

**FICHE D'INSCRIPTION – LYCEE**  
ANNÉE SCOLAIRE 2017 – 2018

Niveau de classe demandé : **SECONDE**

LV1 : Anglais	Taille de la tenue sportive (incluse dans les frais de scolarité) <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL	<b>FACULTATIF</b> <input type="checkbox"/> Section euro (Anglais 1h et SVT en anglais 1h)
<b>OBLIGATOIRE</b>	<b>LV2</b> : <input type="checkbox"/> Chinois ou <input type="checkbox"/> Espagnol <b>et</b> <input type="checkbox"/> Lao : <input type="checkbox"/> Lao renforcé pour laophones (2h) ou <input type="checkbox"/> Lao initiation pour non laophones (1h)	

ELEVE		Photo d'identité
Nom :	Prénom :	
Date de naissance :	Lieu de naissance :	
Nationalité :	Sexe : M <input type="checkbox"/> / F <input type="checkbox"/>	
Classe et dernier établissement fréquentés :		
Francophone : Oui <input type="checkbox"/> / Non <input type="checkbox"/> Langue parlée à la maison :	Régime scolaire : Demi-pensionnaire <input type="checkbox"/> / Externe <input type="checkbox"/>	

1 <sup>er</sup> responsable (ou autre tuteur légal) : Père <input type="checkbox"/> / Beau-père <input type="checkbox"/> / Oncle <input type="checkbox"/> / Autre (préciser) : .....	
Nom :	Prénom :
Nationalité :	Téléphone domicile :
Langue parlée :	Téléphone portable :
Profession :	Téléphone travail :
Employeur :	E-mail * : <input type="checkbox"/> Ne pas diffuser
Adresse :	

2 <sup>nd</sup> responsable (ou autre tutrice légale) : Mère <input type="checkbox"/> / Belle-mère <input type="checkbox"/> / Tante <input type="checkbox"/> / Autre (préciser) : .....	
Nom :	Prénom :
Nationalité :	Téléphone domicile (si différente) :
Langue parlée :	Téléphone portable :
Profession :	Téléphone travail :
Employeur :	E-mail * : <input type="checkbox"/> Ne pas diffuser
Adresse (si différente) :	

Nombre d'enfant(s) actuellement scolarisé(s) dans l'établissement : . . . .	
Nom et Prénom	Classe actuelle

**Pour que votre inscription soit prise en compte, vous devez impérativement fournir les documents suivants :**

- 3 photos d'identité
- Photocopie du passeport ou du livret de famille
- Photocopie du carnet de vaccination
- Livret scolaire
- Certificat de radiation
- Attestation de paiement des frais d'inscription : **800 USD à l'inscription**

**TOUT DOSSIER INCOMPLET NE POURRA ÊTRE ACCEPTÉ PAR LE SECRÉTARIAT,  
ET L'INSCRIPTION NE SERA PAS EFFECTIVE.**

Nous vous remercions de communiquer à l'établissement tout changement ou modification dans les meilleurs délais.

\*Adresse électronique utilisée par le lycée pour les communications administratives.

**PARENTAL AUTHORIZATIONS**

I, The undersigned), ..... legal custodian of ..... class.....

1. **Give the LFIV the authorization to use photos of my child in the framework of school activities for the following uses:**

- Web pages created by the students as well as the school website: [www.lyceehoffet.org](http://www.lyceehoffet.org)
- Exhibitions concerning scholastic or school activities
- Publications concerning the school or in the press.

YES

NO

This authorization is given free of charge and takes effect September 1, 2017.  
Any photo captions or comments will respect the child's anonymity and reputation.

2. **Authorize the school to administer necessary first aid (disinfection of minor cuts) with betadine.**

YES

NO

Telephone number in case of emergency (accident, illness) : .....

If the school cannot contact you we will take him/her to the Medical Centre

If your child suffers from any medical condition, please inform the Primary School Director or the Headmaster

3. **Authorize my child to participate in all school field trips :**

YES

NO

\*\*\*\*\*

*The LFIV is run by the Parents' Association (APE). When you register your child(ren) in this school you become a member of that association.*

I do not wish to receive communiques from the APE

By signing this document, I am stating that I am aware of the APE financial regulations which were attached to the inscription sheet, as well as the APE statutes (<https://www.lyceehoffet.org/inscriptions/>) and hereby pledge to respect them.

Vientiane, on .....  
Signatures of legal custodians

## Financial Regulations of the French School 2017-2018

### I- 1st Time Enrolment fees

First time enrolment fees are due at registration and upon completion of the enrolment form. This sum guarantees the student's place in school or on the waiting list, as the case may be.

