

EFIK Financial Regulations - 2026-2027

Approved by the management committee on March 18, 2026.

This document outlines the "Financial Regulations" and the registration and tuition fees at the International French School of Kathmandu (EFIK). It may be updated according to changes in economic, social, or regulatory conditions, subject to the approval of the Management Committee.

The registration and continued enrollment of a student at EFIK are subject to the following regulations:

- Circular No. 1088 of March 16, 2015 on the recovery of tuition fees;
- Official texts from the Ministry of National Education on school life (programs, timetables, progression, repeating a grade, guidance, etc.);
- School internal rules;
- EFIK Financial 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 for the development of EFIK infrastructure are required upon registration.

Conditions:

- For families enrolling multiple children, the fees are reduced by 50% for the second child and each additional child (*Example: Child 1 - 100%, Child 2 - 50%, Child 3 - 50%*)
- Exemption for children of EFIK staff under local contract or seconded from Ministry of National Education and Youth (MENJ)

| 2026-2027 | Rate |
|---|--------|
| All students (e.g., kindergarten, primary, secondary) | 1500 € |

1.2 REFUNDABLE DEPOSIT

A refundable security deposit is required upon registration at EFIK. It does not accrue interest. For families registering multiple children, only one deposit is required. (Example: for three registered children, only one deposit is due.)

Conditions:

- A **written request for reimbursement**, along with bank details, must be submitted to the EFIK administration within 12 months of departure.
- Refunds will be made by bank transfer or check, in euros or Nepalese rupees.

- Any remaining balance due to EFIK will be deducted from the refundable deposit.
- If a student whose deposit has been refunded wishes to re-register to EFIK, the full deposit is again required upon re-registration.
- Children of EFIK staff employed under local contract or seconded from MENJ are exempt from these fees.

| 2026-2027 | Rate |
|---|-------|
| All students (e.g., kindergarten, primary, secondary) | 500 € |

SECTION 2. TUITION FEES

2.1 TUITION FEES STRUCTURE

EFIK tuition fees vary according to the student's class/level and are applied identically to all, regardless of nationality.

There are two distinct pricing structures:

- **"Employer rate"**: Applicable to families receiving financial support or educational benefits from an employer.
- **"Family rate"**: Applicable to families who do not receive financial support from their employer

Fees for families with employer benefits

| 2026-27 Rates | PRIMARY | | SECONDARY | |
|---------------|--------------|------------|-----------|-------------|
| | KINDERGARTEN | ELEMENTARY | COLLEGE | HIGH SCHOOL |
| All students | 8 430 € | 10 430 € | 11 050 € | 11 580 € |

Fees for families without employer benefits

| 2026-27 Rates | PRIMARY | | SECONDARY | |
|---------------|--------------|------------|-----------|-------------|
| | KINDERGARTEN | ELEMENTARY | COLLEGE | HIGH SCHOOL |
| All students | 6 770 € | 8 370 € | 8 860 € | 9 920 € |

Half-day registration:

A half-day registration option (morning only) is available exclusively for students in the Very Small Section (TPS) and Small Section (PS) if not French.

Employer rate: €5,620, Family rate: €4,500

2.2 SERVICES INCLUDED IN TUITION FEES

Tuition fees cover the entire educational experience according to the standards of the AEFÉ for the homologated part and of the CNED for the non-homologated part.

Details of the fees:

| Costs covered by tuition fees | Additional costs NOT covered by tuition fees |
|--|---|
| <p>Total cost of education:</p> <ul style="list-style-type: none"> • Teaching at the level • School insurance (50% guarantee) • School supply kit at the beginning of the year • Primary school teaching manuals • School activities such as swimming, museum visits, and occasional educational projects • Examination fees | <p>According to the rules and regulations:</p> <ul style="list-style-type: none"> • Extracurricular activities • School lunch service (canteen) • School bus service |
| | <p>Depending on the class:</p> <ul style="list-style-type: none"> • CNED fees: registration for regulated courses, laptop and scientific calculator • Travel expenses for examinations • School trips with overnight stays • Some exceptional school activities • School supplies needed in addition to the supply kit |

SECTION 3. ADDITIONAL FEES

3.1 SCHOOL TRANSPORT

EFIK offers a paid school transport service with two routes: **North of Kathmandu and South: Patan/Lalitpur**

Transport is subject to availability and limited capacity. A single fare applies, regardless of location: within Kathmandu, the Patan area, and outside the ring road.

