've already completed. What you have already entered remains saved.



1 Administrative Registration



I'm using Internet Explorer to complete my online enrollments and I'm having problems?

Please use a recent browser to register online.



I'm on FIREFOX but the problem persists?

Feel free to log out and log back in, as all information remains saved.



I want to know if I have registered correctly?

- You need to log in to your IMT-BS mailbox
- You will receive an e-mail from the registration department informing you of the progress of your registration.



1 Administrative Registration



I can't find my school certificate on e-campus?

- You will have access to your school certificate once your registration has been definitively validated.
- To download it, see Tuto : [Tuto schooling certificate](#)
Accessible with your e-campus login



I'm waiting for the Jury's decision. Can I register online?

No, you'll have to wait for your Jury's decision.



How can I find out the jury's decision?

A letter from the school is automatically sent to your postal address after the Jury des études.



I'm on a gap year (ACI Année de Césure à l'International or ACE Année de Césure en Entreprise or ASE Année Spécifique en Entreprise), do I need to re-enroll?

Yes



1 Administrative Registration



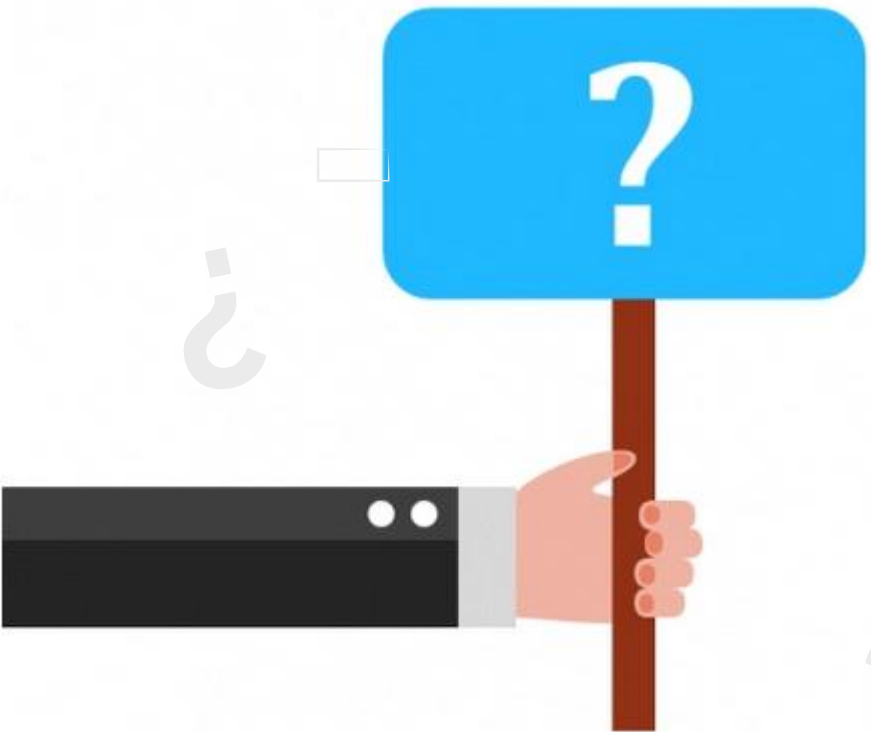
I have registered online, but I don't have access to the school certificate?

Your school certificate will be accessible after validation by our services.

Or an e-mail will be sent to you informing you that your **application has been validated** and that you can print out your school certificate.

Or an e-mail will be sent to you informing you that **your file has not been validated** and that you need to complete it.





2 Tuition and fees

2 Tuition and fees



Is it possible to pay tuition fees in September?

- Yes, but your registration will only be validated once your payment has been received.
- Once your payment has been received, you will have access to your school certificate.



What are the due dates for payment in 3 instalments?

- 1st payment on registration
- 2nd instalment on 15/01/2025
- 3rd instalment on 15/04/2025



What is the deadline for payment of my tuition fees?

September 30, 2024



What are the tuition fees for scholarship students?

Scholarship students on the **Grande Ecole** program are exempt.
Scholarship holders in the **Bachelor's** program will be required to pay tuition fees of :

- 100% for scholarship holders in grades 0bis to 3
- 80% for grade 4 and 5 scholarship holders
- 60% for grade 6 and 7 scholarship holders.



