

Financial Regulations of the French School 2018-2019

1. 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.

2. 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.

3. Tuition fees

Tuition fees are due at the beginning of each school year according to the modalities defined in paragraph 6. This sum covers the educational running costs.

Also due at the beginning of each school year: the cost for language certificates (1), examination registration fees (2) and sports kits for the secondary school.

Tuition fees do not cover supplies for the secondary level, **school** transportation costs, the canteen, extracurricular activities or field trips, which are invoiced separately.

4. Tuition fee payment modalities

Payment modalities are as follows:

One-time payment (Plan A). The deadline for this is 30 September.

Three instalments (Plan A): three payments set for 30 September, 31 December and 30 April;

Multiple instalments (Plan B): The total amount of tuition is spread over eight (8) months. The first payment is due by 30 September 2018 and the last is due by 30 April 2019.

Plan B will incur a cost of \$30 extra to cover file management.

5. Large family discount

Families having 3 children enrolled in the school will benefit from a reduction of 10% on the total amount of tuition;

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 businesses as well as associations and NGOs are not entitled to any reductions.

6. 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/taux_chancellerie_change.

Bank transfer fees are the responsibility of the payer.

7. Late payment

A - 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 (an email will be sent to the family).

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 join school trips nor register for the following year;

B – Should no payment be made following the 3rd reminder, the school reserves the right to refuse the child or children in class.

8. 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.

9. 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.

10. 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.

Vientiane, 7 December 2017
The Management Committee

1 Certificates: DELF, HSK, DELE and English language

2 In 9th Grade The Junior High School Diploma, in 11th and 12th Grade the High School Diploma