

Financial Regulation Lycée Français International de Vientiane

Financial Regulations of the Lycée Français International de Vientiane – Josué-Hoffet (LFIV)

PREAMBLE

The Lycée Français International de Vientiane – Josué-Hoffet (LFIV) is a French school of excellence and a member of the AEFÉ network since 1986. It welcomes students of all nationalities, from kindergarten to high school, aiming to foster personal growth, autonomy, critical thinking, and a taste for effort, while valuing teamwork and mutual respect. The institution is accredited by the French Ministry of National Education.

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

By enrolling a child, your family becomes an active member of the Parents' Association (APE). As such, you certify that you have read and approved the APE statutes and internal rules.

Membership is automatically terminated if all children in a family are withdrawn from the school.

LFIV is a non-profit school. Tuition is mandatory for all enrolled students, regardless of nationality. As tuition fees represent the entirety of the school's revenue, effective collection is essential for its operation. Fees are generally updated once a year but may be adjusted if special circumstances require it.

Enrollment and continued attendance imply the unreserved acceptance of these financial regulations and the following texts:

- AEFÉ operational texts (specifically Decree No. 2003-1288).
- Official French Ministry of Education texts governing school life.
- Decisions of the LFIV Board of Directors and Management Committee.
- The school's internal rules.

The enrollment and continued attendance of a student at the Lycée Français International de Vientiane imply the unreserved acceptance of these financial regulations and are subject to the unreserved acceptance of the following texts:

- The texts governing the operations of the Agency for French Education Abroad (AEFE), and specifically Decree No. 2003-1288 of December 23, 2003, regarding the administrative, budgetary, and accounting organization of the AEFÉ.
- The official texts published by the French Ministry of National Education governing school life (curricula, school schedules, academic orientation, etc.).
- The decisions made by the Board of Directors and the Management Committee (COGES) of the LFIV.
- The school's Internal Rules (Règlement Intérieur).
- These Financial Regulations.

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

If you would like to learn more about the French education curriculum, please click on this link:

<https://www.education.gouv.fr/programmes-scolaires-41483>

1. First-Time Registration and Re-registration Fees

Enrollment and re-registration are conducted via the Skolengo platform: <https://www.lyceehoffet.org/skolengo/> the school office / secretary is available to assist you with this process.

- First-time registration fees are payable upon enrollment (at the time the application is submitted). These fees guarantee the student's inclusion in the school's student body or, if necessary, placement on a waiting list.
- Re-registration fees are free of charge.
- First-time registration fees are refundable only if the student is denied admission due to a lack of space.

In the event of a student's re-registration after an interruption of more than 3 years, first-time registration fees will apply upon the student's return. In the event of re-registration after an interruption of less than 3 years, first-time registration fees will not be applied upon the student's return.

2. Tuition Fees

Tuition fees are to be paid in accordance with the terms defined in Section 3.

Tuition fees cover :

- Educational operating expenses
- All students are covered by a dedicated insurance policy while on the LFIV premises and during school trips to Laos, Vietnam, Thailand, and Cambodia. For any questions regarding reimbursement procedures, please contact our office.

Tuition fees do not cover:

- Sports uniform fees for middle and high school (Collège and Lycée).
- Certification fees for DELF, HSK, DELE, and English language.
- Textbooks and school supplies for primary and secondary levels; a supply pack is offered for kindergarten, elementary, and secondary levels.
- Registration fees for the following elective options: Latin (from 5ème to 2nde), SELO (from 5ème to 2nde), and Visual Arts (for 2nde students).
- Exam registration fees for the DNB, EAB, and BAC.
- School transport fees (bus) between the Thadeua and Hadxaykhao sites for middle and high school students.
- Payment for extracurricular activities, outings, and school trips, which must be paid in one installment (or two, depending on the trip) upon receipt of the invoice. These amounts are non-refundable unless the activity or trip is canceled due to insufficient enrollment.
- Canteen fees, which are payable directly to the catering provider according to terms established in agreement with the Management Committee.

3. Tuition Payment Terms

The following payment methods are available to you:

A. Single Installment Payment: The full amount is due by August 30.

B. Payment in 3 Installments: The three deadlines are set for August 30, December 30, and March 30. For students arriving during

the school year, the first installment will be due in the month of arrival, and the final installment will be due on March 30.

C. For students in Terminale Class: Tuition must be paid at 50% before August 30 and 50% before January 31.

D. Early Payment Discount (Not applicable to payments made by an institution or a company).

E. For Students in UPNF Classes: The total tuition amount must be paid in full before August 30.

In the event of a full payment by a family before the August 30 preceding the school year, the family will benefit from a discount. This discount is equal to the 1-year remuneration rate on term accounts offered by the BFL on July 1st preceding the school year, minus 0.5%. This 0.5% reduction will be matched by the school and contributed to the solidarity fund.

This discount is not applicable to payments for extracurricular activities, outings, or school trips, which must be paid in full at the time of invoicing. Students whose parents are not up to date with extracurricular activity invoices will be denied access to the activity in question.

