



EFIK Financial Rules and Regulations

2025-2026

Approved by the Management Committee on 06/04/2025

This document outlines the financial policies and associated fees related to student enrollment and education at the International French School of Kathmandu (EFIK).

Please note that this document may be updated in response to changing economic, social or regulatory conditions. EFIK reserves the right to revise these financial rules in response to changing economic conditions. Any updates will be subject to approval by the school's Management Committee.

Enrollment and continued attendance at EFIK are governed by the following regulations:

- Circular No. 1088 of March 16, 2015, concerning the collection of school fees;
- Official texts published by the French Ministry of Education regarding school operations (curriculum, schedules, grade progression, class repetition, guidance, etc.);
- The school's internal rules and regulations;
- EFIK's Financial Rules and Regulations.

The academic year is divided into three terms: September-December / January-March / April-June

SECTION 1. INITIAL REGISTRATION FOR ADMISSION

1.1 Capital Investment

Capital investment fees contribute to EFIK's long-term development and infrastructure improvements. These fees are payable upon approval of a student's initial registration at EFIK. Registration is considered complete only after payment of both the capital investment fee and the first invoice. Please note that capital investment fees are non-refundable.

Conditions:

- For families enrolling multiple children, the capital investment fee is reduced by 50% for the second and each subsequent child.
(Example: Child 1 - 100%, Child 2 - 50%, Child 3 - 50%)
- These fees are waived for children of EFIK staff employed under local contracts or seconded by the French Ministry of National Education and Youth (MENJ).



2025-2026	All students
All students (e.g. kindergarten, primary, secondary)	€1500

1.2 Refundable deposit

A refundable security deposit is required upon initial registration at EFIK. This deposit does not accrue interest. For families enrolling more than one child, only one deposit is required per family.
(Example: If three children are enrolled, only one deposit is payable.)

Conditions:

- Upon leaving EFIK, families must submit a written request for the deposit refund, including bank details, to the EFIK administration within **12 months** of the student's departure.
- Refunds will be issued via bank transfer or cheque, in either euros or Nepalese rupees.
- Any outstanding balances owed to EFIK will be deducted from the refundable deposit.
- If a student whose deposit has been refunded returns to EFIK, the full deposit is required again upon re-registration.
- Children of EFIK staff employed under local contracts or seconded by the French Ministry of National Education and Youth (MENJ) are exempt from this fee.

2025-2026	All students
All students (e.g. kindergarten, primary, secondary)	€1000

SECTION 2. TUITION FEES

2.1 Tuition Rates

EFIK's tuition fees are structured according to the student's class/level, and apply equally to all students, regardless of nationality.

There are two distinct fee structures:

- **Company Rate:** Applicable to families receiving financial support or education benefits from an employer.
- **Family Rate:** Applicable to families who do not receive employer-sponsored support for school fees.



Fees for families with employer benefits

Fees 2025-2026	PRIMARY		SECONDARY	
	KINDERGARTEN	ELEMENTARY	*COLLEGE	*LYCEE
All students	€8 030	€9 930	€10 530	€11 030

Fees for families without employer benefits

Fees 2025-2026	PRIMARY		SECONDARY	
	KINDERGARTEN	ELEMENTARY	*COLLEGE	*LYCEE
All students	€6 450	€7 970	€8 440	€8 850

Half-day enrollment:

A half-day (morning only) enrollment option is available exclusively for students enrolled in Toute Petite Section (TPS) and Petite Section (PS) if non-french.

Company Rate : €5 350, Family Rate: €4 280

2.2 What Tuition Fees Cover

Tuition fees cover all educational expenses in accordance with AEFE (Agency for French Education Abroad) standards.

Please refer to the table below for detailed fee information.

Costs covered by Tuition Fees	Additional costs NOT covered by Tuition Fees
Full cost of education: • Teaching • School insurance • School supplies kit at the beginning of the year • Primary school textbooks • School activities such as swimming pool, museum outings, special projects with guest speakers • Exam fees	Per the rules and regulations: • After school extra-curricular activities • School lunch (canteen) service • School bus service
	Depending on the class: • CNED fees: registration for regulated courses, laptop and scientific calculator • Travel expenses for exams • School trips with overnight stays • Some exceptional school activities • Equipment required in addition to the school supplies kit



SECTION 3. ADDITIONAL FEES

3.1 SCHOOL TRANSPORTATION

EFIK offers a school bus service with **three designated routes**:

- North Kathmandu
- South Patan/Lalitpur
- East Bouddha

Transport is subject to a fee, with limited capacity and is subject to availability.

Fare Structure

Three pricing tiers apply based on distance and location:

1. Within 1 km of the school
2. Inside Kathmandu (within the Ring Road) and the Patan area
3. Outside the Ring Road

At the time of registration, families must inform the school if they wish to use the school transport service and provide their residential address. It is also possible to register for transport during the school year, depending on availability.

A detailed bus schedule including pick-up/drop-off times and designated stops will be shared with families the day before the service begins.

