

EFIK Financial Rules and Regulations 2023–2024

Approved by the Management Committee on 07/07/2023

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., *École Française Internationale de Katmandou*). This document defines the terms 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. 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.
- For short-term enrollment (Section 11.2), the Capital Investment Fee is waived.

2023–2024	All students
All students (e.g., Pre-school/Kindergarten, Elementary and Secondary students)	1500 €

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1.2 REFUNDABLE DEPOSIT

A refundable deposit is required when a student completes the initial registration. This deposit accrues no interest. For families enrolling 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 family can otherwise choose to leave the deposit by not claiming it. Unclaimed deposits are assigned to a support fund for EFIK families with temporary financial difficulties to help pay their children's school fees.
- The refund will be paid by bank transfer or cheque in Euros or Nepalese Rupees, according to the currency in which the deposit was 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 assigned to a support fund for EFIK families with temporary financial difficulties.
- If a disenrolled student whose deposit had been refunded re-enrolls, the full deposit is required.
- This fee is waived for children of EFIK staff on local or resident contracts.

2023–2024	Per family
All students, (e.g., 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.

For families with benefit from employer or any scholarships to cover the child(ren) school fees:

2023–2024 Fees	PRE-SCHOOL / KINDERGARTEN		PRIMARY (ELEMENTARY)	SECONDARY	
	Half-day	Full-day		COLLEGE*	LYCEE*
All students	4 860 €	7 300 €	9 030 €	9 570 €	10 030 €

For families without tuition benefits from their employer or any scholarships, fees are discounted:

2023–2024 Fees	PRE-SCHOOL / KINDERGARTEN		PRIMARY (ELEMENTARY)	SECONDARY	
	Half-day	Full-day		COLLEGE*	LYCEE*
All students	4 080 €	6 140 €	7 590 €	8 040 €	8 430 €

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Conditions:

- Any month started is due in full.
- If payment is made for the full academic year, the cost of months 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 month in which registration is completed. Registration during mid-month is billed at 100% of the month fee or the short-term enrollment fees structure.

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

SECTION 4. CONDITIONS FOR TUITION FEES REDUCTIONS

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

Conditions:

- **MULTIPLE STUDENT DISCOUNT:** If a family enrolls multiple children as EFIK students, discounts on tuition are offered. Reductions are applied on tuition fees 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 non-French school staff member under local or resident contract without any scholarship will receive a 75% discount on tuition fees. Child(ren) enrolled under French government scholarship will receive 50% discount on tuition fees. However,
 - If the 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 the discount is not available.
- Staff members who work part-time (i.e. less than 75% weekly workload) need to pay on pro rata

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basis of the work weekly work load.

- Full-time non-French employees with multiple children are eligible for the “multiple student” reduction.

SECTION 5. PAYMENT

School Fees are invoiced on term basis. The invoice for capital investment, refundable security deposit CNED registrations should be paid at the time of registration. The tuition fees invoice for a term is sent in the beginning of each term followed by a separate invoice for Transport, Canteen and AES (by the end of 1st month of a 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: <ul style="list-style-type: none"> ▪ CNED fees (registration and others) ▪ Travel expenses for Examinations ▪ Field trips with over-night stays ▪ Some exceptional school activities

SECTION 6. DEPARTURE DURING THE SCHOOL YEAR

If a family leaves EFIK during the school year for any reason (e.g., relocation, travel, illness), the started month will not be refunded (e.g., if a student leaves in February, February tuition is due 100%).

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SECTION 7. ADDITIONAL FEES

7.1 SCHOOL TRANSPORTATION

EFIK's school bus service has three lines: one for the north (Kathmandu) side; second for the south (Patan/Lalitpur) side and third for the east side (Baudha). Transportation is available for a fee, limited in capacity, and subject to availability.

There are three fee structures apply following their itinerary: within 1km of the school, 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. Please note that the 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 fuel price.

Fees per term	Within 1km of the school	Kathmandu within ring road	Patan & outside Ring Road
Sept-Dec	20 000 NPR	34 000 NPR	40 000 NPR
Jan-Mar	15 000 NPR	25 000 NPR	30 000 NPR
Apr-Jun	15 000 NPR	25 000 NPR	30 000 NPR

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

- Exceptional school closure of five or more continuous school days
- No longer need of 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 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.

