

## Q&A Administrative Registration - September 2023 -

Dear students,

Welcome (or welcome back) to Rennes School of Business!

This Q&A has been created to assist you in your administrative registration or re-enrolment process on your **WebRise**.

**WebRise** will support you throughout your studies. You will find a lot of information and (very) useful documents such as your student handbook, your school certificate, transcripts... etc.

For more information, do not hesitate to read the articles on our Aloha Square website! [Rise FAQ – Aloha Student Support](#)



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# INTRODUCTION

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## \* I register for the first time:

**Step 1:** You receive a 1st email on your personal address to **activate your Outlook mailbox Rennes-sb.com**

**Step 2:** **Log into your new student mailbox** to receive all the information about your administrative registration via WebRise (don't forget to check the spam folder).

**Step 3:** I complete my **administrative registration** on Rise!

**Step 4:** I **sign my student contract** via "YouSign" (electronic signature system sent by email). If the student is a minor, the contract must be co-signed by the legal guardian.

**Step 5:** I **sign** (or the account holder) the **SEPA Direct Debit Mandate** for my tuition fees via "YouSign" (**French student only!**).

## \* I re-enrol :

You will receive an email on your Rennes-sb.com mailbox between mid-June and the end of July to inform you once the Registrations tab is available on your WebRise.

Your re-enrolment is **mandatory** for each new academic year.

**Flash News!** In a corporate social responsibility approach, for any re-enrolment, you must keep your previous student card! You will only **receive a digital student card** for your year 2023/2024.



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# 1. THE CVEC

## \* The CVEC what is it?

The Student Life and Campus Contribution (CVEC) is **mandatory**. Every student in initial training in a higher education institution must obtain it, prior to their registration.

The payment is now possible for the 2023-2024 academic year.

Amount: **100 euros**

For more information (especially on exemptions) it's here! <https://cvec.etudiant.gouv.fr>

## \* I am in the Work Study programme, do I have to pay the CVEC?

The answer is **YES**.

Rennes School of Business is part of the **initial training**, work-study students are therefore subject to the CVEC.

**Alternance** : les alternants en contrat d'apprentissage (qui relève de la formation initiale) sont assujettis à la CVEC. Les alternants en contrat de professionnalisation (qui relève de la formation continue) ne sont pas concernés par la CVEC.

## \* Which document do I need to submit to confirm my CVEC in RISE?

You must submit the **CVEC certificate** that you obtain once you paid on the CVEC website.

Please be careful, not to submit your payment receipt as this document will not be validated.

Document dans le [ ] pour savoir et faire valoir ce que de droit.

RÉPUBLIQUE FRANÇAISE  
Le ministre et le secrétaire d'État  
Secrétariat de l'Éducation Nationale, de l'Enseignement Supérieur et de la Recherche

**ATTESTATION**  
Contribution de vie étudiante et de campus

Année universitaire [ ]

N° de l'attestation [ ]

Chrétié Monsieur  
Nom de naissance [ ]  
Prénoms [ ]  
Né(e) le [ ]  
N° INE [ ]

est en règle au regard de la Contribution de vie étudiante et de campus

Emise le [ ]

Pour l'inscription dans mon établissement

- Si la procédure d'inscription en ligne vous demande de renseigner votre numéro d'attestation CVEC, vous devez lui fournir le présent document.
- Si vous venez d'être inscrit(e) dans votre établissement, vous devez présenter votre attestation sur le site de votre établissement d'accueil.
- Scannable QR Code

• saisir votre numéro d'attestation sur le site de votre établissement d'accueil.

RÉPUBLIQUE FRANÇAISE  
Centre de paiement

**Détails du paiement**

Établissement	CENTRE REGIONAL DES ŒUVRES UNIVERSITAIRES ET SCOL
Identifiant de l'établissement	2390003419001
Comptable	CENTRE REGIONAL DES ŒUVRES UNIVERSITAIRES ET SCOL
Numéro de contrat	
Identifiant de la transaction	PAVEIP
Date	13/06/23
Heure	15:25:17
Montant	
Numéro d'autorisation	
Référence commande	
Type de transaction	DEBIT
Numéro de carte	*****
N° Transaction CB	
Type	TRANSACTION DE PAIEMENT
Type de carte	CB
Usage	DEBIT
E-mail	@icloud.com

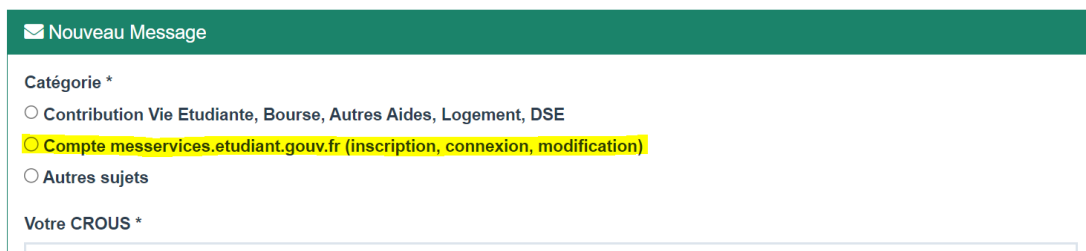


\* **If my CVEC certificate is not considered valid during the registration, what should I do?**

I check the number (**enter it without spaces**), surnames and first names indicated on my application.