Please note: School bus service may not be available on the first day of school.

Fees are paid on a term basis, and prices are subject to change according to the price of fuel.

Fees by term	Whithin 1km of the school	Kathmandu within ring road	Patan and outside ring road
September-December	20,000 NPR	34,000 NPR	40,000 NPR
January-March	15,000 NPR	25,000 NPR	30,000 NPR
April-June	15,000 NPR	25,000 NPR	30,000 NPR



The full monthly transport fee will be charged for **any month during which the bus service has been in operation**, regardless of the number of days used.

Refunds or Adjustments may be considered in the following cases:

- Exceptional school closure lasting five or more consecutive days
- Change of residence within Kathmandu resulting in discontinuation of school bus use
(Fees will be adjusted on a pro rata monthly basis)
- Student withdrawal during the school year
(Fees will be adjusted on a pro rata monthly basis)

Requests for exceptional use of the school transport service are reserved for EFIK students. They must be requested in writing at least 24 hours in advance, are subject to availability and will be charged at NPR 500 per journey.

In the event of insufficient numbers of students enrolling on one or more routes, the school reserves the right to cancel these routes.

3.2 SCHOOL CANTEEN

EFIK offers a **fee-based school lunch service** available to all students. The fee covers both the cost of meals and the supervision of students during lunch.

- Registration takes place during the first week of September.
- The service is billed quarterly.
- Families may unsubscribe at the beginning of each term by providing written notice to the administration.
- The number of meals varies by term, and billing reflects this difference.

Term	5 days a week (650 NPR)	4 days a week (650 NPR)
September-December	45,500 NPR (70 meals)	36,400 NPR (56 meals)
January-March	32,500 NPR (50 meals)	27,300 NPR (42 meals)
April-June	37,050 NPR (57 meals)	29,900 NPR (46 meals)
Total	115,050 NPR (177 meals)	93,600 NPR (144 meals)

*The number of meals per term is an estimate for the moment.



Canteen Fee Adjustments and Refund Policy

For new students enrolling during a term, canteen fees will be adjusted on a pro rata monthly basis for the term in which the registration occurs.

Refunds are only granted in the following cases:

- **Medical Absence:** After 15 consecutive school days of absence (excluding public holidays) due to medical reasons, with valid medical documentation, a refund will be issued for meals already paid for and missed during that period.
- **Exceptional School Closure:** In the event of school closure for five or more consecutive days, a refund will be issued for the missed meals. This amount will be deducted from the next term's invoice or refunded at the end of the current term.

3.3 EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are organized in **10-session blocks** and are open to students from the middle section of kindergarten onwards. Each activity lasts either **one hour** or **90 minutes**.

- Registration takes place at the beginning of each term.
- The cost of each activity is specified on the activity registration form.
- AES fees are non-refundable if the student is absent or withdraws during the term. Refunds will only be provided in the event of exceptional school closure that results in the cancellation of two or more consecutive sessions. Refunds will be issued if the cancelled sessions are not rescheduled. This amount will either be deducted from the next term's invoice or refunded at the end of the current term.

SECTION 4. CONDITIONS FOR REDUCED TUITION FEES

Currently, EFIK does not offer discounts based on a family's financial situation or academic performance (i.e., scholarships). However, EFIK provides the following discounts under certain conditions:

Discount for Multiple Children

Families enrolling multiple children at EFIK (including children of EFIK employees) are eligible for the following discounts on tuition fees. The discounts apply to the **youngest children** enrolled:

- **10% discount** on tuition fees for the third child
- **15% discount** on tuition fees for the fourth child



- **20% discount** on tuition fees for the fifth and subsequent children

Full-Time Employee Discount

Full-time employees of EFIK are eligible for a **75% discount** on tuition fees, except for those whose spouses receive employer-provided education benefits.

Part-Time Employee Discount

Part-time employees working less than **75% of a full-time workload** are eligible for a **pro-rata discount** on tuition fees.

SECTION 5. REGISTRATION DURING THE ACADEMIC YEAR

Tuition fees are calculated on a monthly basis, beginning with the month in which registration is completed. Mid-month registration is billed at 100% of the month's fees.

Starting period	% of annual tuition fees	Starting period	% of annual tuition fees
Before september 30	100%	Before february 28	50%
Before october 31	90%	Before march 31	40%
Before november 30	80%	Before april 30	30%
Before december 31	70%	Before may 31	20%
Before january 31	60%	Before june 30	10%

In the event of departure during the month, no refund will be made. Any month started remains due.

SECTION 6. PAYMENT TERMS AND CONDITIONS

6.1 PAYMENT STRUCTURE AND DEADLINES

Invoices for capital investment fees, security deposits, and CNED registration fees are payable at the time of enrollment.

The academic year at EFIK starts in the first week of September and ends in the last week of June (or the first week of July) each year.