Families wishing to use school transport must provide their address to the administration for the organization of this service. Registration is possible during the school year, subject to availability and place of residence.

A detailed schedule of the bus service, including pick-up and drop-off times as well as planned stops, will be communicated to families the day before the service begins.

Please note that the **bus service may be unavailable on the first day of school.**

Fees are paid quarterly and prices are subject to change based on fuel prices.

| Terms | Fees per terms |
|--------------------|----------------|
| September-December | 48, 000 NPR |
| January-March | 36, 000 NPR |
| April-June | 36, 000 NPR |



Monthly transportation fees are charged for each month of use, regardless of the number of days. Adjustments may be made in the event of:

- School being exceptionally closed for 5 days or more
- Student leaving during the year (pro-rata adjustment)

Note: Special transportation requests are reserved for EFIK students. They must be submitted by email 24 hours in advance, subject to availability, and are charged at 500 NPR per trip. A trip taken only once a day, on a weekly basis, is charged at 50% of the standard rate. If there are not enough students enrolled, the school may cancel certain trips.

3.2 SCHOOL CANTEEN

EFIK offers a **paid school meal service** to all students.

- The service is invoiced by terms.
- Families can unsubscribe at the beginning of each term by emailing the administration.
- The number of meals varies depending on the duration, and the invoice reflects this difference.

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

*The number of meals per term is an estimate.

Requests for exceptional use of the canteen service must be made by email at least 24 hours in advance and will be charged 650 NPR per meal.

Canteen Fee Adjustment and Refund Policy

For new students who enroll during a term, canteen fees will be adjusted on a monthly pro rata basis.

Refunds are only granted in the following cases:

- **Medical absence:** After 15 days of absence for medical reasons (excluding public holidays), with supporting documentation, a refund for meals already paid for and missed will be issued.
- **Exceptional closure of the school:** In the event of the school being closed for 5 days or more, a refund for meals already paid for and missed will be made, either deducted from the bill for the following term, or refunded at the end of the current term.

3.3 EXTRACURRICULAR ACTIVITIES (AES)

Extracurricular activities are organized for a period of approximately **10 sessions** and are open to students from the Middle Section (MS) to Grade 5 (CM2). Each activity lasts **one hour**.

- Registration for extracurricular activities takes place before the start of each term.
- EFIK reserves the right to cancel an activity if there are insufficient registered students. An alternative activity will then be offered to the students concerned.
- The cost of each activity is specified in the registration information email.
- AES fees are non-refundable in case of absence or withdrawal. A refund is possible in the event of an exceptional closure resulting in the cancellation of two consecutive sessions that cannot be rescheduled. The amount will be deducted from the next invoice or refunded at the end of the term.

SECTION 4. CONDITIONS FOR TUITION FEES REDUCTION

EFIK does not offer discounts based on family financial situation or academic performance (e.g., scholarships). However, discounts are offered under certain conditions:

Discount for multiple children

Families enrolling multiple children at EFIK (including children of employees) benefit from tuition fee reductions, applicable to the youngest enrolled children:

- **10% discount** on school fees for the third child
- **15% discount** on school fees for the fourth child
- **20% discount** on school fees for the fifth and subsequent children

Discount for full-time employees

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

Discount for part-time employees

Part-time employees who work less than **75% of their full-time workload** are eligible for **pro rata reduction** tuition fees.

SECTION 5. REGISTRATION DURING THE ACADEMIC YEAR

Tuition fees are calculated on a monthly basis, starting from the month in which registration is completed. The month of registration is counted at **100%**, even if the student starts mid-month.

| Start period | % of annual tuition fees | Start period | % of annual tuition fees |
|-----------------------|--------------------------|----------------------|--------------------------|
| Before September 30th | 100% | Before February 28th | 50% |
| Before October 31st | 90% | Before March 31 | 40% |
| Before November 30th | 80% | Before April 30th | 30% |
| Before December 31st | 70% | Before May 31 | x |
| Before January 31st | 60% | Before June 30th | x |

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

Note: It is not possible to enrol during the academic year from May onwards.

