

Financial Regulation 2021-2022

Approved by the Management Committee on 18/02/2020 - modified on the 22/06/2021

Please note that this document is not definitive. The International French School of Kathmandu (hereby called EFIK) reserves the right to change the financial rules set out below if economic conditions were to require it.

This Financial Regulation lays down rules for the payment of tuition fees and other amounts payable to the International French School of Kathmandu by families whose child(ren) are attending EFIK's classes.

The enrollment and retention of a student at EFIK are subject to the general acceptance of the following regulations:

- The circular N°1088 of March 16th 2015, regarding the recovery of school fees;
- The official texts published by the French Ministry of Education governing school life (curriculum, school timetables, crossing class and repetition, orientation, etc.);
- The internal rules of the institution;
- This Financial Regulation.

SECTION 1 - FIRST REGISTRATION

1.1 - CAPITAL INVESTMENT

A capital investment amount is due upon approval of the first registration at EFIK. The student is considered registered only after the actual payment of this fee. **This capital investment is non-refundable under no circumstances.**

2021-2022	All nationalities
Kindergarten, Elementary and Secondary student	1 365 €

Capital Investment is reduced by half if more than one child from the same family is enrolled.

Children of EFIK staff under local or resident contract are not liable for the payment of the Capital Investment

1.2 - DEPOSIT

At the time of **first registration of a family**, a refundable security deposit of **1000€** is required.

Children of EFIK staff under local or resident contract are not liable for the payment of the Deposit.

This deposit bears no interest and will be reimbursed by bank transfer or cheque to the family upon written letter requesting the reimbursement of the deposit (in Euros or Nepali Rupees, according to the currency in which the deposit has been made). Any amount due to EFIK will be retained. Request letter that is not been sent within 18 months following the departure of the student belongs to EFIK. Any student whose deposit has been refunded after his/her departure is removed from the school's lists.

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SECTION 2 - REGISTRATION DURING THE ACADEMIC YEAR

Registration is effective after payment of the handling fee, the capital investment, the deposit and the tuition for the current quarter. A remission order is granted pro rata for families arriving during the year – the month in which the child starts school is fully due.

Starting period	% of the yearly school fee	Starting period	% of the yearly school fee
Before 30th September	100 %	Before 28th February	50 %
Before 31st October	90 %	Before 31st March	40 %
Before 30th November	80 %	Before 30th April	30 %
Before 31st December	70 %	Before 31st May	20 %
Before 31st January	60 %	Before 30th June	10 %

SECTION 3 - YEARLY TUITION FEES

Yearly tuition fees based on a reference fee are applicable to all families on a reference without taking into consideration the nationality of the student.

Reference fees 2021-2022	KINDERGARTEN		ELEMENTARY	SECONDARY	
	Half-day	Full-day		COLLEGE*	LYCEE*
Students of all nationalities	4 860 €	7 300 €	9 030 €	9 570 €	10 030 €

An individual discounted fee is charged to families delivering an employer certificate of non-participation to tuition fees at the time of enrollment/registration. This individual fee shall be based on students' nationality (as indicated on the passport photocopy provided at the time of enrollment).

Individual fees 2021-2022	KINDERGARTEN		ELEMENTARY	SECONDARY	
	Half-day	Full-day		COLLEGE*	LYCEE*
Students of all nationalities	4 080 €	6 140 €	7 590 €	8 040 €	8 430 €

Any quarterly period started is due.

In case of payment of the full year, the cost of quarters not yet started will be reimbursed on the actual amount paid, given the 2.5% reduction granted for annual payment. (see Section 4).

TUITION FEES INCLUDE:

- Cost of education;
- School insurance;
- School supplies;
- Regular school activities (swimming, museum, etc.).

TUITION FEES DO NOT INCLUDE:

- Extra-curricular activities;
- Canteen service;
- School bus service;
- Field trips with over-night stays;
- Cost of non regular school activities
- *The registration to CNED and pedagogical material sent

SECTION 4 - DISCOUNTS ON SCHOOL FEES

No reduction can be granted on the Capital Investment.