2 Tuition and fees



I'm doing a gap year with a tuition fee of €1,100. Can I pay in 3 instalments?

No, for fees of €1,100, payment in 3 instalments is not available.



Why should I de-cap my bank card?

To avoid your bank rejecting your payment



How can I pay my tuition fees?

- 1-time payment by credit card or bank transfer
- Payment in 3 instalments by credit card only



When do I have to pay my tuition fees?

When registering online



2 Tuition and fees



I have a Bachelor's scholarship. Do I have to pay my tuition fees in 1 or 3 instalments?

Please pay in 3 instalments if you have a grade higher than 3.



I am a Bachelor scholarship holder. When do I receive confirmation of my partial exemption?

As soon as you receive your final scholarship notification



I'm on a Bachelor's scholarship and I'm entitled to a partial exemption. How are my fees readjusted?

- If you have **paid in 3 instalments**, the 2nd and 3rd instalments will be readjusted.
- If you have **paid in 1 instalment**, a refund will be made at the beginning of 2025.



I'm in a Bachelor's program - am I eligible for a CROUS scholarship?

The scholarships are available to Bachelor's degree students.
In 2024-2025, all Bachelor's students are eligible



2 Tuition and fees



Should I de-cap my bank card if I'm on a scholarship?

PGE: NO, because you are exempt from tuition fees, as long as your scholarship status is confirmed by the CROUS.
BACHELOR : YES



I would like to pay by bank transfer. Where can I find the school's bank details?

When you register online or in e-campus by logging in [here](#)



I need an attestation to make an international transfer

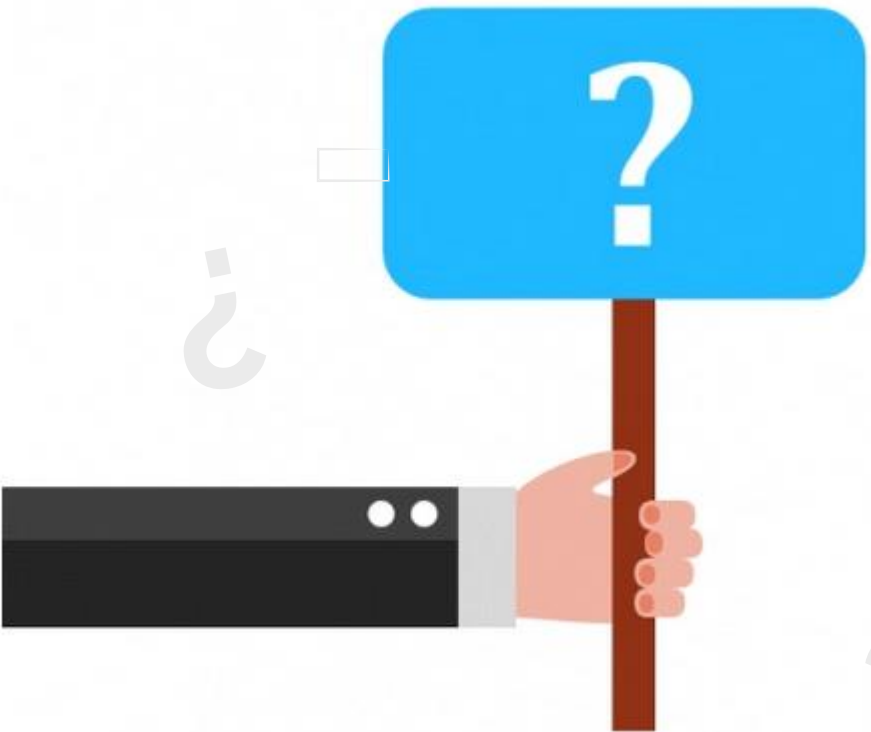
Contact: inscriptions@imt-bs.eu



Can you tell me if we receive proof of payment of tuition fees?

As soon as your file has been validated by our services, you will be able to edit your payment certificate in e-campus by logging in with your login and password.





3 Scholarship

3 Scholarship



Am I a CROUS scholarship holder?

