

REGULATIONS GOVERNING SCHOOL FEES AT THE LYCÉE FRANÇAIS INTERNATIONAL DE LA HAVANE

The purpose of these regulations is to specify the terms and conditions for payment of school fees and to

to ensure equal treatment for all families.

1. Description of school fees

1.1 First enrolment: Invoice for all new enrolments. If schooling is interrupted for more than two years, these fees are paid again when the child returns to school.

1.1.1 Pre-enrolment. Non-refundable advance payment of the first enrolment fee to reserve a place for a new

a place for a new pupil.

1.2 Annual registration fee and school insurance: invoiced at the beginning of each school year.

1.3. School fees: 10 months of school fees are charged per school year. The annual amount is set out in the document setting out the school fees annexed to these regulations.

1.4. School supplies: these are invoiced at the beginning of each school year. The annual amount varies according to the pupil's class in the primary school and his/her participation in the school and lycée.

1.5. Examinations: Billing for pupils in national examination classes: 3ème (DNB), 1ère et Terminale (BAC)

1.6. Lunchtime assistance service: invoicing for 10 months of the school year for primary classes

<i>School fees</i>	<i>Refundable</i>	<i>No Refundable</i>
First registration	X	
Annual registration	X	
School insurance	X	
School supplies	X	
Examinations	X	
<i>School fees</i>	Reimbursable in accordance with point 6 of these regulations.	
Assistance service during lunch break		

2. Invoices and payments.

2.1 Invoicing:

- A single annual invoice is issued at the beginning of the school year which includes all the school expenses

described in point 1.

- It is issued during the first 10 working days of September and sent to the e-mail addresses of the addresses of those responsible for payment.

- Enrolments made after the start of the school year will be invoiced from the month in which school starts until the end of the school year.

from the start of the school year until June.

2.2 Payments:

- Each month of school started must be paid as well as the lunch attendance service.

- School fees may be paid in a lump sum or in quarterly instalments, at the option of the choice.

- One-off payment: the full annual invoice must be paid within 10 days of the date of issue of the invoice.

- Quarterly payment: the invoice sets out 3 payment periods.

- September-December quarter: payment within 10 days of the invoice date.

- January-March quarter: payment before the start of the quarter invoiced. The exact date is specified in the invoice.

- April-June quarter: payment before the start of the quarter in question. The exact date is specified in the invoice.

2.3 Expenditure included in each payment period:

For each period, the amount equivalent to the expenditure covered by the period in question will be paid:

- Four-month period (September-December):

Includes annual enrolment, school insurance and school materials, as well as catering services and school fees for the period September-December or the corresponding term if it falls during the year. It includes the first enrolment in the case of a new pupil.

- Term (January-March):

Tuition fees for the January-March term, the catering service for this term and exams. examinations.

- Term (April-June): Tuition fees for the April-June term and the catering service for this term.

2.4 Special billing procedures:

A higher rate on registration and first enrolment fees will be applied to families who are paid by companies or entities.

2.5 Exceptional payment procedures:

Any request to change the dates of payment of school fees must be submitted in writing to the Head of School, who will forward it to the Management Committee for decision.

3. Currency and forms of payment

3.1 Billing currency:

Invoices are issued in the currency of the euro.

3.2 Currency of payment:

Payments are made in foreign currency. In the event of payment in a currency other than the transaction is carried out on the basis of the consular rate in force at the time of payment.

3.3 Payment methods:

There are 3 methods of payment: cash, cheque or bank transfer to the banks where the school's bank accounts are held, details of which appear on the invoices.

the lunchtime attendance service for this period.

4. Exemptions.

A sliding scale of tuition fees is applied to large families:

- 5% for the second child
- 10% for the third child
- 20% from the fourth child onwards

Reduced first enrolment fees apply to large families:

- 200.00 € from the second child onwards.

5. Enrolment procedure.

The pupil's enrolment is definitive once the first invoice has been paid. To reserve a place for the following school year, a pre-registration deposit of €1,000 is required.

applicable to new enrolments only. If the student does not show up on the scheduled date, this amount will not be reimbursed.

6 Reimbursement of 'tuition fees and catering services':

6.1. Reimbursement of school fees:

In the event of a student dropping out and if the annual invoice has been paid in advance, the refund may

be made according to the date on which the student withdrew:

- If the student withdraws during the September to December term, the payments from January to June will be refunded, i.e. there will be no refund for the months for the months of September to December.

- If the withdrawal takes place between January and March, the payments corresponding to the months of April

June will be refunded, i.e. no refund for any month from January to March is included.

March is not included.

- If the withdrawal takes place during the April-June quarter, there will be no refund.

In the case of a withdrawal by a student paying termly, there will be no refund for any month of the term in which they request to leave the centre.

6.2 Refund of payment for the catering service:

If a pupil withdraws and pays the annual invoice in advance, reimbursement for this service may be made from the month in which the pupil withdraws.

service can be made from the month following the pupil's withdrawal.

7 Late payment penalties

In the event of non-payment before the due date indicated on the invoice, a penalty of 10% of the total amount will be applied.

After the third payment reminder to the family or to the payer, the pupil will no longer be able to attend classes until the invoices have been paid, including the corresponding penalties.

The President of the APE,

Raffaele CUSENZA

Date: _____

Parent's signature: _____