Case 1: Payment of all annual fees at once (by respecting the deadline indicated in the first term invoice) : 2.5% discount. This discount cannot be applied to children arriving during the school year (after September).

Case 2: Large family:

- 10% discount on tuition for the third child
- 15% discount on tuition for the fourth child
- 20% discount on tuition for the fifth child and following ones.

This reduction is applied on tuition for the youngest child.

Case 3: Child(ren) of school staff member under local or resident contract:

- 50% discount on school fees. This discount cannot be applied if school fees are already covered by the employer of the employee's spouse for a value equal to or greater than 50% of the total amount of the fees per child. This discount cannot be applied to staff member with part-time contract under 75% weekly workload.
- Possibility of cumulating Case 2 & Case 3 (cf. "Large family" conditions above)

SECTION 5 - PAYMENT DATES

Payment of tuition is organized as follows:

- | | |
|--|-----|
| - First term (September, October, November, December): | 40% |
| - Second term (January, February, March): | 30% |
| - Third term (April, May, June): | 30% |

SECTION 6 - DEPARTURE DURING THE CURRENT SCHOOL YEAR

In case of schooling interruption during a term, the trimester's tuition is not refundable.

A temporary absence for any reason it may be, does not give rise to a refund or reduction of fees.

SECTION 7 - ADDITIONAL FEES

7.1 - SCHOOL TRANSPORTATION

A payable pick-up service is provided by two buses. Two fee structures apply following their itinerary: within Kathmandu or Patan area and outside Ring Road. At the time of registration, the family informs the school if they decide to use this transportation service and provides all logistics details. It is also possible to register for this service during the year. A schedule (time and pick-up/drop off points) will be handed over on the first day of service.

The fees are as follows: (prices are subject to change following the seat-occupancy rate)

	Kathmandu within ring road	Patan & outside North Ring Road
Fees per month	6 750 NPR	8 500 NPR

Every month started is due. However, reimbursement may be considered in the following cases:

- Interruption of the school bus service (relocation, half-day schooling...)
- Student's leaving during the school year

Exceptional single trips will be invoiced 500 NPR / trip. These trips are reserved for student enrolled at EFIK and/or for legal guardians of students enrolled in the school.

7.2 - CANTEEN

A payable canteen service is provided. This includes the costs of the meals as well as supervising the children. The use of the canteen is booked by the families for an entire quarter.

	5 days a week (500 NPR)	4 days a week (500 NPR)
1st Term	34 500 NPR (69 meals)	27 500 NPR (55 meals)
2nd Term	23 500 NPR (47 meals)	18 500 NPR (37 meals)
3rd Term	27 000 NPR (54 meals)	22 000 NPR (44 meals)

(Meal number is subject to modification)

A lump sum refund of the remaining number of meals already paid is made in the following cases:

- School Trips:
- After 15 days of absence for medical reason and upon presentation of proof;
- When the student leaves during the school year.

In case of temporary school closure, a rebate is provided on the meals. This rebate will be deducted on the following quarter invoice, or shall be paid at the end of the current quarter, in case school fees have been paid on annual basis.

7.3 - EXTRA-CURRICULAR ACTIVITIES

Students from the MS (Moyenne Section / Lower Kindergarten) are allowed to participate in extra-curricular activities. They are organized on quarterly basis and last one hour or one hour and a half (approximately 10 sessions per term). Registration is done by trimester. The cost of each activity is indicated in the registration form for activities.

In case of temporary school closure, a rebate is provided on the extra-activity sessions. This rebate will be deducted on the following quarter invoice, or shall be paid at the end of the current quarter, in case school fees have been paid on annual basis.

SECTION 8 - PAYMENT TERMS OF CAPITAL INVESTMENT AND TUITION FEES

Families are personally liable for tuition. The existing contractual arrangements between families and their employers are not applicable to the International French School of Kathmandu. Invoices are sent to families in due date to allow reimbursement from their employers if this is the case.

