

Financial Regulations of the Vientiane French School 2020-2021

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 (between May 31st and June 15th). 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), school supplies and books for high school, transportation fees and sports kits for the secondary school. The cost for the canteen, extracurricular activities or field trips, will be invoiced separately by the service provider.

4. **Tuition fee payment modalities :**

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

B – By multiple terms:

- **B1 - Three instalments (Plan B1):** three payments set for 30 September, 31 December and 30 April.
- **B2 - Multiple instalments: the total amount of tuition is spread over eight (8) months.** The first payment is due by 30 September 2020 and the last is due by 30 April 2021.

5. **Large family discount** (only the payer's own children benefit from the allowance).

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

B - 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** for any sum above US\$500 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 department in Hadxaykhao. For payment in KIP or Euro, the amount will be calculated on the basis of the exchange rate applied by the French Embassy (see the website: www.economie.gouv.fr/dgfip/taux_chancellerie_change). All bank transfer fees are on the responsibility of the payer.

7. **Late payment**

A payment will be deemed late for any amount due after April 30 unless agreed by the finance department or the COGES due to a different schedule. After this date, penalties will be applied until full payment of the amount due at the time of payment. The penalties will be 10% of the amount due in proportion to the days late.

(1) DELF, HSK, DELE and English language certifications

(2) Middle School 9th grade (3^e) Diplôme National du Brevet (DNB), High school 11th grade (1^{ère}) anticipated exam of Baccalauréat, and in High school 12th grade (T) final exam of baccalauréat.

Reminder procedure for scheduled payment:

- 1st reminder on the 15th of the month following the date indicated on the invoice
- 2nd reminder on the 2nd of the second month following the date indicated on the invoice
- 3rd reminder 15 days after the 2nd reminder

Invoices and reminders will be available on the parent's portal <https://lyceehoffet.family-administration.skolengo.net/connexion>. The school reserves the right to summon the families in case of non-payment.

Please note, a family that is not up to date with school fees will be applied the following measure as long as the situation is not settled with the financial department: it will not be able to involve its children in a paid school trip co-financed by school, and will not be able to re-enroll their children in the school the following year. In the event of non-payment after the date of April 30, the school reserves the right to no longer accept 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 during 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 reimburses unused prepaid tuition fees, but any month started is considered 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 5 years maximum, the rate applied at the time of registration will be that of re- enrolment.

9. **Other services**

- Extracurricular activities and other services must be paid when registering for these activities. The sums paid are not refundable unless the requested activity is cancelled for lack of sufficient registrations.
- Canteen fees are payable directly to the canteen provider according to the terms and conditions which it will have been fixed in agreement with the COGES.

10. **Partial grant holders**

For families who have received a partial scholarship from the AEFÉ, the registration / re-registration and tuition fees not covered by the scholarship must be paid according to the same rules as non-scholarship recipients. Families submitting a file to the second consular scholarship committee (November of the year of the current school year) are invited to pay the registration / re-registration and tuition fees. In the event of overpayments at the end of the national scholarship commission (results in December of the current school year) the establishment will reimburse families. Failure to pay the fees may give rise to a notification when the scholarship consular commission is held.

Done in Vientiane on 31 March 2020

Le Comité de Gestion