

Financial Regulations of the Vientiane French School 2021-2022

PREAMBULE

The Lycée Français International de Vientiane - Josué-Hoffet (LFIV) is a French school of excellence, member of the AEFÉ network since 1986. It welcomes students of all nationalities, from kindergarten to high school, and aims to promote their personal development, develop their autonomy and critical thinking, and give them a taste for effort and competition, while valuing group work and respect for everyone. The school is approved by the French Ministry of Education.

The administrative and financial management of the LFIV is entrusted to its Management Committee (CoGES), composed of elected volunteers, who must be parents of students.

By enrolling one of your children in the LFIV, your family becomes an active member of the Parent's Association (APE) until the end of your children's schooling at the LFIV. In this capacity, you certify that you have read and approved the APE's statutes and internal regulations.

The withdrawal from the LFIV of all the children in your family, regardless of the origin of this withdrawal, necessarily, automatically and irrevocably leads to the cancellation of your active membership in the APE.

The LFIV is a non-profit educational institution. Tuition at the LFIV is paying for any student, according of nationality. School fees represent the totality of the LFIV's income, and the effective collection of these fees is a condition for the proper functioning of the establishment.

The amount of the various fees is, as a general rule, updated once a year, but may be updated more frequently, without prior notice, if particular circumstances require it.

The financial regulations are available on the LFIV website and are updated annually.

The enrolment and maintenance of a student at the Lycée Français International de Vientiane implies the full acceptance of the present financial regulations and is subject to the full acceptance of the following texts:

- The texts governing the functioning of the Agency for French Education Abroad (AEFE) and in particular the decree n° 2003-1288 of 23 December 2003 concerning the administrative, budgetary and accounting organisation of the Agency for French Education Abroad
- The official texts published by the French Ministry of Education governing school life (programmes, school rhythms, orientation, etc.)
- The decisions of the LFIV Board of Directors and Management Committee
- The school's internal regulations
- The present financial regulations

The financial regulations may be modified by decision of the Management Committee.

If you wish to know the French curriculum for the secondary school, click on this link http://media.education.gouv.fr/file/special_6/21/8/programme_francais_general_33218.pdf

If you wish to know the programmes of the secondary school for the teaching of mathematics, click on this link: <https://www.maths-et-tiques.fr/index.php/programmes>

1. **1st Time Enrolment fees** and re-enrolment fees

Registrations and re-registrations are made via the Skolengo platform: <https://www.lyceehoffet.org/skolengo/>, the secretariat remains at your disposal to assist you in these procedures.

- The first enrolment fee is payable at the time of enrolment (when the application is submitted). This fee guarantees that the student will be integrated into the school or, if necessary, onto a waiting list.
- Re-enrolment fees are payable at the end of each school year (between 31 May and 15 June). They guarantee that the pupil will be on the school's roll at the beginning of the school year in September.

Re-enrolment fees are not refundable. The first enrolment fee is refundable only if the student has been rejected for lack of space.

In the case of a student returning after a period of absence of up to 5 years, the registration fee will be applied at the time of registration.

2. **Tuition fees**

Payment of tuition fees is made in accordance with the terms set out in paragraph 3.

Tuition fees cover:

- Operating costs related to schooling
- School supplies and textbooks (for primary and nursery school only)
- Accident insurance on the LFIV premises and on school trips to Laos, Vietnam, Thailand and Cambodia, all students are covered by LaoVietInsurance according to the contract available here: <https://urlz.fr/dUoK>. Reimbursement limits are shown on page 1.

Tuition fees do not cover:

- Sportswear fees (middle and high school)
- Certification fees (DELF, HSK, DELE and English language)
- Textbooks and school supplies for secondary school: a pack is available for both secondary school and high school.
- Examination fees: DNB, EAB, BAC
- School transport fees between Thadeua and Hadxaykhao (middle and high school)
- Payment for extracurricular activities, school trips and outings is made in one instalment on receipt of the invoice. The amounts paid are not refundable unless the activity, outing or trip requested is cancelled due to insufficient registrations.
- Canteen fees are payable directly to the canteen service provider (according to the terms agreed with the Management Committee).

