

EFIK Financial Rules and Regulations, 2022–2023

Approved by the Management Committee on 18/04/2022 (modified April 2022)

This document, Financial Regulations, describes various fees for services related to enrollment and education in the International French School of Kathmandu—referred to as EFIK (e.g., *Ecole Française Internationale de Katmandou*). This document defines the timing of payments and conditions for families whose child(ren) attend EFIK.

Please note that this document is not exhaustive nor definitive. EFIK reserves the right to change the financial rules set out below if economic conditions were to require it. Changes are made and approved by the School Management Committee.

The enrollment and retention of a student at EFIK are subject to 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; and
- EFIK Financial Rules & Regulations.

The school year is divided into 3 terms: 1) September–December; 2) January–March; and 3) April–June.

SECTION 1. INITIAL REGISTRATION TO ENROLL

1.1 CAPITAL INVESTMENT

The Capital Investment Fee supports long-term investments in EFIK. This fee is due upon approval of the initial registration at EFIK. It is calculated per student registered. Registration is complete only after payment of this and the other initial registration fees. The Capital Investment Fee is non-refundable.

Conditions:

- If a family enrolls more than one child, the Capital Investment Fee is reduced 50% for the second and any subsequent children from the same family (e.g., Child 1 100%, Child 2 50%, Child 3 50%).
- This fee is waived for children of EFIK staff on local or resident contracts.

FINANCIAL REGULATIONS

- For short-term enrollment (Section 11.2), the Capital Investment Fee is waived.

2022–2023	All students
All students, regardless of the class/level (e.g., Pre-school/Kindergarten, Elementary and Secondary students)	1 500 €

1.2 REFUNDABLE DEPOSIT

A refundable deposit is required when a student completes the initial registration. This deposit accrues no interest. For families enrolls more than 1 student (e.g., multiple children joining EFIK), the deposit is paid for only 1 child per family (e.g., 3 children enrolled, 1 deposit paid).

Conditions:

- When a family leaves EFIK, a request in writing should be sent to the EFIK Administration to request that the deposit be refunded.
- The refund will be paid by bank transfer or cheque in Euros or Nepalese Rupees, according to the currency in which the deposit has been made.
- The deposit amount will be adjusted for any outstanding balance owed to EFIK by the family.
- Deposits are refundable within 12 months of departure. After 12 months, the funds are retained by EFIK.
- Students are removed from the school enrollment when the deposit is refunded. If the student will re-enroll at a later date, the full deposit is required.
- This fee is waived for children of EFIK staff on local or resident contracts.

2022–2023	Per family
All students, regardless of the class/level (e.g., all Pre-school/Kindergarten, Elementary and Secondary students)	1000 €

SECTION 2. TUITION (SCHOOL FEES)

EFIK tuition fee structure is tiered by class/levels, irrespective of student nationality.

2022–2023 Fees	PRE-SCHOOL & KINDERGARTEN		ELEMENTARY (PRIMARY)	SECONDARY	
	Half-day	Full-day		COLLEGE*	LYCEE*
All students	4 860 €	7 300 €	9 030 €	9 570 €	10 030 €

FINANCIAL REGULATIONS

Families without tuition benefits from their employer, fees are discounted upon receipt of a written employer certificate of non-participation at the time of enrollment/registration.

2022–2023 Fees	PRE-SCHOOL & KINDERGARTEN		ELEMENTARY (PRIMARY)	SECONDARY	
	Half-day	Full-day		COLLEGE*	LYCEE*
All students	4 080 €	6 140 €	7 590 €	8 040 €	8 430 €

Conditions:

- Any term started is due in full.
- If payment is made for the full academic year, the cost of terms not yet started will be reimbursed on the actual amount paid, given the 2.5% reduction granted for annual payment. (see Section 4).
- Students are registered after payment is received including: the capital investment fee; the deposit; and the tuition for the current term.

SECTION 3. REGISTRATION DURING THE ACADEMIC YEAR

Tuition (school fees) is calculated by the term in which registration is completed. Registration mid-term is billed at 100% of the term fee. If there is less than one calendar month left in the term, then the term tuition is reduced by 50%.

Term	Start	% of the term fees
September–December	On or after 1 December	50 %
January–March	On or after 1 March	50 %
April–June	On or after 1 June	50 %

SECTION 4. CONDITIONS FOR TUITION REDUCTIONS

There are a number of conditions where EFIK discounts tuition. Currently EFIK does not provide reductions based on the family's financial situation or based on academic performance (i.e., scholarships).

Conditions:

- **FULL PAYMENT DISCOUNT:** If full payment of all annual fees at once (paid by the

FINANCIAL REGULATIONS

deadline indicated on the first term invoice), tuition will be discounted 2.5%. This discount is not available for students enrolling during the school year (after September).