No, you are an ITM scholarship holder
the conditions for awarding scholarships are governed by the rules set out in the ITM instruction.
Not those visible on the CROUS website.

<http://inscriptions.imt-bs.eu>



Do all scholarship holders receive the same grant?

NO: The amount of the grant will depend on your level, calculated according to the social criteria adopted by the CROUS.



Where can I apply for a scholarship?

To apply for a grant, go to the CROUS website: "messervices.etudiant.gouv.fr".

3 Scholarship



How do I know if I'll be eligible for the grant?

You can do a simulation at: [demande-de-bourse-testez-votre-eligibilite-et-simulez-le-montant-auquel-vous-avez-droit/](https://www.crous.fr/demande-de-bourse-testez-votre-eligibilite-et-simulez-le-montant-auquel-vous-avez-droit/)



How can I prove that I'm a scholarship holder when I register online?

By providing the Inscriptions department with your conditional scholarship notification issued by the CROUS



I haven't received my conditional CROUS scholarship notification. How long do I have to provide it?

- September 30, 2024.
Without this proof you will have to pay your tuition fees to validate your registration at IMT-BS.
- As soon as we receive your conditional CROUS scholarship notification, and your registration file has been fully validated, we will reimburse your advanced fees.

3 Scholarship



I am a foreign learner, can I apply for a CROUS scholarship?

You must have been attached to a tax household in France (father, mother or legal guardian) for at least 2 years.



How will we receive confirmation that our CROUS scholarship application has been validated?

- Once your enrolment at IMT-BS has been validated by the Enrolment Department, your scholarship application will also be validated by the CROUS.
The CROUS will confirm your scholarship status.
- **Please note:** if your IMT-BS registration file is incomplete, your CROUS scholarship application will not be validated.

3 Scholarship



When is the 1st bursary payment due?

Early payment of the September instalment will be made at the end of August if your EHR and registration have been finalized by 08/25. Payments are then made by the 5th of each month from October onwards.



I would like information on the progress of my CROUS scholarship application.

If you have any questions about the preparation or progress of your application, please write to the CROUS teams using the e-mail form available on <https://www.messervices.etudiant.gouv.fr/envole/>.



I applied for a CROUS scholarship after 05/31/2024. What are the consequences?

Applications received after this date will be processed on a case-by-case basis. The processing of your application will be delayed accordingly, as will the payment of your 1st monthly instalment.

3 Scholarship



I haven't received a reply from CROUS and it's 09/30/2024, what should I do?

You must pay tuition fees.

Upon receipt of your conditional scholarship notification, a refund will be made.



Could I be penalized for the annual amount of my scholarship?

Yes, if you have submitted your scholarship application well beyond 05/31/2024 (see deadlines set by the CROUS). The first monthly instalments may be deducted from the total amount of your grant.



I haven't applied for a CROUS scholarship, can I still do so?

Yes on "messervices.etudiant.gouv.fr" until 12/31 but penalties may apply to the amount of your grant depending on the delay

3 Scholarship



I have not received my conditional notification

If you have any questions about the preparation and progress of your project :

- you should **consult** your EHR regularly.
- you can **write to CROUS staff** using the e-mail form available at www.messervices.etudiant.gouv.fr.



To date, my file is complete and my scholarship notification is still conditional.

To obtain a final scholarship notification you must have :

1 - Finalize your IMT-BS registration

AND

2- Finalize your DSE with CROUS



Once you've received conditional notification, what further steps need to be taken to receive your grant?

No action is required on your part.

You must wait until you receive the final notification and forward it to the stock exchange department bourses@imt-bs.eu

3 Scholarship



Do you have the possibility of advancing my application to the CROUS? (or validate my scholarship application directly if I send you the supporting documents).

No, if you have any questions about the progress of your case :

- you should consult your EHR regularly.
- you can write to CROUS staff using the e-mail form available at www.messervices.etudiant.gouv.fr.



Is there a scholarship or other form of social assistance for international learners?

No, unfortunately there are no scholarships available to help cover tuition fees other than those offered by the CROUS.



3 Scholarship



I've always been a CROUS scholarship holder under the ASAA scheme (family breakdown). Can I keep this status as an IMT-BS student?