3. **Tuition fee payment modalities:**

The following payment options are available to you:

- Payment in one instalment:** the due date is 30 September.
- Payment in 3 instalments:** the three instalments are due on 30 September, 30 December and 30 March. For arrivals during the year, the first instalment will be due the month of arrival and the last on 30 March.
- Payment in 8 instalments:** the instalments are spread over eight (8) months. The first instalment is due on 30 September and the last on 30 April. For arrivals during the year, the first instalment will be due in the month of arrival and the last on 30 April.

Except for extracurricular activities, school trips and outings which must be paid in one instalment at the time of invoicing.

4. Large family discount

Only the payer's own children benefit from the allowance. Private or public companies as well as all associations and NGOs are not entitled to any allowance. This allowance is calculated for all children in proportion to the number of months of presence in the case of entry or exit during the year.

- 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.

5. Invoicing

Tuition fees are invoiced annually. Proforma invoices are issued in mid-September, please check your payment schedule before the final invoices are issued at the end of September. Invoices and reminder letters are sent to families via the Skolengo portal <https://lyceehoffet.family-administration.skolengo.net/connexion>.

6. Payment methods

Payment must be made by **bank transfer** for any sum above US\$500 or the equivalent in Kip or Euro. The bank details of the various LFIV bank will be mentioned on your invoices. Only payments in cash for an amount of less than this amount will be accepted by the accounting department in Hadxaykhao.

- For payment in **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).
- For payment in **KIP**, 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) plus financial charges.

The daily exchange rate and financial charges are available in real time on the LFIV website: <https://www.lyceehoffet.org/skolengo/> or directly here: <https://urlz.fr/edGt>

All bank transfer fees are on the responsibility of the payer.

7. Late payment

After the 30 April date, all payments will be subject to penalties until the amount due is paid in full. Penalties will be 10% of the amount due pro rata to the days in arrears.

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

In the event of an appeal by a debt collection agency, the costs will be billed to the family.

However, arrangements may be requested on an exceptional basis from the management service (gestion@lfiv.org), which will try to reconcile the temporary difficulties that the family may be experiencing with the operating requirements of the establishment. Any accommodation accepted by the LFIV requires a written commitment from the family concerned. If you think you may be concerned, we invite you to contact us if possible before the due date of your invoice.

Any delay in payment of school fees, school transport or extra-curricular activities will result in the exclusion of the parent(s) participating in the LFIV's representative bodies (School Council, Board of Governors) from voting.

In the event of departure from the LFIV, although the regulations governing compulsory schooling exclude the retention of school and administrative documents necessary for the enrolment of students in any other establishment, it is still possible to record the uncollected debt on these documents.

The school reserves the right to summon 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. **Withdrawal of a child from school**

Requests to withdraw a student must be submitted 6 weeks prior to the last day of attendance. Failure to do so will result in a late fee of \$250.

- Notify the LFIV secretariat as soon as possible
 - o Elementary/Kindergarten: secretariat.primaire@lfiv.org
 - o Collège/lycée: secretariat@lfiv.org
- Return all school books lent or rented by the LFIV (including books or documents borrowed from the library)
- Make an appointment with the secretariat to sign the radiation certificate and to collect the school file.
- The certificate of radiation and the school file will be given to the parents only after verification that the school fees have been paid and all books returned.

9. **Rules applicable in case of arrival during the school year or early departure**

In the case of arrival during the year, tuition fees are calculated pro rata temporis (any month started is considered due and non-refundable). 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.

10. **School grants**

Students of French nationality who are registered with the French Consulate may receive a school grant, subject to the family's income (contact the Consulate for information). The AEFÉ decides on the amount of the grant after receiving the opinion of the local scholarship commission. The application form, available on the Embassy's website <https://la.ambafrance.org/Bourses-scolaires-2400> or from the secretariat, must be filled in:

- At the beginning of the school year for newcomers for the current school year
- In January/February for other students for the coming school year.

It is advisable to respect the deadlines for the submission of applications in order for them to be taken into account. Parents who have applied for a French government scholarship must still pay their school fees by the due date while awaiting the outcome of their application. If their application is successful, a refund will be made for the amount awarded.

11. **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.