SECTION 6. PAYMENT TERMS

6.1 PAYMENT STRUCTURE AND DEADLINES

Invoices for capital investment fees, tuition fees, the security deposit, and CNED registration fees are due upon enrollment. Capital investment and tuition fees can be paid in three installments, the first of which is due upon enrollment. The security deposit and CNED registration fees are due in full upon enrollment.

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

Tuition fee payment options

The annual tuition fees can be paid in two ways:

1. **Full payment:** The total amount can be paid in advance at the beginning of the academic year.
 - **Advantage :** A 2.5% reduction on annual tuition fees for families who pay in full.
2. **Payment per terms:** Fees can be paid in three installments corresponding to 1st, 2nd and 3rd trimesters.

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

6.2 PAYMENT TERMS

- **Full payment required:** Every month during which the student attending must be paid in full.
- **Annual billing:** If payment is made for the full year, the amount for months not started will be refunded, after adjustment of the 2.5% reduction for annual payments (see section 6.1).
- **Terms billing:** Tuition and capital investment fees are billed by terms. The security deposit and CNED registration fees are due upon enrollment.
- **Registration confirmation:** Registration is only validated after payment of tuition fees, which include capital investment fees, refundable deposit and terms tuition fees.

6.3 PAYMENT METHODS

Even if the employer covers the costs, the family remains responsible for payment. Invoices are sent directly to the families, who must then arrange reimbursement with their employer.

EFIK accepts payments in **Nepalese rupee** or in **euro**. The conversion rate used is the “**Chancellery Rate**”, as determined by the Ministry of Economy.

This includes tuition fees as well as any additional fees (**transport, cellars and extracurricular activities**).

Payment methods:

- **Check or bank transfer:** Payments can be made by check or bank transfer. A copy of the deposit slip or bank transfer confirmation must be sent to the accounting officer.
- **Cash payment:** Cash payments are not accepted in the administrative offices of EFIK. However, they can be carried out by bank deposit directly into the EFIK account.

6.4 BANK ACCOUNT INFORMATION

The payment of fees is described in **section 6** of this financial regulation and must be carried out no later than the due date indicated on the invoice.

Bank transfers are accepted on the following accounts:

| Nepal | France |
|--|--|
| <ul style="list-style-type: none"> • Currency: Euros or rupees • Banque : Nepal Investment Mega Bank • Bank address: Main Branch, Durbar Marg • Code SWIFT : NIBLNPKT • Euro account number: 00105010086296 Account holder: The French School Asso. • Rupee account number: 00105010055512 Account holder: International French School | <ul style="list-style-type: none"> • 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. FRENCH GOVERNMENT SCHOLARSHIPS

French children over the age of three may be eligible for scholarships according to the applicable regulations. The amount is determined by a committee of the French Embassy in Delhi. For more information, please contact the school, the French Consulate in Kathmandu, or visit www.aefe.fr

For families receiving partial scholarships, term invoices will be issued at the beginning of each term, with a payment deadline. A single invoice can also be requested.

The scholarship does not cover all expenses (e.g., capital investment, tuition fees). If the scholarship is approved, a refund will be issued upon receipt of official notification. If not, full payment of the fees is due.

SECTION 8. PAYMENT DELAYS

If payment is not received by the due date, a reminder will be sent by email or delivered against signature, with a new due date. If payment is still not received, a second reminder followed by a "Notice Before Legal Action" will be sent. If no action is taken, legal proceedings will be initiated.

In case of financial difficulties, the family must send a letter detailing the situation to the management committee, with a copy to the director. They can then request a payment deferral.

The committee reviews the application and approves an installment payment plan, formalized by a written agreement signed by the family and the financial director or treasurer.

If the plan is not followed, EFIK may temporarily deny the student access to the school. If payment is not made before the end of the school year, the student's re-enrollment may be refused.

All fees must be paid before the start of the new academic year to guarantee re-enrollment. If full payment is not received on time, EFIK reserves the right to refuse re-enrollment.

SECTION 9. OTHER PROVISIONS

ABSENCES

Temporary absences, regardless of their duration, do not entitle students to a reduction in tuition fees..

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