If your surname or first name has been mixed up or there is a spelling error, please contact **directly** the CROUS via [Assistance — MesServices.etudiant.gouv.fr](mailto:Assistance—MesServices.etudiant.gouv.fr) to make the change :

Select as message category “**Compte messervices.etudiant.gouv.fr**” to make your request.



Nouveau Message

Catégorie \*

Contribution Vie Etudiante, Bourse, Autres Aides, Logement, DSE

**Compte messervices.etudiant.gouv.fr (inscription, connexion, modification)**

Autres sujets

Votre CROUS \*

**For information:** If the CROUS takes too long to reply to your request, do not hesitate to contact us via [aloha@rennes-sb.com](mailto:aloha@rennes-sb.com) to inform us of the situation.



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## 2. MY PERSONAL INFORMATION

### \* What type of photo should I add to my registration?

The only photo allowed in Rise is a passport-type photo which shows **only your face** on a neutral and light background.

This photo will be used to create your student card.

Avoid Instagram photos, artistic photos or photos with a filter, they will not be accepted, and this will delay the validation of your registration!

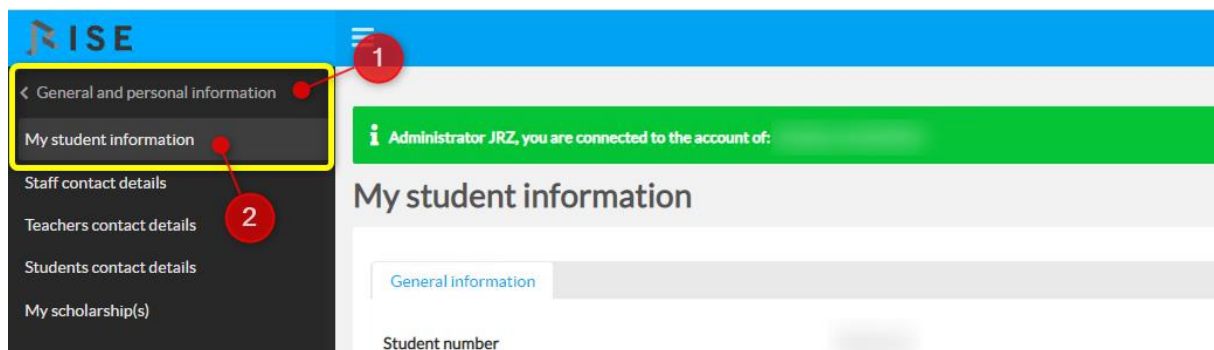


### \* I do not have an accommodation in Rennes or Paris yet. Which address should I enter?

While waiting to find your accommodation, you should use your **family address**.

Once you have your new address in France, you can directly make the changes via your WebRise.

#### Step 1 :



**Step 2 :**

Street (3rd line)

Street (4th line)

Zip Code\*

Province or Region

Country\* FRANCE


Private mobile phone

Personal email

Family mobile phone

Emergency contact - Name\*

**\* I do not have my diploma requested for the registration yet. What should I do?**

For BIM/PGE students	For Msc students
<p>You <b>must</b> submit :</p> <p>1- A <u>certificate of achievement</u> (it must be signed, dated and mention the title of the diploma obtained).</p> <p>OR</p> <p>2- All your <u>post high school transcripts</u>.</p> <p>You will then be able to submit your diploma within the authorized period in your RISE in the section <b>“Registrations”</b>:</p> <ul style="list-style-type: none"> <li>- <b>BIM1</b>: Your high school diploma must be sent not later than <b>September 1st, 2023</b> (signed and stamped).</li> <li>- <b>PGE2 &amp; BIM3</b>: Last diploma and/or all transcripts after High School to be submitted no later than <b>October 31, 2023</b>.</li> </ul> <p><b>After this time, your registration will be invalidated.</b></p>	<p>The Bachelor's degree is <b>mandatory!</b></p> <p>A certificate of achievement (or Provisional Certificate for Indian students) can be provided to validate registration while waiting for the diploma.</p> <p> However, the bachelor’s degree will have to be provided as soon as it is obtained to allow you to graduate for the Msc.</p>
	<p style="text-align: center;"><b>For student in M2 at Paris</b></p> <p>You <b>must</b> submit a certificate that attest you have <b>240 ECTS</b>.</p>



## 3. MY TUITIONS FEES

- \* **Where can I find the amount of my tuition fees and the payment schedule?**

### For French students or students with a bank account in the EU zone:

When doing your registration, you will have to make a choice of **payment schedule** in the section "Choice of payment timetable".

Several payment methods will be possible, ranging from 1 to 8 payments spread over the academic year.

### For international students in Msc:

A one-off payment is required before **01/09/2023** for international students.