The payments must be made in Euros or Rupees at the rate "Taux de Chancellerie" - determined by the French Ministry of Economy - at the date of the payment. The amount to be paid may change between the date of issue of invoices and the date of payment.

Cash payments are not accepted **including for additional costs such as transportation, canteen, and extra-curricular activities. However, families might make a cash deposit directly in school's bank account.**

8.1 - INVOICES DUE DATE

Payment of fees is set out in Section 5 of this Financial Regulation and no later than the due date indicated on the invoice.

8.2 - PAYMENT ARRANGEMENTS

All payment arrangements must be completed with the Accounting Officer of the School. **They are done in Euros or Nepalese Rupees by check, bank transfer or cash deposit in our bank account.** In the latest case, families will provide the accounting department with a copy of the notice of transfer.

The transfer costs are borne by the payer and must be included in the global amount of the transfer. Payment in cash will not be accepted. The exchange rate is the one of the date of payment.

Transfers can be done on the following accounts:

In Nepal (Euros or Rupees)	In France (Euros)
Bank: Nepal Investment Bank Bank address: Main Branch, Durbar Marg Account holder: French School of Kathmandu SWIFT code: NIBLNPKT Euro account number: 00105010086296 Rupee account number: 00105010055512	Bank: BanqueTransatlantique Bank address: 26 av. Franklin Roosevelt - 75372 Paris Cedex 08 Account holder: Association of Parents of the French School of Kathmandu. Account number: 00013861601 IBAN number: FR76 3056 8199 0400 0138 6160 180

SECTION 9 - GRANTS FROM THE FRENCH GOVERNMENT

Scholarships can be obtained according to the rules applicable in France. Children with French nationality and who are older than three are entitled to them. It is the French Government that grants it and decides of the amount allocated per child. For information about this, please contact the school, the **Consulate of France in New Delhi** or visit the website www.aefe.fr

The filling of an application for scholarship does not exempt from the payment of handling fee, capital investment and quarterly tuition fees.

Once the scholarship is obtained, a reimbursement will be made by the Accounting Officer upon receipt of official notification of the scholarship committee.

In case of disapproval of the scholarship committee, the total tuition is due.



SECTION 10 - PAYMENT INCIDENT

PROVISIONS IN CASE OF LATE PAYMENT OR NON PAYMENT.

If the family did not pay the due amount within 15 days after the invoice deadline, a reminder shall be sent by email or handed upon signature. This reminder will clearly state the new payment deadline.

If the payment is not received by the due date, a new reminder shall be sent under the same conditions, and if necessary a last "Notice before pursuit" shall be issued, following the same procedure.

In case of proved financial difficulties, the school can propose an installment payment procedure. Payment schedule shall be formalized by written agreement, signed by the family and the accounting officer or the treasurer. This timetable shall be closely monitored.

If the invoice has not been cleared following "the notice before pursuit", the school might undertake legal proceedings, in connection with the diplomatic post, which should be updated on the actions required.

If payment has not been done before the end of the quarter, this might lead to the radiation of the student from the school. If the payment has not been done by the end of the school year, the school principal is entitled to deny the re-enrollment of the student.

Issuing an NSF (non-sufficient funds) check shall be charged extra 10% to which shall be added the above mentioned actions.

All unpaid previous bills should be cleared prior to starting a new school year.

SECTION 11 - OTHER PROVISIONS

11.1 - ABSENCES

Temporary absence, regardless of its duration, doesn't entitle to any reduction of tuition fees. Independently from attendance, the costs of transport and meals are due for a full quarter.

However reimbursement for meals is made in limited cases (specified in section 7.2).

11.2 - SHORT-TERM SCHOOLING

For a short term schooling period that does not exceed two months tuition, a fee of 190 euros per week for Kindergarten and 230 euros per week for Elementary and Secondary is applied. For the Registrations Fees, please cf. to the articles 1.1, 1.2 and 1.3.

If the schooling period is extended after two months, the normal registration procedure will apply. The schooling fee must be paid at the beginning of each week and any week begun will be due in full. Payment will be made in Euros or NPR by check or by bank transfer.

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