7.2 SCHOOL 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 subscription to canteen happens during the first week of September. The service is billed per term. It is possible to unsubscribe at the beginning of each term by a written notice to the Administration. Note, the number of meals is different for each term.

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Term	5 days a week (550 NPR)	4 days a week (550 NPR)
September–December	38 500 NPR (70 meals)	20 800 NPR (56 meals)
January–March	27 500 NPR (50 meals)	23 100 NPR (42 meals)
April–June	33 350 NPR (57 meals)	25 300 NPR (46 meals)
Total	97 350 NPR (177 meals)	79 200 NPR (144 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 exceptional school closure of five or more continuous school days, a refund is provided on the untaken meals. It will be deducted on the invoice of the following term, or refunded at the end of the current term.

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

Students from MS (Moyenne Section/Lower Kindergarten) and above can participate to after-school activities (i.e., extra-curricular activities often referred to by the French acronym AES). These activities are organized every term and comprise of 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 exceptional school closure which results in 2 or more continuous sessions being cancelled, EFIK will refund for the cancelled sessions if they are not rescheduled. The amount will be deducted on the following term's invoice or refunded at the end of the current term.

The invoices for transportation (7.1), Canteen (7.2) and AES (7.3) are sent separately (from tuition fees) by the end of 1st month of each term.

SECTION 8. PAYMENT TERMS OF CAPITAL INVESTMENT AND TUITION FEES

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

EFIK accepts payments in two currencies: Euros or Nepalese Rupees. Payments in Nepalese Rupees are calculated at the rate of the “Taux de Chancellerie” (determined by the French Ministry of Economy) at the date of the billing.

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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

School invoices are to be paid in Euros or Nepalese Rupees, by check, bank transfer, or cash deposit directly into the school's bank account. When a bank transfer or cash deposit is made, families must provide a copy of documentation to the Finance Officer (e.g., deposit slip, transfer notice).

Transfers are accepted in the following accounts:

<p>In Nepal Currency: Euros or Rupees Bank: Nepal Investment Mega 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 Currency: Euros Bank: Banque Transatlantique Bank address: 26 av. Franklin Roosevelt - 75372 Paris Cedex 08 Account holder: ASS DES PARENTS D'ELEVES DE L'ECOLE FRANCAISE KATMANDOU IBAN number: FR76 3056 8199 2600 0138 6160 180 BIC number: CMCIFRPP</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. Scholarships' amounts are decided by the French Government through a commission held by the French embassy of Delhi. For more information, please contact the school, the Consulate of France in New Delhi or visit the website www.aefe.fr

Applying for or receiving this scholarship does not exempt a family from fees that are not covered by the scholarship (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 tuition payment is due in full.

SECTION 10. LATE PAYMENTS

If a family fails to pay the due amount within 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

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received by the due date, a new reminder shall be sent similarly, 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 will undertake legal action, with the assistance of the French embassy in Kathmandu or Delhi, which will be updated on the actions taken.

In case of financial difficulties, the family should write to the school Management Committee, 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 and signed by the family and the Finance Officer or the Treasurer. This installment shall be closely monitored.

If the family failed to comply to the installment plan, the school may 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 dues must be cleared before the start of a new school year for the re-enrollment of a student. If payment in full for the previous year is not completed before the start of the next school year, the school principal is entitled to deny the re-enrollment of the student.

SECTION 11. OTHER PROVISIONS

11.1 ABSENCES

Temporary absence, regardless of duration, do not qualify for any reduction in tuition fees.

11.2 SHORT-TERM ENROLLMENT

Students can enroll on a weekly fee basis for a maximum duration of 12 weeks per academic year. No capital investment/security deposit fee is due in this case. However, if the short-term schooling exceeds 12 weeks, the normal registration procedure will apply (see Sections 1.1, 1. 2, and 1.3).

Weekly fees (short term Enrollment)	PRE-SCHOOL / KINDERGARTEN		PRIMARY (ELEMENTARY)	SECONDARY	
	Half-day	Full-day		COLLEGE*	LYCEE*
All students	120 €	220 €	250 €	275 €	300 €

EFIK PRESIDENT
Name:
<i>Mrs. GWENAELE WITT-DOERRING</i>
Signature:

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