

## FINANCIAL REGULATIONS 2023-2024

(As modified and approved by the *Conseil d'Établissement* of 28 September 2023 )

Tuition fees and school meal fees are due for all class levels and irrespective of nationality.

By signing the acceptance slip «policies and procedures 2023-2024» of their child(ren), legal guardians are deemed to accept without reservation all provisions of the Financial Regulations of the Lycée Français Charles de Gaulle de Londres (hereafter the "School") and must meet all the costs relating to their child's enrolment at the School. The acceptance slip must be signed and returned within the deadline indicated on the slip.

A child's legal guardians are solely and ultimately responsible for the payment of fees and other amounts payable to the School, including when their employer covers the child's school fees.

Non-payment of fees and other amounts payable will automatically result in the child being excluded from the School, except as otherwise decided by the *Proviseure* of the School in specific circumstances.

Fees are set annually; they are displayed in the School premises and published on the School website.

Fees that have been set by the *Directrice Générale* of the *Agence pour l'enseignement français à l'étranger* ("AEFE") cannot be amended by the School.

TARIFFS	INVOICE PERIODS
<i>Fees set by the Directrice Générale of the AEFÉ following proposal by the School</i>	
Tuition fees	Terms 1, 2 and 3
School meal fees	Terms 1, 2 and 3
Exam fees	Terms 2 (may differ if the pupil joins the School during the school year)
Initial registration fees for new pupils ("DPI")	Upon first registration
<i>Fees set by the Proviseure of the School upon delegation of authority by the Directrice Générale of the AEFÉ</i>	
School trip fees	15 calendar days before departure at the latest
Replacement of the school meal card, access card (security) and keys	When lost
Lost correspondence booklet	When lost
Damage: invoiced for the replacement value or repair, rounded up to the nearest pound	Payment due upon receipt of invoice
Books from the School library that have been lost or never returned	Payment due upon receipt of invoice
Fees for supervising pupils with a packed lunch (Wix Primary School)	Terms 1, 2 and 3
Morning day-care (South Kensington Primary School)	Terms 1, 2 and 3
Applications to American universities, Duke of Edinburgh's award, preparation fees for Sciences Po admission tests, other	Payment due upon receipt of invoice

## 1- Tuition fees and school meal fees

Annual tuition fees and school meal fees are charged and invoiced as per the following breakdown:

	Period	Percentage invoiced
Term 1 (T1)	September-December	40%
Term 2 (T2)	January-March	30%
Term 3 (T3)	April-June	30%

Except as otherwise expressly stated in these Financial Regulations, no refunds or reductions in tuition and/or school meal fees will be granted.

Accordingly (and without limitation), no refunds or reductions in tuition and/or school meal fees will be granted in the event of a pupil's absence, teachers' absence, staff or transport workers' industrial action, school outings and school trips, inclement weather, or absence from lessons when exams are taking place.

### 1.1 Tuition fees

- a. **General Principle:** Fees are due in full for each term attended or partially attended.
- b. **Exceptions:**

#### Arrivals

1. Child transferring from another AEFÉ member school during the school year: tuition fees for the term will be invoiced and are due in their entirety. A prorata reduction based on the time actually spent at the School may be granted to the pupil's family following a written request and presentation of supporting evidence.
2. Child offered of a place by the School during the school year, or
3. Admission during the school year owing to a legal guardian's professional transfer (subject to the School receiving evidence of such transfer from the employer),

provided that in the above-mentioned instances 1, 2 and 3, fees will be payable (and invoiced accordingly) from the date on which the School proposes that the child starts at the School.

#### Departure to Belleville Wix Academy or Holy Cross Catholic Primary School

If a pupil from the bilingual programme on a parity basis at the *Ecole de Wix* leaves during the school year to join Belleville Wix Academy, or if a pupil from the bilingual programme on a parity basis at the *Ecole Marie d'Orliac* leaves during the school year to join Holy Cross Catholic Primary School, the legal guardians of the pupil will have to pay the School the entirety of the annual tuition fees for such pupil.

#### Other Departures

1. Child transferring to another AEFÉ member school during the school year,
2. Child leaving the School during the school year owing to a legal guardian's professional transfer (subject to the School receiving evidence of such transfer from the employer), or owing to a *force majeure* event (left to the appreciation of the *Proviseure* of the School after receiving a written letter explaining the relevant circumstances),

provided that in the above-mentioned instances 1 and 2, departures from the School after the 1<sup>st</sup> of May will not be taken into account.

3. Child removed from the School during the school year (for a period of at least 4 consecutive weeks excluding school holidays) due to illness or serious injury, if accompanied by a doctor's note,

4. Exclusion of a pupil following disciplinary measures.
5. Departure of the child within four weeks of the start of the school year.

The granting of the exceptions listed in the paragraphs "Arrivals" and "Other departures" are the sole prerogative of the Proviseure, who will assess each case individually based upon supporting documentation provided by the legal guardians of the pupil.

