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## École Française Internationale

### French International School

École - Collège - Lycée

## 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 school. 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 school fees are determined annually by the Board of Directors. They are communicated to families at the beginning of each calendar year.

The school fees do not include:

- Lunch at the canteen – lunches are payable directly to the caterer;
- Extra-curricular activities – ECA are payable directly to the CIS cashier;
- Equipment renewal: uniforms, caps, schoolbags;
- Travel costs incurred by out-of-class lessons (field trips, etc.);

As of the 2022-2023 school year, a book deposit is required for all students from MS/JK class. The deposit is \$150 for students from MS/JK to CM2/G5 and \$300 for students from 6e/G6. The value of library books unreturned for more than 2 months will be deducted from the deposit. Deposits must be topped up if any deductions are made. When students transition from G5 to G6, an additional \$150 deposit will be due. The deposit will be returned at the end of the student's schooling at EFI.

## II – ENROLLMENT CONDITIONS

The enrollment of a student at EFI – École Française Internationale is subject to the acceptance of his/her enrollment form by the head of school and the payment of the school fees (please refer to the “Procedural Rules”).

The enrollment of a student is confirmed once the enrollment form is completed and the first enrollment fee is paid.

The re-enrollment of a student is confirmed once the re-enrollment deposit is paid. This deposit will then be deducted with the first balance statement. In case of re-enrollment cancelling, the re-enrollment deposit is refundable until June 22. After this date it will not be refundable.

## III – PAYMENT TERMS

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

Three means 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 EFI bank account or at EFI 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 according to the following schedule:

Payment of the invoice for the first semester (50% of the school fees): due before the start of the school year.

Payment of the invoice for the second semester (50% of school fees): due before January 16, 2023.

- **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, 2023.
- Payment of the invoice for the third term (30% of tuition fees): due before March 22, 2023.

For the 2 and 3 installments, it is possible to pay the capital fee in 2 times: 50% in September and 50% in December.

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 balance statements are addressed to each family by email by the school's administration.

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

The tuition fees for students arriving during a term are calculated *pro rata* based on the month of arrival (e.g: arrival for the first term on October 16, payment will be from October 1 to 31 December, excluding September).

#### **V – REFUND POLICY**

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

In case of annual payment, the reimbursement will be counted from the term(s) not started by the student, this exclude exceptional cases confirmed beforehand by the school management.

In the case of a 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 first enrollment fees and capital fees are in all cases non-refundable.

All refunds are subject to a 10% transaction fee.

## **VI – LATE PAYMENT**

- In order to properly function, EFI relies on all families paying tuition fees on the due dates.
- The balance statements relating to the school fees indicate the deadline for payment. Beyond this date, the family is considered to be in arrears.

In that case:

- A first reminder is sent 7 days after the payment deadline.
- A second reminder is sent 30 days after the payment deadline and an increase of 10% on the unpaid amount is applied.
- A third 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 invited to get in touch with the school management as soon as possible so that an amicable 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.

## **VII – SCHOLARSHIP**

To meet everyone's needs, EFI offers scholarships. Families wishing to apply for a scholarship are invited to contact the school management in order to obtain a scholarship application form.

*This document of financial regulations was voted for by the EFI board of directors on the 7th November 2016. Last update on March 31, 2022.*

*Read and approved:*

*First name & surname:*

*Date:*

*Signature:*