- **MULTIPLE STUDENT DISCOUNT:** If a family enrolls multiple children as EFIK students, discounts on tuition are offered. Reductions are applied on tuition of the youngest children.
 - 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 subsequent children.
- **FULL-TIME EMPLOYEE DISCOUNT:** Child(ren) of school staff member under local or resident contract will receive a 50% discount on tuition fees. This discount is not available if:
 - Tuition is covered by the employer of the employee's spouse for a value equal to or greater than 50% of the total amount of the tuition fees per child.
- Staff member who work part-time (i.e., $\geq 75\%$ weekly workload). Full-time employees with multiple children are eligible for the "multiple student" reduction.
- In all cases, there is no reduction applied to the Capital Investment Fee.

SECTION 5. PAYMENT

Tuition is paid by term. The proportion due per term is as follows:

Term	% of annual school fees
September–December	40 %
January–March	30 %
April–June	30 %

Tuition costs cover the full educational experience, consistent with AEFÉ educational standards. See the table below for more detail.

Costs/fees included in Tuition	Additional costs/fees NOT included in Tuition
<ul style="list-style-type: none"> ▪ Full cost of education ▪ School insurance ▪ School supplies ▪ Regular school activities (swimming, museum, etc.) 	Per the rules & regulations: <ul style="list-style-type: none"> ▪ After-school extra-curricular activities ▪ School lunch (Canteen) service ▪ School bus service
	Depending on the class:

FINANCIAL REGULATIONS

	<ul style="list-style-type: none"> ▪ Field trips with over-night stays ▪ Cost of non regular school activities ▪ *The registration to CNED and pedagogical material sent
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SECTION 6. DEPARTURE DURING THE SCHOOL YEAR

If a family leaves EFIK during the school year for any reason (e.g., relocation, travel, illness), there is no tuition is reimbursed or refunded for a term not completed (e.g., student leaves in February, the January-March term tuition is 100%). No refunds are available for the school lunch program if a student leaves mid-term.

SECTION 7. ADDITIONAL FEES

7.1 SCHOOL TRANSPORTATION

EFIK operates school bus service for students: one for the north (Kathmandu) side; and another for the south (Patan/Lalitpur) side. Transportation is available for a fee, limited in capacity, and subject to availability.

There are two fee structures apply following their itinerary: within Kathmandu (i.e., inside the ring road) or Patan area and outside Ring Road. At the time of registration, the family informs the school if they wish to use school transportation and provides location details. It is also possible to register for this service during the year. A schedule with pick-up/drop off time and bus stops will be provided to families on the day before school transportation services begin. (note, bus service may not be available on the first day of school).

The fees are paid by term, and prices are subject to change based on the seat-occupancy rate and fuel costs.

Fees per term	Kathmandu within ring road	Patan & outside North Ring Road
September–December	27 0000 NPR	34 000 NPR
January–March	20 250 NPR	25 500 NPR
April–June	20 250 NPR	25 500 NPR

Any month where bus service has been started will be billed in full. Reimbursement may be considered in the following cases:

- Temporary school closure of five or more continuous school days
- No longer require school bus service due to relocation within Kathmandu. In this case, the fees will be pro-rated based by month.
- Student departure during the school year. In this case, the fees will be pro-rated based

FINANCIAL REGULATIONS



by month.

Individual single trips (e.g., coming to school or departing from school) are considered exceptional and available when space permits. Each trip will be invoiced at 500 NPR / trip. These trips are reserved for student enrolled at EFIK and/or for legal guardians of students enrolled in the school.

FINANCIAL REGULATIONS

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7.2 SCHOOL LUNCH PROGRAM (CANTEEN)

A payable school lunch service (i.e., canteen) is available for all students. It covers the costs of the meals and supervision of the students during mealtime. The service is requested within the first week of school in September, and then before the term begins. Once requested, the lunch service is assumed to continue into the next term, unless Administration is informed in writing. The service is billed by term.

Note, the meal number may vary by actual term and is subject to modification.

Term	5 days a week (500 NPR)	4 days a week (500 NPR)
September–December	34 500 NPR (69 meals)	27 500 NPR (55 meals)
January–March	23 500 NPR (47 meals)	18 500 NPR (37 meals)
April–June	27 000 NPR (54 meals)	22 000 NPR (44 meals)

For new students enrolling during a term, the service will be pro-rated by month for the term in which registration is completed.

A refund is available only in the following cases:

- After 15 days (e.g., 15 school days, excluding holidays) of continuous absence for medical reasons, with supporting documentation. The amount refunded will be for the missed meals already paid.
- In case of temporary school closure of five or more continuous school days (excluding holidays mentioned in the school calendar), a refund is provided on the unused meals. It will be deducted on the following term invoice, or shall be paid at the end of the current term, in case school fees have been paid on annual basis.