No, as IMT-BS is not part of the French Ministry of Education, ASAA learners are not eligible. The conditions for granting financial aid are governed by the rules defined in the ITM instruction and not those visible on the CROUS website.



The CROUS website indicates that my file is still being processed on September 1. Will this have an impact on my scholarship?

No, if you have submitted your application before 31/05/2024. Once your application has been definitively validated by the CROUS, payments can begin on a monthly basis.



Do I have to send my school certificate to CROUS to release the payments and finalize my application, or is this done automatically?

No, once your IMT-BS registration has been validated, it is done automatically.



3 Scholarship

Scholar PGE



When is the €800 deposit refunded for scholarship holders?

From November



I haven't received my conditional CROUS scholarship notification. How long do I have to provide it?

September 30, 2024

Without this proof, you will have to pay your tuition fees.

You must pay tuition fees.

Once you have received your conditional scholarship notification, we will proceed with the reimbursement.



I've been refused a CROUS scholarship - do I have to pay tuition fees?

Yes, by logging on to online registration:

<http://inscriptions.imt-bs.eu>

Payment must be made **before 09/30/2024**

3 Scholarship



I have a Bachelor's scholarship. Do I have to pay my tuition fees in 1 or 3 instalments?

Please pay in 3 instalments if you have a grade higher than 3.

Scholar BACHELOR



I am a Bachelor scholarship holder. When do I receive confirmation of my partial exemption?

As soon as you receive your final scholarship notification



I'm on a Bachelor's scholarship and I'm entitled to a partial exemption. How are my fees readjusted?

- If you have paid in 3 instalments, the 2nd and 3rd instalments will be readjusted.
- If you have paid in 1 instalment, a refund will be made at the beginning of 2025.



I'm in a Bachelor's program - am I eligible for a CROUS scholarship?

Scholarships are available to Bachelor's degree students
In 2024-2025, all Bachelor's students are eligible



3 Scholarship

Scholar BACHELOR



I have a tier 2 scholarship, how much will my tuition cost?

All scholarship holders from 0bis to 3 have no reduction in tuition fees.



I have a level 4 scholarship, what are my tuition fees?

All Tier 4 and 5 scholarship holders receive a 20% discount on tuition fees.

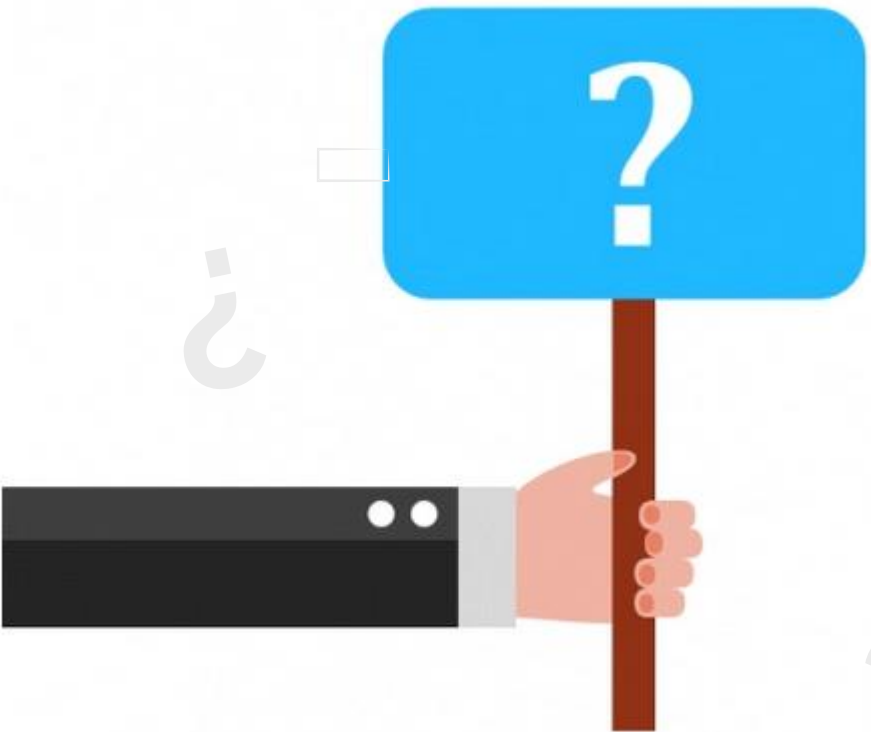
Your expenses will be : 5480 €



I have a level 7 scholarship, what are my tuition fees?