When, after reviewing supporting documentation, the School agrees that the circumstances raised by legal guardians do constitute one of the exceptions listed in the paragraphs "Arrivals" and "Other departures", the School will issue an invoice for the partially attended term. Tuition fees will be prorated, based on the pupil's school attendance, expressed in fortnightly periods and rounded up to the nearest fortnightly period. In the case referred to in exception 5. of the "Other Departures" paragraph above, the Proviseure may decide, at her discretion, to cancel the invoice for the corresponding term.

## 1.2 School meal Tuition fees

- a. **General principle:** School meal enrolment is for a full school year.
- b. **Exceptions:** A pupil enrolled to have school meals at the School cannot opt out of such service during the school year, except in the circumstances listed in the School Rules of the School.

When, after reviewing supporting documentation, the School agrees that the circumstances raised by the legal guardians of a pupil do constitute one of the exceptions listed in the School Rules, the School will issue an invoice for the term when the service ceases to be provided. Meal fees will be prorated, based on the pupil's school attendance, expressed in fortnightly periods and rounded up to the nearest fortnightly period.

## 2- Initial registration fee for new pupils (DPI)

The initial registration fee (DPI) is a one-off fee charged to all pupils when they first register at the Lycée Français Charles de Gaulle de Londres . Please note that the DPI :

- Is due upon receiving an offer of a place
- Is strictly non-refundable and non-deductible (even if the pupil cannot be present at the School, no matter the circumstances)
- Will only guarantee the place so long as the child joins the School on the starting date proposed by the School. Beyond that date, the offer of a place will be cancelled, the pupil will lose his/her place at the School. The DPI is due again in the event of a new registration request.

## 3- Re-registration

To confirm the re-registration of their child or children for the following school year, legal guardians will have to pay each year, by 28 February at the latest, a £800 (eight hundred pounds) deposit per pupil.

This deposit will be deducted from the invoice for the 1<sup>st</sup> term school fees of the following school year.

If the £800 (eight hundred pounds) deposit for a pupil remains unpaid by 28 February, such pupil will be removed from the School roll for the next school year.

The £800 (eight hundred pounds) deposit per pupil is non refundable and retained by the School, except:

- In the event that the School is notified in writing and receives a departure form (*fiche de départ*) by 17 May of the current year that the pupil will be leaving the School. The deposit will then be refunded before the end of the school year (subject to the payment of amounts owed by the legal guardians in full).
- If the grades obtained in GCSE exams have not permitted the re-enrolment of the pupil in the British Section of the School. The pupil's family must submit a refund request by email to the *Recettes* department before September 30, accompanied by

a completed departure form. The deposit will then be refunded, subject to the payment of amounts owed by the legal guardians in full.

If after the re-registration campaign (ending February 28), a family changes its mind and wishes to re-enroll their child for the following school year, the family should contact the *inscriptions* department. If an available place is confirmed, the family must pay a £800 (eight hundred pounds) deposit within 5 working days.

The re-registration of a pupil will only be final and validated if all the sums due for the current school year are paid no later than June 30 and the payment of the £800 advance has been made.

#### 4- **Payment of invoices schedule and steps undertaken in the event of non-payment**

The School issues invoices for school fees and school meals including the name of the relevant pupil at the start of each term. Invoices are accessible on a dedicated space on the Skolengo platform, whose location is reminded at the beginning of each term by an email sent to the pupil's legal guardians, whose details have been recorded during registration.

If an invoice has not been paid by the applicable deadline, reminder notifications are sent to the pupil's legal guardians, whose details have been recorded as such during registration. First and second reminders are sent by email; the third reminder is sent by post.

- a. Dispatch of individual invoices (first month of the term: September, January, April)
- b. Dispatch of a first reminder by email should the allocated payment window elapse
- c. Dispatch of a second reminder by email if payment is still due following the first reminder
- d. Dispatch of a third reminder by registered mail if payment is still due following the second reminder
- e. If payment is still due after the applicable deadline following the third reminder, the debt recovery phase becomes contentious and may be transmitted to a third party (including but not limited to a bailiff, *avocat* or solicitor) so as to recover the debt by any legal means. The debtor will be responsible for the full cost of the debt recovery process.

In addition to the above-mentioned legal proceedings, the non-payment of invoices by the applicable deadline may result in the exclusion of the pupil from the School.

#### 5- **Payment method**

Payments to the School must be made in Pound Sterling to the Finance Department of the School (*service des recettes*) by bank transfer, or Childcare Voucher/ tax-free payment (**only** when in compliance with the conditions specified in the applicable British regulations) before the payment deadline on the invoice.

The replacement of canteen cards, access cards, correspondence booklets; the payment of school trips, GCSE and A levels exams, Duke of Edinburgh Awards, preparation fees for Sciences Po admission tests, applications to American universities, the top-up of staff canteen cards, and other charges or fees 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 School, **the legal guardians of a pupil are individually and jointly responsible for the payment in full of amounts due to the School.** When invoices are paid by their employer, legal guardians must ensure that invoices are passed onto the right person and that payment has been made. Legal guardians are and remain the sole contact of the School.