

Financial Regulations of the Lycée Josué-Hoffet French School

I- 1st Inscription fees

First inscription fees are due at inscription when the file has been made. These guarantee the student's place in school or on the waiting list, as the case may be.

II- Re-inscription fees

Re-inscription fees are due at the end of every school year, by 15 June at the latest. They guarantee the student's place when school starts the following September.

III- Tuition fees

Tuition fees are due at the beginning of each school year according to the modalities defined in paragraph IV. They cover the costs of operating the establishment linked to schooling. They do not cover supplies for the secondary level, the costs of examinations, the canteen, extracurricular activities or field trips which are invoiced separately.

IV- Tuition fee payment modalities

Payment modalities are as follows:

- 1) **1) One time payment (Plan A). The deadline for this is 30 September. In this case 5% will be deducted from the amount of the tuition fees*;**
- 2) **Trimestral (Plan B):** three payments set for 30 September, 31 December and 30 April;
- 3) **Monthly (Plan C):** The total amount of tuition is spread over eight (8) months. The first deadline is due on 30 September 2016 and the last is set for 30 April 2017.

Plan C will incur a cost of \$10 per month to cover file management. If the eight deadlines have been respected, \$50 of this cost can be used for the following year's re-inscription.


V- Large family discount

- 1) Families having 3 children enrolled in the school will benefit from a reduction of 10% on the total amount of tuition*;
- 2) Families having more than 3 children enrolled in the school will benefit from a reduction of 20% on the total amount of tuition*.

* Private or public firms, as well as associations and non-governmental organisations cannot claim any discount.

VI- Payment methods

Payment must be made by bank transfer or by cheque preferably in US dollars for any sum above US\$300 or the equivalent in Kip or Euro. Only the payments in cash for an amount of less than this amount will be accepted by the accounting service.

 For payment in KIP or in Euro, the amount will be calculated on the basis of the exchange rate applied by the Embassy of France. See the website: www.economie.gouv.fr/dgfip/Rate_Chancery_change.

Bank transfer fees are the responsibility of the payer.

VII- Late payment

A payment will be deemed late if it is received more than 7 days after the date indicated on the invoice.

After this date, penalties will be applied until the full payment of the amount due at the time.

Collection procedure:

- 1st reminder will be sent out on the 8th of the month following the date indicated on the invoice, with a penalty of 10%
- 2nd reminder will be sent out on the 2nd of the second month following the date indicated on the invoice with a penalty of 15%
- 3rd reminder will be sent out on the 2nd of the third month following the date indicated on the invoice with a penalty of 20%

Invoices and reminders will be either given to the parents directly or sent home with the children.

Attention: A family which is not up to date in its tuition payments will be penalised in the following way until its situation has been clarified:

- **Their children will not be able to register for the following year;**



VIII- In case a child arrives during the school year or must leave during it.

In the case of arrival in the course of the year, tuition fees are calculated *pro rata temporis*. The costs of 1st enrollment and the equivalent of a quarter are due at registration. The payment of the balance follows the rules set out above.

In case of early departure, the establishment will reimburse unused tuition fees which were paid in advance, but any month commenced will be considered as due and non-refundable.

Re-registration fees are not refundable. 1st enrollment fees will be reimbursed only if the student has been refused for lack of place.

In the case of a student returning after a period of absence of 2 years maximum, the rate applied at the time of registration will be that of re-inscription. This rule is not applicable to parents who have paid a refundable security deposit when they left. In this case, first registration fees will be due if a child returns.

Other services

Extracurricular activities and other services must be paid at registration. The sums paid cannot be reimbursed unless the activity is cancelled for lack of interest.

School books for secondary school students are payable upon reception. They are not refundable.

The cost of meals is payable directly to the Canteen according to the terms that are stipulated in the agreement signed with the management committee.

Partial scholarships

For families who received a partial AEFE scholarship, the amount of tuition and registration fees which are not covered by the scholarship must be paid according to the same rules as for other students.

Families filing for the second consular scholarship committee in November of the current school year, should pay inscription/re-inscription fees. In case of overpayment following the national scholarship committee's decision in December of the school year, the school will reimburse those fees.

Any unpaid costs may give rise to an alert to the local scholarship commission.

Vientiane, 29 March 2016
The Management Committee