All tier 6 and 7 scholarship holders receive a 40% reduction on tuition fees.

Your fee will be : 4110 €



4 Financial Assistance

4 Financial Assistance

PGE



What is the partial exemption?

Partial exemption reduces tuition fees to €5,000



Where do I apply for a partial tuition waiver?

Please contact bourses@imt-bs.eu



Do I have to register and pay before I can get a partial tuition waiver?

Yes, your registration must be validated



What is the deadline for applying for a partial tuition waiver?

End of December 2024

4 Financial Assistance

PGE



How can I benefit from the partial exemption?

1. You must first have applied for a CROUS scholarship.
2. Notification of refusal of a grant for financial reasons
3. Your income must exceed the maximum Gross Global Income (tax notice) required by the CROUS by the CROUS of no more than €5,000



What documentation do I need for a partial tuition waiver?

You need a notification of refusal for the following reason: "you exceed the annual income ceiling".



I haven't applied for a CROUS scholarship. Can I apply for a partial exemption?

No, because to request a partial waiver of tuition fees, you must justify your request by providing a notification of scholarship refusal.

4 Financial Assistance



I've received a favorable notice to claim the partial exemption, but I've requested payment in 3 instalments by credit card. How can I cancel it?

When your partial exemption is validated, an adjustment will be made and your credit card payment will be cancelled for the January and April instalments.



I've been refused a CROUS scholarship and I've applied for a partial PGE exemption. Do I have to pay tuition fees?

Yes, by logging on to online registration: <https://inscriptions.imt-bs.eu>.
1st payment must be made before 09/30/2024



Is there a scholarship or other form of social assistance for international learners?

No, there are no grants to help pay tuition fees other than the CROUS grant.

The assistance provided can only be used to help students with specific problems, on a curative or preventive basis, who are experiencing financial difficulties that may have a detrimental effect on their schooling, and to take into account new, unforeseeable situations that arise during the school year.
But this completely excludes tuition fees

4 Financial Assistance



Where can I apply for ESF (Student Social Fund) assistance?

You must make an appointment with the social worker: j.didat@socialinter.fr



What are the conditions for applying for an ESF?

The ESF is an emergency fund reserved for students enrolled in initial training at an ITM school who have paid their tuition fees or have been exempted from paying them.

Its purpose is to provide punctual assistance, on a curative or preventive basis, to learners experiencing financial difficulties that may have a detrimental effect on their schooling.