If you have an **EU bank account**, please tick **YES** in the "I have an EU bank account" box, the payment can then be made in 1 or 2 instalments using the process described in the first paragraph (*French students or students with an EU bank account*).

**For your information:** after your registration, you will be able to find your **Student Contract** + your **Invoice** on your WebRISE:

id	Nom	Code	Code	Document
		ANNUAL_212 2	INSCRIT	Mandat SEPA_ [dropdown] [download icon] [edit icon] Edit
		ANNUAL_222 3	INSCRIT_SOU S_CONDITIO N	Mandat SEPA_ [dropdown] [download icon] [edit icon] Edit Mandat SEPA_Signé.pdf Student's Contract - V-FA-Signé.pdf INVOICE



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### \* I would like to change my payment schedule, how to do it?

You must make your change request [via this form](#) on the Aloha website before **the start of the school year**: [Topic](#) "Other Topics". You will receive an answer from the registration department.

### \* What is a SEPA Mandate?

A SEPA (Single Euro Payment Areas) mandate is a direct debit authorisation.

Rennes School of Business asks the account holder to validate this authorisation using the "YouSign" electronic signature process.

An email from "YouSign" with the subject "*Rennes SB - SEPA - Signature procedure*" will be sent to the account holder.



**⚠ Be careful** - If you are not the holder of the bank account that will be used to pay your tuition fees, fill in the email address and the date of birth of the account holder (**not yours**). It is also **the holder of the bank account who will receive the notification by email** (he will have to consult his mailbox and check his spam as well).

If you need more information, check our **tutorial " YouSign "** : [Signing my first signature procedure - Help Center \(yousign.com\)](#)

### \* Why is there no amount or schedule on the SEPA Mandate?

The SEPA mandate for 2023/2024 intake no longer mentions a payment schedule. It is now **valid for the entire duration** of your studies (provided that the bank account remains the same), including if student requests the modification of their payment schedule.

The payment schedule is stipulated in your student's contract.

### \* I'm a work-study student, why do I have to sign a SEPA Mandate?

Signing an apprenticeship contract with a company within the time allowed (3 months after your start date) will of course exempt you from paying your tuition fees.

However, you must sign your student contract mentioning the tuition fees for the programme as well as the SEPA Mandate.

**Why?** These documents are mandatory in the event of a breach of contract with the company or if no contract has been signed.



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## 4. USEFUL DOCUMENTS / AND AFTER?

### \* When will my school certificate be available and where?

You will be able to download your school certificate in your WebRise in the section **Education** > **My school certificate**.

**For your information:** A withdrawal period of **15 days** is applicable following the signature of your student contract. Your school certificate cannot therefore be made available before the end of this period (and provided that your registration has been validated).

**For BIM & PGE:** The withdrawal period begins once your status is « *REGISTERED* ».

**For Msc:** The withdrawal period begins once your status is « *REGISTERED UNDER CONDITION* ».

### \* When will I receive my student card?

#### a. I register for the first time:

Your student card will be ordered at the end of the 15-days withdrawal period via our service provider ISIC. In case of an **incomplete registration file**, your card cannot be ordered.

You will receive on your Rennes-sb email address, within 48 hours, your **digital student card** by ISIC.

**Please note that this email does not mean that we have received your materialized student card!**

**For BIM & PGE:** Once we receive your student card at school, you will **receive an email** informing you of the date and place of distribution.

**For Msc:** A “**Check-in**” (collection of your MSc student card) is scheduled during your Orientation Week. You **must consult your student schedule** in your WebRise to have the information about the place, the date and the time collection of your student card.

**I don't have a check-in time slot in my schedule?** Either you did not finalize your registration, or the school did not receive your student card yet. You will then be informed as soon as the school receives it.

For information, the cards are printed by our service provider (ISIC). The school is therefore subject to delivery deadlines.



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b. Re-enrol :

**⚠ FLASH NEWS** – As part of a corporate social responsibility approach, you **must keep your previous student card** to access the Campus Buildings as well as the “Copy Room”.

To benefit from your student advantages for the year 2023/2024, you will receive your **digital student card**.

\* **When will my student schedule be available and where to find it?**

Your schedule will be available at the **beginning of September** (provided that your administrative registration has been finalized and validated).

You can consult your schedule on your WebRise in the section **Schedules > My student schedule**.

\* **Where to find the General Calendar?**

[You can download the General Calendar:](#)

1 – In your WebRise in the section **My student documents > Useful documents**.

2 – On the Aloha website - in the section “**GENERAL INFORMATION**” - 2023-2024 GENERAL CALENDARS



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## 5. STUDENT EMAIL SIGNATURE

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### \* How to set up your student email signature?

Create your signature with your student informations (programme, year, student number...) so it will appear each time you send an email. It allows Aloha, your teachers, the different departments in the school or even the companies you contact to identify you directly.

In addition, when you make a request, your signature will allow us to respond to you more quickly!

You can consult our [tutorial](#) on the Aloha website, in the "Student email signature" section.

**You are now all set up to start this new year  
in Rennes School of Business!**



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