



**École Française Internationale**  
FRENCH INTERNATIONAL SCHOOL | សាលាអន្តរជាតិបារាំង

## FINANCIAL REGULATIONS

### I – TUITION FEES

The cost of schooling at EFI is made up of the following:

- **Enrollment fee for new student** - This fee applies to families registering their child for the first time at EFI. It will cover the administrative cost involved in creating a student record for the child, as well as all the fees relating to their initial necessities (e.g. class uniform, sports uniform, school cap, schoolbag).
- **Capital fee** - This cost is intended to finance and maintain the infrastructure of the establishment. It is donated to our partner school CIS - Canadian International School - which hosts EFI on its campuses.
- **Tuition fee** - This fee covers the direct costs of implementing the EFI school curriculum, including all the equipment necessary for students throughout their school career: books and textbooks, supplies, licenses for educational software, interactive digital boards, tablets and computers used in class, etc.

The tuition fee is determined annually by the Board of Directors. They are communicated to families at the beginning of each calendar year.

The tuition fees does not include:

- Meals and snacks provided for students;
- Extra-curricular activities;
- Equipment renewal: uniforms, caps, schoolbags;
- Travel costs incurred by out-of-class lessons (field trips, etc.);

### II – REGISTRATION CONDITIONS

The registration of a student to EFI – French International School - is subject to the acceptance of their registration file by the Pedagogical Direction and the payment of tuition fees (refer to the document “internal regulations”).

### III – PAYMENT TERMS

Initial registration: The fees for the initial registration are to be paid upon enrollment of the student.

In the case that your child is not accepted, the initial registration fees or the deposit are reimbursed.

Tuition fees are payable upon receipt of the invoice issued by the school administration. Payment is made in US dollars (USD, \$).

Three modes of payment are possible:

- By **check** from a Cambodian bank
- By **wire transfer** - with any bank charges settled by the payer
- By **depositing cash** into the bank account or EFI's administration

For any payment into the EFI bank account, parents must indicate the name of the student on the title of the transfer or the deposit, then send the bank receipt to the school administration for proof of payment.

#### Timeline

The tuition fees are adjustable according to the following schedule:

- **Annually**, all at once before the start of the school year. In this case a discount can be applied to the tuition fees. This discount and its conditions of application are set annually by the Board of Directors.
- **Per semester**, in two installments (two semesters) according to the following schedule:
  - Payment of the invoice for the first semester (50% of the tuition fees): due before the start of the school year.
  - Payment of the invoice for the second semester (50% of tuition fees): due before January 15.
- **Per term**, in three installments (three terms) according to the following schedule:
  - Payment of the invoice for the first term (40% of the tuition fees): before the start of the school year.
  - Payment of the invoice for the second term (30% of tuition fees): due before December 15.
  - Payment of the invoice for the third term (30% of tuition fees): due before April 10.

All payments must be settled before the last day of the school year. In the case of non-compliance, the entire amount will be due immediately.

The invoices are addressed to each family by the school's administration team, and will be given to the student at school to take home. The family will also be informed by email.

#### **IV – IN THE CASE OF ARRIVAL DURING THE SCHOOL YEAR**

The tuition fees for students arriving during the trimester are calculated *pro rata* based on the month of arrival. *Example: arrival for the first trimester on the 16th October, payment will be from October 1 to 31 December, excluding September.*

#### **V – IN THE CASE OF A DEPARTURE DURING THE SCHOOL YEAR**

Any trimester that a student begins must be paid for. No reimbursement of tuition fees can be made during a trimester.

In case of annual payment, the reimbursement will be counted from the trimesters not started by the student, except in exceptional cases confirmed beforehand by the school management.

In the case of departure due to *force majeure* (reasons entirely out of the control of the family): the case for reimbursement will be reviewed by the school upon written request by the family.

The initial registration fees and structural costs are in all cases non-refundable.

#### **VI – LATE PAYMENT**

In order to properly function, EFI relies on all families paying tuition fees on the due dates.

- The invoices relating to the tuition fees indicate the deadline for payment. Beyond this date, the family is considered to be in arrears..

In that case:

- A first letter of reminder is sent 7 days after the payment deadline.
- A second letter of reminder is sent 30 days after the payment deadline and an increase of 10% on the unpaid amount is applied.

- A third letter of reminder is sent 45 days after the payment deadline. If the family has still not paid the expected school fees, this third reminder results in the expulsion of the student no later than 7 days after the transmission of the mail.

**In case of difficulties in paying**, families are recommended to get in touch with the school management as soon as possible so that a mutual solution can be found before the dunning procedure is set in motion.

The re-enrollment of a student will only be possible if the tuition fees from the previous year are fully paid on the re-enrollment date.

*This document of financial regulations was voted for by the EFI board of directors on the 7th November 2016. It can be modified annually by the board of directors.*

*Read and approved:*

*First name & surname:*

*Date:*

*Signature:*