### II- Re-enrolment fees

Re-enrolment fees are due at the end of every school year, by 31 May at the latest. This sum guarantees 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. This sum covers the educational running costs, the certifications<sup>1</sup>, registration fees for examinations<sup>2</sup> and a sports kit for secondary school students. Tuition fees do not cover supplies for the secondary level, transportation costs involved in sitting examinations<sup>3</sup>, the canteen, extracurricular activities or field trips, which are invoiced separately.

### IV- Tuition fee payment modalities

Payment modalities are as follows:

- 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 payment is due by 30 September 2017 and the last is due by 30 April 2018.

**Plan C will incur a cost of \$80 extra to cover file management. If the eight deadlines have been respected, \$50 of this cost can be used for the following year's re-enrolment.**

### V- Large family discount<sup>4</sup>

- 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\*.

### 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 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](http://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%
- 2<sup>nd</sup> reminder will be sent out on the 2<sup>nd</sup> of the second month following the date indicated on the invoice with a penalty of 15%
- 3<sup>rd</sup> reminder will be sent out on the 2<sup>nd</sup> 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.

**Please note:** A family which is not up to date in its tuition payments will be penalised in the following way until all payments have been met:

➤ **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 time enrolment 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 non refundable. 1st time enrolment fees will be reimbursed only if the student has been refused due to 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-enrolment. 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 when the registration period for such activities commences. The sums paid cannot be reimbursed unless the activity is cancelled due to lack of interest.

School books for secondary school students are payable upon reception. They are non 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 grant holders

For families who receive a partial AEFÉ grant, the amount of tuition and enrolment fees which are not covered by the terms of the grant must be paid according to the same rules as set out for other students.

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

➤ The local grant commission will be alerted to any unpaid fees.

<sup>1</sup> Certification for DELF, HSK, DELE and English language

<sup>2</sup> Brevet (9th Grade), Baccalauréat (11th and 12th Grade)

<sup>3</sup> Transportation costs involved in sitting Baccalauréat exams (11th and 12th Grade) of approx. 250 USD are payable by each family

\* Businesses are not entitled to any form of reduction

**Tuition payment modalities 2017-2018**

Name of payer: ..... Name of student (one form per student) ..... Class: .....

Please tick the relevant box

Payment modalities	Description	Fees			Schedule
		Level	Annual Fee	Reduction of 5% for private individuals	
<input type="checkbox"/> <b>Plan A<sup>1</sup></b>	One time yearly payment	Maternelle / Kindergarten	Fr / Lao	3 765 \$	188.25 \$
			Others	5 046 \$	252.30 \$
		Elémentaire / Primary	Fr / Lao	3 958 \$	197.90 \$
			Others	5 436 \$	271.80 \$
		Collège / Junior High	Fr / Lao	5 418 \$	270.90 \$
			Others	7 410 \$	370.50 \$
		Lycée / High school	Fr / Lao	6 141 \$	307.05 \$
Others	8 259 \$		412.95 \$		
<input type="checkbox"/> <b>Plan B</b>	Trimester (three payments)	Maternelle / Kindergarten	Fr / Lao	3 765 \$	0 \$
			Others	5 046 \$	0 \$
		Elémentaire / Primary	Fr / Lao	3 958 \$	0 \$
			Others	5 436 \$	0 \$
		Collège / Junior High	Fr / Lao	5 418 \$	0 \$
			Others	7 410 \$	0 \$
		Lycée / High school	Fr / Lao	6 141 \$	0 \$
Others	8 259 \$		0 \$		
<input type="checkbox"/> <b>Plan C<sup>2</sup></b>	Monthly (eight payments)	Maternelle / Kindergarten	Fr / Lao	3 765 \$	+80 \$ /an
			Others	5 046 \$	+80 \$ /an
		Elémentaire / Primary	Fr / Lao	3 958 \$	+80 \$ /an
			Others	5 436 \$	+80 \$ /an
		Collège / Junior High	Fr / Lao	5 418 \$	+80 \$ /an
			Others	7 410 \$	+80 \$ /an
		Lycée / High school	Fr / Lao	6 141 \$	+80 \$ /an
Others	8 259 \$		+80 \$ /an		

<sup>1</sup>Businesses are not entitled to any form of reduction.

<sup>2</sup>Families having respected the outlined schedule will be entitled to a reduction of 50 USD on the payment of re-enrolment fees for the 2018 – 19 school year.

**Important**

The total amount of tuition fees includes:

- The cost of all Certifications (DELF, HSK, DELE, English language certificate.). +10 \$ for all levels;
- The purchase of a sports kit. +20 \$ for junior High and High School;
- Registration fees for the Junior High School Diploma / Diplôme national du brevet (DNB) +25 \$ for Final Year Junior High students;
- Registration fees for the High School diploma / Baccalauréat (11th and 12th Grade / Première et Terminale). +233 \$ for High School students. The transportation fees of approx. 250 USD shall be paid by each family.

Date and signature of parent

Management Service