4. Large Family Discount

Only the payer's own children are eligible for this discount. Private or public companies, as well as all associations and NGOs, are not entitled to any discount. For students enrolling or withdrawing during the school year, this discount is calculated for all children on a pro-rata basis according to the number of months attended.

A. Families with 3 children enrolled at LFIV receive a 10% discount on tuition fees.

B. Families with more than 3 children enrolled at LFIV receive a 20% discount on tuition fees.

5. Billing

Tuition fees are charged on an annual basis. Pro forma invoices are issued during the month of July; please ensure you verify your payment schedules before the final invoices are generated in August.

Invoices and reminder letters are sent to families via the Skolengo portal:

<https://lyceehoffet.family-administration.skolengo.net/connexion>

6. Payment Methods

Payment must imperatively be made by bank transfer for any amount exceeding 1,000 USD (or the equivalent in Euros). The bank details for the various LFIV accounts will be provided on your invoices. Only cash payments for amounts below this threshold may be accepted by the management office at the Hadxaykhao site.

- In the case of payment in Euros, the amount will be calculated based on the exchange rate applied by the French Embassy www.economie.gouv.fr/dgfip/taux_chancellerie_change

The exchange rate used will be the one in effect at the time of the initial due date (August, December, or March).

- In the case of payment in Kips, a rate will be issued for single-installment payments only and will be made available at the following link during the month of August: <https://urlz.fr/edGt>.

The payer is responsible for all bank transfer fees

7. Late Payment

After the March 30 deadline, any outstanding payment will be subject to penalties until the full amount due at the time of settlement is paid. Penalties will consist of 20% of the amount due.

In the event of late payment for students in Terminale class, they will not be readmitted after the February school holidays. Registration for the Baccalaureate exams will also be suspended.

Reminder procedure for installment payments:

- 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.

If a debt collection agency is involved, the associated costs will be billed back to the families.

However, exceptional arrangements may be requested from the management office (gestion@lfiv.org), which will endeavor to reconcile the temporary difficulties a family may face with the operational needs of the institution. Any arrangement accepted by LFIV requires a written commitment from the family concerned. If you believe you are affected, we encourage you to contact us, if possible, before your invoice deadline.

Any late payment regarding tuition fees, school transport, or extracurricular activities will result in the exclusion of the parent(s) from voting rights in the representative bodies of LFIV (School Council, Primary School Council, Board of Directors, Class Council, Commissions, General Assemblies, etc.). In the event of departure from LFIV, although regulations regarding compulsory education prohibit withholding school and administrative documents necessary for enrollment in another school, it remains possible to state the unrecovered debt on these documents.

The school reserves the right to summon families in the event of non-payment.

8. Student Withdrawal

Requests for a student's departure must be submitted 6 weeks prior to the student's last day of attendance. Failure to comply with this notice period will result in a late penalty of 250 \$.

Please notify the LFIV secretariat as early as possible:

- Elementary/Kindergarten: secretariat.primaire@lfiv.org
- Middle/High School: secretariat@lfiv.org
- Return all school books loaned or rented by LFIV (including books or documents borrowed from the library).
- Schedule an appointment with the secretariat to sign the withdrawal certificate (certificat de radiation) and to collect the student's academic file.
- Note: The withdrawal certificate and academic file will only be released to parents after verification that all tuition fees have been paid in full and all books have been returned.

9. Rules Applicable for Mid-Year Arrival or Early Departure

In the event of an arrival during the school year, tuition fees are calculated on a pro-rata temporis basis (any month started is considered due and non-refundable). The first-time registration fees and the equivalent of one trimester are due upon enrollment. Payment of the remaining balance follows the rules established in Section 3.

In the event of an early departure, the institution will refund any prepaid and unused tuition fees; however, any month started is considered due and non-refundable.

10. School Scholarships

Students of French nationality registered with the Consulate of France may be eligible for a school scholarship, subject to family income criteria (please contact the Consulate for more information). Following the recommendation of the local scholarship commission, the AEFÉ decides on the allocation and the final amount.

The scholarship application file, available on the Embassy's website or from the school secretariat, must be submitted:

- Upon arrival for new students for the current school year.
- In January/February for all other students for the upcoming school year.

It is strongly advised to strictly adhere to the submission deadlines to ensure the application is considered. Parents who have applied for a scholarship from the French government must still pay their tuition fees by the required due dates while awaiting the outcome of their application. If the application is approved, a refund will be issued for the specific amount granted.

11. Partial Scholarship

For families who have received a partial scholarship from the AEFÉ, any registration, re-registration, or tuition fees not covered by the scholarship must be paid according to the same rules as non-scholarship students.

Families submitting an application during the second consular scholarship commission (November of the current school year) are required to pay the registration and tuition fees in advance. In the event of an overpayment following the results of the national scholarship commission (released in December of the current school year), the institution will refund the families. Failure to pay these fees may result in a report being filed during the consular scholarship commission session.