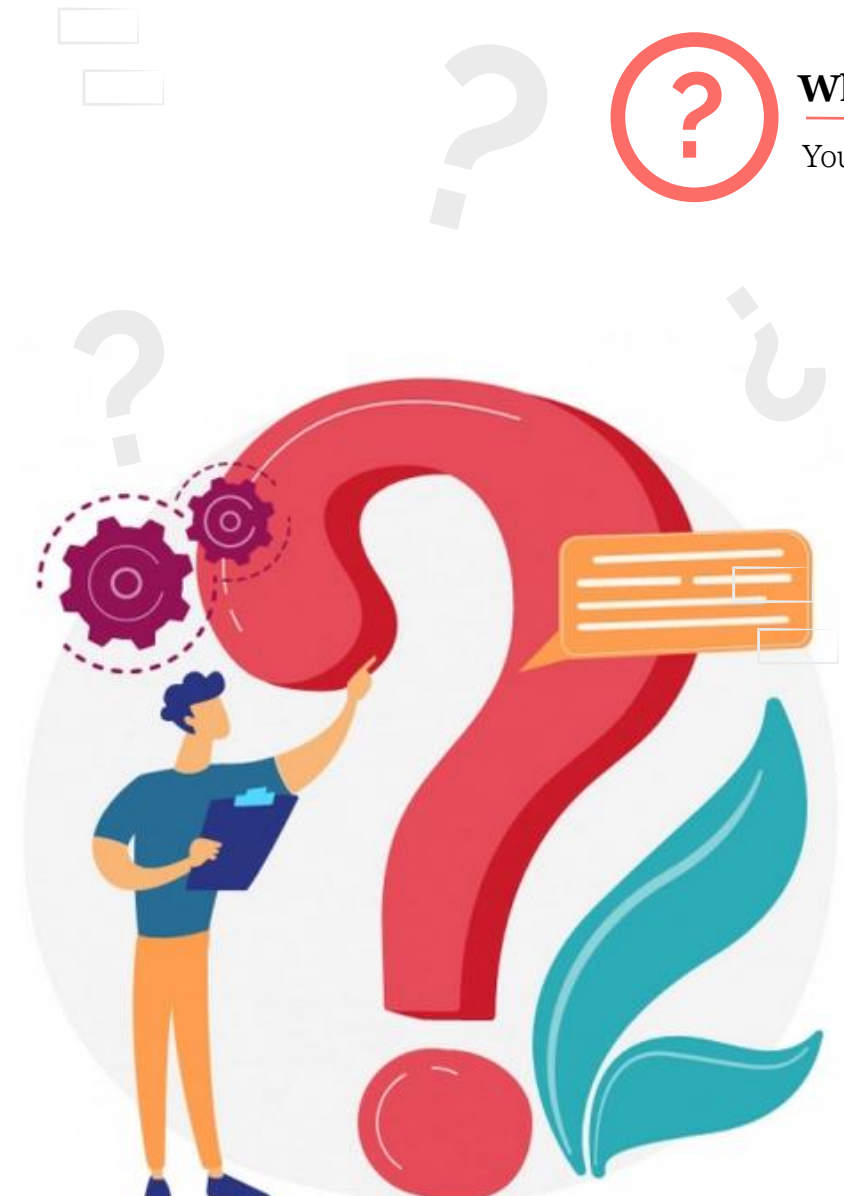
I'm a scholarship student, can I apply for the ESF?

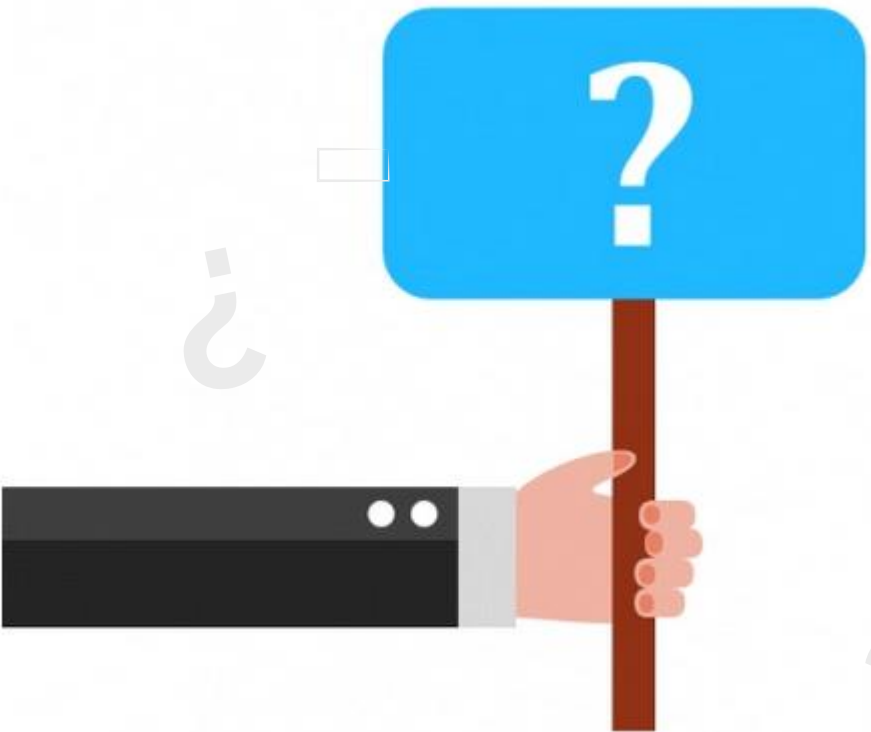
Yes,
Only Master Of Science or specialized Master's students are not eligible.



