

FINANCIAL REGULATIONS

Academic Year 2026–2027

PREAMBLE

The Lycée Français International de Vientiane – Josué-Hoffet (LFIV) is a French school of excellence, a member of the AEFE network since 1986. It welcomes students of all nationalities, from Kindergarten through to the final year of High School, and aims to foster their personal development, build their independence and critical thinking skills, nurture a culture of effort and healthy competition, while promoting teamwork and mutual respect. The school is accredited by the French Ministry of National Education.

The administrative and financial management of the LFIV is entrusted to its Management Committee (COGES — Comité de Gestion), composed of elected volunteers who are parents of enrolled students.

By enrolling one of your children at the LFIV, your family automatically becomes, until the end of your children's schooling at the LFIV, an active member of the Parents' Association (APE — Association des Parents d'Élèves). As such, you acknowledge having read and accepted the APE statutes and its internal rules.

The withdrawal of all your children from the LFIV, regardless of the reason, automatically and irrevocably results in the termination of active membership of the APE.

The LFIV is a non-profit school. Tuition is payable for all enrolled students, regardless of nationality. As tuition fees constitute the school's entire revenue, their effective collection is essential to the proper functioning of the institution.

Fee amounts are generally reviewed once a year, but may be updated more frequently, without prior notice, if circumstances so require.

These Financial Regulations are available on the LFIV website and updated annually.

Enrolment and continued attendance at the LFIV implies unconditional acceptance of these Financial Regulations and is subject to unconditional acceptance of the following:

- The texts governing the operation of the Agency for French Education Abroad (AEFE), and in particular Decree No. 2003-1288 of 23 December 2003 relating to the administrative, budgetary and accounting organisation of the AEFE.

- Official texts published by the French Ministry of National Education governing school life (curricula, timetables, academic guidance, etc.).
- Decisions of the Board of Directors and Management Committee (COGES) of the LFIV.
- The school's internal rules (règlement intérieur).
- These Financial Regulations.

These Financial Regulations may be amended by decision of the Management Committee.

For information on the French curriculum, please visit: <https://www.education.gouv.fr/programmes-scolaires-41483>

1. FIRST ENROLMENT AND RE-ENROLMENT FEES

Enrolments and re-enrolments are processed via the Skolengo platform: <https://www.lyceehoffet.org/skolengo/> — the school office remains available to assist you with these procedures.

- The first enrolment fee is due upon submission of the application file. It guarantees the student's place in the school roll or, if applicable, placement on the waiting list.
- Re-enrolment is free of charge.
- The first enrolment fee is refundable only if the student is refused due to lack of available places.

Absence of more than 3 years:

The first enrolment fee will apply again upon the student's return.

Absence of less than 3 years:

No first enrolment fee will be charged upon the student's return.

2. TUITION FEES

Tuition fee payments are governed by the terms set out in Section 3.

Tuition fees cover:

- All operating costs related to schooling.
- Accident insurance within the LFIV premises and during school trips in Laos, Vietnam, Thailand and Cambodia. All students are covered by an insurance company under the policy available here: <https://www.lyceehoffet.org/infos-pratiques/> — Coverage limits are indicated on page 1.

Tuition fees do not cover:

- Sports kit (Middle School and High School).
- Language certification fees (DELF, HSK, DELE and English-language certifications).

- Textbooks and school supplies for Primary and Secondary: a school supplies pack is available upon enrolment for Kindergarten, Primary and Secondary students. The price, reviewed annually, is communicated each year by the Finance Office.
- Optional subject registration fees: Latin (Years 7–11 / 5ème–2nde), SELO (Years 7–11 / 5ème–2nde), and Visual Arts (Year 11 / 2nde).
- Examination registration fees: National Brevet (DNB), EAB, and Baccalauréat (BAC).
- School transport between the Thadeua campus and the Hadxaykhao campus (Middle School and High School).
- After-school activities, school trips and excursions: payable in one instalment (or two, depending on the trip) upon receipt of invoice. Amounts paid are non-refundable unless the activity, trip or excursion is cancelled due to insufficient enrolments.
- Canteen fees: paid directly to the catering provider, in accordance with the terms agreed with the Management Committee.

⚠ Students whose parents have outstanding invoices for after-school activities will be refused access to the relevant activity.

3. TUITION FEE PAYMENT OPTIONS

The following payment options are available:

Option	Payment method	Terms and due dates
A	Full payment in one instalment	Full amount due by 30 August.
B	Payment in 3 instalments	1st instalment: due by 30 August 2026 2nd instalment: due by 30 December 2026 3rd instalment: due by 30 March 2027 <i>For students joining mid-year: the first instalment is due the month of arrival; the last instalment is due by 30 March.</i>
C	Year 13 (Terminale) students only <i>(Options A and B do not apply)</i>	50% due by 30 August 2026 50% due by 31 January 2027
D	Early payment discount <i>(not applicable to payments made by a company or institution)</i>	Families paying in full before 30 August will receive a discount equal to the 1-year term deposit rate offered by the BFL as at 1 July preceding the academic year, minus 0.5%. This represents approximately 3% (of which 0.5% is contributed by the school to its solidarity fund). <i>The 0.5% reduction is matched by an equivalent contribution from the school to the solidarity fund.</i>

This discount does not apply to after-school activities, school trips and excursions, which must be paid in full at the time of invoicing.