Tuition Fee Payment Options

The annual school fees can be paid in one of two ways:

1. **Full Payment:** The entire amount can be paid upfront at the beginning of the academic year.
Benefit: A 2.5% discount on annual tuition fees for families paying in full.
2. **Term-by-Term Payment:** Tuition fees can be paid in **three installments**, corresponding to the 1st, 2nd, and 3rd terms.

For families opting to pay by term, please refer to the invoice and payment schedule provided below.

Terms	% of annual tuition fees	Issue date	Payment deadline
September-December	40%	31 July	31 August
January-March	30%	15 December	31 December
April-June	30%	15 March	31 March

6.2 PAYMENT CONDITIONS

For new students, the 1st invoice is due after the submission of registration documents and approval by the administration. The registration process is considered complete only once the payment for the 1st invoice (which includes capital investment, deposit, and tuition fees) has been received.

Payment Conditions:

- **Full Payment Requirement:** Any month in which the student attends must be paid in full.
- **Refunds for Full-Year Payment:** If payment is made for the full academic year, the cost of months not yet started will be refunded. This refund will be adjusted according to the actual amount paid, factoring in the 2.5% reduction on tuition fees for full-year payments (see Section 6.1).
- **Enrolment Validation:** Enrolment is validated only after full payment of tuition fees, which includes the capital investment fee, refundable deposit, and term tuition fees.
- **Term-Based Invoicing:** School fees are invoiced on a term basis. Capital investment fees, security deposits, and CNED registration fees are payable at the time of enrollment.

6.3 TERMS OF PAYMENT



All families are **personally responsible** for school fees, regardless of any contractual arrangements between the family and their employer. Invoices are sent directly to the families, who are then responsible for arranging reimbursement from their employers.

EFIK accepts payments in two currencies: **Nepalese rupees** or **euros**. The conversion rate used is the “**Taux de Chancellerie**”, as determined by the French Ministry of the Economy.

This includes school fees as well as all additional costs, such as **transport**, **canteen**, and **extra-curricular activities**.

Payment Methods:

- **Cheque or Bank Transfer:** Payments can be made by cheque or bank transfer. A copy of the deposit slip or bank transfer confirmation should be sent to the financial officer.
- **Cash Payments:** Cash payments will not be accepted at EFIK's administrative offices. However, cash payments can be made via **bank deposit** directly into EFIK's account.

6.4 BANK ACCOUNTS INFORMATION

Payment of fees is outlined in **Section 6** of these financial regulations and must be made no later than the due date indicated on the invoice.

Bank Transfers are accepted to the following accounts:

Nepal	France
• 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 • Account holder: The French School Asso. of Kathmandu	• 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 141 • BIC number: CMCIFRPP

SECTION 7. GRANTS FROM THE FRENCH GOVERNMENT

Children of French nationality over the age of three may be eligible for scholarships in accordance with the rules applicable in France. Scholarship amounts are decided by the French government



through a commission held by the French Embassy in Delhi. For more information, please contact the school, the French Consulate in New Delhi or visit the website www.aefe.fr.

For families with partial scholarships, the invoices for the due amount per term will be issued at the beginning of each term with a payment deadline mentioned on the invoice. Alternatively, the family can also request one time payment by a single invoice.

Application for or receipt of this scholarship does not exempt a family from costs not covered by the scholarship (e.g. capital investment costs, tuition fees). If the bursary is approved, a refund will be made by the accounting officer upon receipt of the official notification from the bursary committee. If the scholarship is not approved, full payment of tuition fees is due.

SECTION 8. LATE PAYMENTS

If a family fails to pay the amount due by the invoice deadline, a reminder will be sent by e-mail or delivered against signature. This reminder will clearly indicate the new payment deadline. If payment is not received by the due date, a further reminder will be sent in the same way, and if necessary, a final "Notice to Proceed" will be issued, following the same procedure. If the invoice has not been paid following the "notice before pursuit", the school will take legal action, with the assistance of the French embassy in Kathmandu or Delhi, which will be kept informed of the action taken.

In the event of financial difficulties, the family should send a letter to the School Management Committee, with a copy to the Headmaster, explaining the situation in detail. A request for deferred payment can then be made to the Management Committee.

Its members review and approve an installment plan (i.e., payments due each month). The payment schedule will be formalized in a written agreement signed by the family and the financial manager or treasurer.

If the family fails to comply with the payment plan, EFIK may temporarily refuse the student access to the school. If payment is not made before the end of the school year, EFIK has the right to refuse the student's re-enrolment.

All fees must be paid before the start of a new school year in order to re-enroll a student. If full payment for the previous year is not made before the start of the next school year, EFIK will consider itself entitled to refuse the student's re-enrolment.

SECTION 9. OTHER PROVISIONS

9.1 ABSENCES

Temporary absences of any length do not entitle the student to a reduction in tuition fees.



aeFe
Agence pour
l'enseignement français
à l'étranger

EFIK PRESIDENT

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A handwritten signature in black ink, appearing to read "Gwenaele Witt-Doerring".

