



FINANCIAL REGULATION 2018-2019

(As approved and modified by *the Conseil d'Etablissement* of 28 June 2018)

Fees in respect of tuition and school meals are due for all class levels and irrespective of nationality.

By signing the application form of their child, legal guardians are deemed to accept without reservation all provisions of the Financial Regulation and must meet all the costs of their child's education at the school. The legal guardian is solely and ultimately responsible for the payment of fees, including in the case when their employer covers their child's school fees.

Non-payment of fees will automatically result in the child being excluded from school. In some exceptional circumstances, the AEFÉ's Regional Manager may, however, overrule this decision.

Fees are set annually, displayed in the school and published on the school website.

TARIFFS	INVOICE PERIODS
<u>Fees set by the Director of the AEFÉ following proposal by the Lycée:</u>	
Tuition fees	Term 1,2 et 3
School lunch fees	Term 1,2 et 3
Exam fees	Term 2 *
Initial registration fees for new students	Upon registration
<u>Fees set by the Headteacher upon delegation of authority by the Director of the AEFÉ:</u>	
School trip fees	When registering the child's participation
Replacement of the school meal card and the lift keys	When lost (payment directly to the Financial & Administrative department)
Correspondence booklet	When lost (payment directly to the Financial & Administrative department)
Damage: invoiced for the replacement value or repair, rounded to the nearest pound	Payment due upon receipt of invoice
Fees for supervising students with a packed lunch at Wix School	Term 1,2 et 3
Morning day-care (South Kensington Primary School)	Term 1,2 et 3

**Can change if the student joins the school during the year.*

1- Tuition fees and school meal fees

General principle: Fees are due in full for each term attended or partially attended, irrespective of whether the child leaves the school before the end of term.

Exceptions:

- Transfer to or from another AEFÉ member school
- Offer of a place during the school year
- Admission/departure during the school year due to professional transfers or exceptional circumstances
- Child removed from schooling during the school year and for the duration of the year due to illness or serious injury, if accompanied by a doctor's note.
- Exclusion of a pupil following disciplinary measures

* The granting of the above exceptions are the sole prerogative of the Headteacher, who will assess each case individually based upon supporting documentation provided by the family involved.

* Term fees will be invoiced pro-rata by the fortnight.

Departures or arrivals during a school year for personal convenience will not be considered (departure to another school during term time, child enrolled for the start of the school but arriving later for their own convenience, anticipated departure for own convenience,...).

2 - Initial registration fee for new student (DPi)

The initial registration fee (DPi) is a one-off fee charged to all new pupils. Please note that the DPi:

- Is due upon receiving an offer of a place
- Is strictly non-refundable no matter the circumstances
- will only guarantee the place so long as the child joins the school before 1st October (for pupils starting at the beginning of the school year). Beyond that date, the offer of a place will be cancelled. The DPi is due again in the event of a new registration on a subsequent year.

3- Invoicing, payment schedule and steps undertaken in the event of non-payment

Invoices for school fees and school meals are issued individually at the start of each term. They are sent by email (and for the 2nd and 3rd reminder by post) to the contact details communicated by the pupil's parents/legal guardians who are legally and financially responsible for the child.

Families are requested to update their contact details when invited to do so by email in September and January by following the link provided at these times, and at any other time by sending an email to: secretariat-eleves@lyceefrancais.org.uk

- a) Dispatch of individual invoices by email (first week of term, first fortnight for the first term)
- b) Dispatch of a first reminder by email should the allocated payment window elapse.
- c) Dispatch of a second reminder by post if payment is still due following the first warning.
- d) Dispatch of a third reminder by post if the second warning is not observed.
- e) If the final reminder goes unacknowledged, significant steps will be taken to recover the debt, and a solicitor will be instructed to recover fees owed by any legal means. The debtor will be responsible for the full cost of the debt recovery process.

4- Payment method

Payment must be made in Pound Sterling to the Finance Department, by check to "Monsieur l'Agent Comptable du Lycée Charles de Gaulle", or cash (a limit of £250 applies) or bank transfer, before the payment due date on the invoice.

In case of a check being rejected, the family will have to pay for bank charges debited by the bank.

The replacement of canteen cards, access cards, correspondence booklet; the payment of school trips, GCSE and A levels exams, Duke of Edinburgh Awards; and the top-up of staff canteen cards, will be made exclusively through the PARENTPAY payment platform.

Notwithstanding any agreement with a third party (such as their employer) to settle invoices issued by the Lycée, parents are ultimately responsible for the Amount Due in full in the event of any default on the part of that third party. Therefore, parents must ensure that invoices are paid.