Can I apply for ESF assistance to help pay my tuition fees?

No,
this aid is used to finance food needs, rent arrears, medical expenses, etc.





5 CVEC - Civil liability

5 CVEC - Civil liability



What is school liability insurance?

Civil liability insurance guarantees that you'll be taken care of in the event of an accident at school, during your internship, your jobs and your sports activities.
(see tutorial: [HERE](#))



How can I obtain school liability insurance?

It can be taken out with an insurer.
It can be included in comprehensive home insurance, with your bank, or with your supplementary health insurance.



Can you tell me why my application has not been validated? All that's missing is my insurance certificate.

This is a mandatory document. Without it, your application cannot be validated.



Can you tell me why my insurance certificate doesn't cover the whole school year?

Yes, but it must also state that you are being cared for as part of your studies.

5 CVEC - Civil liability



The certificate provided states that I am covered for personal liability. Why doesn't it comply?

"Private life" doesn't necessarily mean that you're being taken care of as part of your studies; this must be clearly stated.



Do I need to take out a health insurance policy?

This procedure is optional, but it enables you to top up the reimbursement of medical expenses already paid by the social security system.

5 CVEC - Civil liability



As an apprentice, do I have to contribute to the CVEC?

YES



I'm about to do a gap year (ACI/ACE). Do I have to contribute to the CVEC?

YES



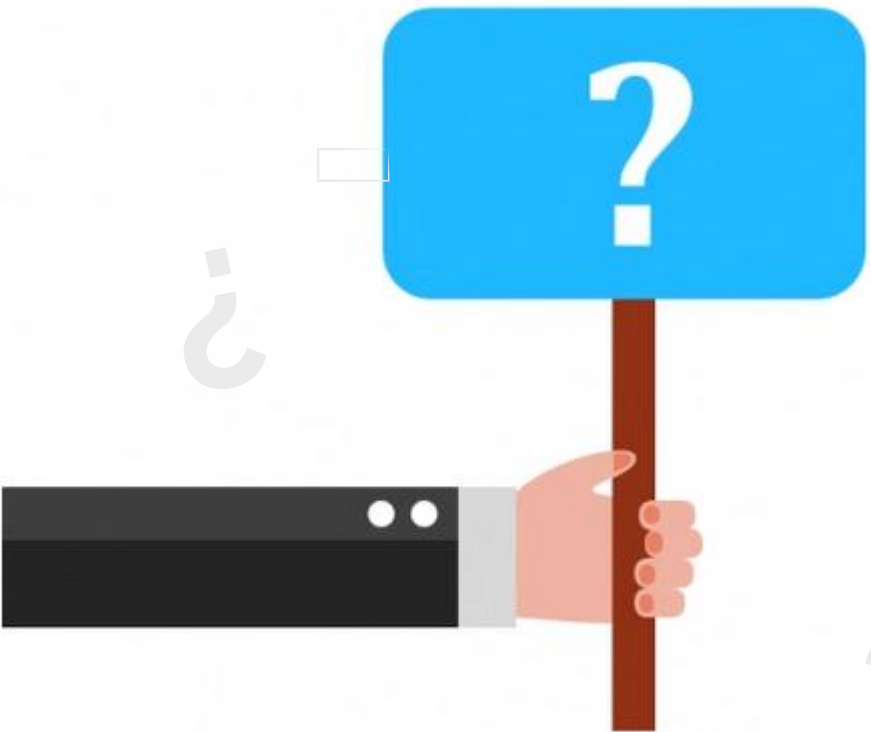
What is the amount of the CVEC for 2024/2025?

The amount is : 103 €



I won't be on campus. Do I have to contribute to the CVEC?

YES



6 Apprenticeship - Double Degree

6 Apprenticeship - Double Degree



I'm a double-degree student and I've already registered with my home institution. Do I need to apply to IMT-BS?

YES, you must register online.
Double degree = Double enrolment



I'm doing a double degree and I've already paid the CVEC at my home institution. Do I have to pay it again for IMT-BS?

NO, but you must provide your CVEC certificate to both establishments.