7.3 AFTER SCHOOL ACTIVITIES (EXTRA-CURRICULAR ACTIVITIES [AES])

Students from the MS (Moyenne Section/Lower Kindergarten) and older are allowed to participate in after-school activities (i.e., extra-curricular activities often referred to by the French acronym AES). They are organized every term and have approximately 10 sessions per term. Each activity lasts one hour or 90 minutes. Registration is done at the start of each term. The cost of each activity is indicated in the registration form for activities. AES fees are not refundable if the student is absent or departs during the term.

In case of temporary school closure which results in 2 or more continuous sessions being cancelled, EFIK will refund for the missed sessions in cases where the sessions cannot be rescheduled. The amount will be deducted on the following term's invoice. For situations where the school fees have been paid in full for the year, the refund will be paid at the end of the current term.

SECTION 8. PAYMENT TERMS OF CAPITAL INVESTMENT AND TUITION

FINANCIAL REGULATIONS

FEES

All families are personally liable for tuition, regardless of any contractual arrangements between families and their employers. Invoices are sent to families, and families are responsible for arranging for reimbursement from their employer.

EFIK accepts payments only in two currencies: Euros or Nepalese Rupees. Payments in Nepalese Rupees are calculated at the rate “Taux de Chancellerie” which is determined by the French Ministry of Economy at the date of the payment. This rate may fluctuate, which may result in the amount to be paid changing between the date the invoices are issued and the date of payment.

No cash payments are accepted. This includes tuition and all other additional costs such as transportation, school lunch (canteen), and after school (extra-curricular) activities. Cash deposits can be made at the bank 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

Payments are made to EFIK Finance Officer in Euros or Nepalese Rupees. Modes of payment include: check; bank transfer; or cash deposit directly into the school bank account. When a bank transfer or cash deposit is made, families must provide the Finance Officer a copy of documentation (e.g., deposit slip, transfer notice).

Any fees associated with a bank transfer are paid by the family and should be included total transfer amount.

Transfers are accepted in the following accounts:

<p>In Nepal (Euros or Rupees) 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</p>	<p>In France (Euros) Bank: Banque Transatlantique 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</p>
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SECTION 9. GRANTS FROM THE FRENCH GOVERNMENT

Children of French nationality and who are older than three may be eligible for scholarships (i.e., *bourses en français*), according to the rules applicable in France.

FINANCIAL REGULATIONS



Scholarships (including the amount allocated per child) are decided by the French Government. For more information, please contact the school, the Consulate of France in New Delhi or visit the website www.aefe.fr

Applying for the scholarship does not exempt a family from any fees (e.g., capital investment, tuition fees). If the scholarship is granted, a reimbursement will be made by the Accounting Officer upon receipt of official notification of the scholarship committee. If it is not approved, the total tuition payment is due in full.

SECTION 10. LATE PAYMENTS

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. 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.

In case of financial difficulties, the family should write to the school Management Committee contact the Finance Officer in writing, with a copy to the Director, to thoroughly document their situation. The committee will review and approve an installment payment plan (i.e., payments due every month). Payment schedule shall be formalized by written agreement, signed by the family and the Finance Officer or the Treasurer. This timetable shall be closely monitored.

If full payment has not been made before the end of the term (or partial payments per the agreed installment payment plan), the school reserves the right to temporarily suspend the student. If the payment has not been completed before the end of the school year, the school principal is entitled to deny the re-enrollment of the student.

All unpaid previous bills must be cleared prior to starting a new school year. If payment in full for the previous bills is not completed before the start of the next school year, the school principal is entitled to deny the re-enrollment of the student.

In case a check is return due to non-sufficient funds (NSF), an additional 10% will be added to the invoice.

SECTION 11. OTHER PROVISIONS

11.1 ABSENCES

Temporary absence, regardless of duration, do not qualify for any reduction in tuition fees. Transport and canteen services also are not pro-rated or reduced/refunded (i.e., due in full for the term). See Section 7.2 for more detail.

11.2 SHORT-TERM ENROLLMENT

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EFIK offers families the option of short-term enrollment, not to exceed one month (i.e., 30 calendar days inclusive of weekend and holidays within an academic year). Full term fees are reduced by 50%. No capital investment fee is due in this case. Over one month, tuition for the term is due in full.

If the enrollment period exceeds two months, the normal registration procedure will apply (see Sections 1.1, 1. 2 and 1.3).

Payment will be made in Euros or Nepalese Rupees by check or by bank transfer.

FINANCIAL REGULATIONS

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