4. SIBLING DISCOUNT

The discount applies only to the payee's own children. Private or public companies, associations and NGOs are not eligible for any discount. The discount is calculated pro rata for all children, based on the number of months of attendance, in cases of mid-year arrival or departure.

3 children enrolled at the LFIV	10% discount on tuition fees.
More than 3 children enrolled at the LFIV	20% discount on tuition fees.

5. BILLING

Tuition fees are billed annually. Pro forma invoices are issued during July — please review your payment schedule before final invoices are issued in August. Invoices and reminder letters are sent to families via the Skolengo portal:

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

6. PAYMENT METHODS

All payments exceeding 1,000 USD (or the equivalent in Euros) must be made by bank transfer.

Bank account details for the LFIV's various accounts will be provided on your invoices. Cash payments below this threshold are accepted at the Finance Office on the Hadxaykhao campus only.

- Payment in Euros: the amount will be calculated using the exchange rate applied by the French Embassy (www.economie.gouv.fr/dgfip/taux_chancellerie_change). The rate applied will be that in force at the time of the original due date (August, December or March).
- Payment in Lao Kip: a Kip-denominated rate will be issued for full single payments only and will be made available during August at the following link: <https://urlz.fr/edGt>

Bank transfer fees are the responsibility of the payee.

7. LATE PAYMENT

Late payment penalties

After 30 March, all outstanding payments will be subject to a penalty of 20% of the amount due, until full payment is received.

Year 13 (Terminale) students with outstanding fees will not be readmitted after the February school holidays. Baccalauréat examination registration will also be suspended.

Reminder procedure for instalment payments:

1st reminder	On the 15th of the month following the invoice due date.
2nd reminder	On the 2nd of the second month following the invoice due date.
3rd reminder	15 days after the 2nd reminder.

If a debt recovery agency is engaged, associated costs will be charged back to the family.

Exceptional payment arrangements may be requested from the Finance Office (gestion@lfiv.org), which will endeavour to find solutions that accommodate the family's temporary financial difficulties while ensuring the school's operational needs are met. Any arrangement agreed by the LFIV requires a written commitment from the family concerned. If you believe this may apply to you, we encourage you to make contact before your invoice due date.

Any late payment of tuition fees, school transport fees, or extracurricular activity fees will result in the suspension of the voting rights of the parent(s) concerned in all representative bodies of the LFIV (School Board, School Council, Board of Directors, Class Council, Committees, General Assemblies, etc.). In the event of a student leaving the LFIV, although regulations governing compulsory schooling prohibit the withholding of school and administrative documents required for enrolment at another institution, it remains possible to note the outstanding debt on such documents.

The school reserves the right to call families in for a meeting in the event of non-payment.

8. STUDENT WITHDRAWAL

⚠ Withdrawal requests must be submitted at least 6 weeks before the student's last day of attendance.

Failure to give adequate notice will result in a penalty of \$250.

Please notify the LFIV school office as early as possible:

- Kindergarten / Primary: secretariat.primaire@lfiv.org
- Middle School / High School: secretariat@lfiv.org
- Return all textbooks and materials lent or rented by the LFIV, including any items borrowed from the library.
- Schedule an appointment with the school office to sign the withdrawal certificate and collect the student's school record.

The withdrawal certificate and school record will only be released to parents once it has been confirmed that all tuition fees have been paid in full and all school materials have been returned.

9. MID-YEAR ARRIVALS AND EARLY DEPARTURES

Mid-year arrival	Tuition fees are calculated on a pro rata basis (any month begun is considered fully due and non-refundable). The first enrolment fee and the equivalent of one term's fees are due upon registration. The remaining balance is governed by the rules set out in Section 3.
Early departure	The school will refund any prepaid tuition fees that have not been used; however, any month begun is considered fully due and non-refundable.

10. SCHOLARSHIPS

Students of French nationality registered with the French consulate may be eligible for a scholarship, subject to the family's income conditions (please enquire at the consulate). Following the review of the local scholarship committee, the AEFE decides on eligibility and the amount awarded. The scholarship application file, available on the Embassy website or from the school office, must be submitted as follows:

- From the start of the school year, for newly enrolled students applying for the current academic year.
- In January / February, for all other students applying for the following academic year.

It is strongly advised to respect application deadlines, as late submissions may not be considered.

Families who have applied for a scholarship from the French government must nonetheless pay their tuition fees by the scheduled due dates, while awaiting the outcome of their application.

If the application is approved, a refund will be issued for the amount awarded.

Partial scholarship holders

For families who have received a partial scholarship from the AEFE, the enrolment / re-enrolment and tuition fees not covered by the scholarship must be paid under the same rules as for non-scholarship students. Families submitting an application for the second consular scholarship committee (held in November of the current academic year) are invited to pay their enrolment and tuition fees. In the event of an overpayment following the national committee's decision (results announced in December of the current academic year), the school will reimburse the families concerned. Failure to pay fees may be reported at the consular scholarship committee meeting.

LYCÉE FRANÇAIS INTERNATIONAL DE VIENTIANE JOSUÉ-HOFFET

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www.lyceehoffet.org | Skolengo: <https://lyceehoffet.family-administration.skolengo.net/connexion>