I'm doing a double degree and have a CROUS scholarship at my home institution. Do I have to pay tuition fees for IMT-BS?

NO, you must enclose your scholarship certificate with your application to be exempted



I'm an apprentice. Can I get a CROUS scholarship?

NO, apprentices are not eligible for the bursary.



6 Apprenticeship - Double Degree



If I switch from an apprenticeship to an initial training course, can I get a grant?

YES, all you have to do is complete your registration file with your conditional scholarship notification, in order to benefit from your scholarship and be exempted from your tuition fees.



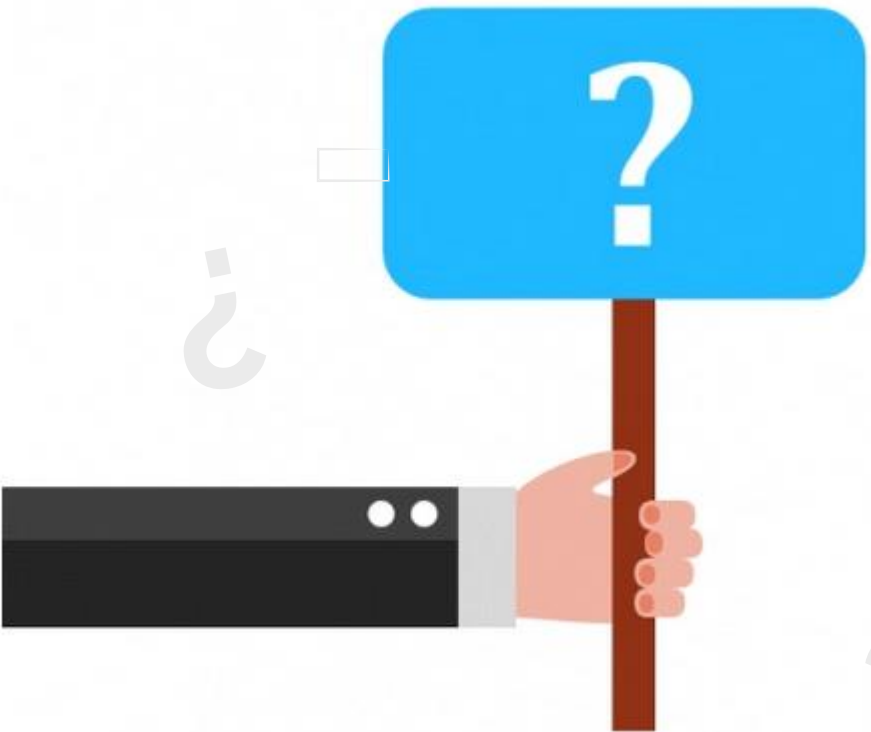
If I am accepted into the initial program as a scholarship holder and then find a company, will my situation change?

YES, if you find a company, we will ask for your scholarship to be suspended, and you will then switch to apprentice status.

Do I have to repay the scholarship I received?

NO because at the time of registration you were an initial student





7 Housing

7 Housing



For questions about MAISEL housing :

Website: <https://maisel.imtbs-tsp.eu/>



Are you eligible for CROUS housing?

Yes, by logging on to "messervices.etudiant.gouv.fr".

For further information:

Site IMT-BS / <https://www.imt-bs.eu/lecole/vie-etudiante/financer-ses-etudes/>

My links & Contacts page

Links :

- Online registration: <https://inscriptions.imt-bs.eu/>
- E-campus administration and tutorials: <https://drupal.tem-tsp.eu/drupal/administratif-imt-bs/administratif-imt-bs.html>
- CROUS: <https://www.messervices.etudiant.gouv.fr/>
- CROUS simulator: <https://www.crous-versailles.fr/bourses/simulateur/>
- MAISEL housing: <https://maisel.imtbs-tsp.eu/>

Contacts :

- Registration department: inscriptions@imt-bs.eu
- Scholarship department: bourses@imt-bs.eu
- Apprenticeship department: apprentissage@imt-bs.eu
- Bachelor school department: scolarite-bachelor@imt-bs.eu
- PGE Schooling Department: scolarite-pge@imt-bs.eu
- International students: international.registrations@imt-bs.eu

