



FINANCIAL REGULATION 2019-2020

(As approved and modified by the Conseil d'Établissement of 25 June 2019)

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

By signing the acceptance slip «policies and procedures 2019-2020» 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 guardians are 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
<i>Fees set by the Director of the AEFÉ following proposal by the Lycée</i>	
Tuition fees	Term 1,2 et 3
School lunch fees	Term 1,2 et 3
Exam fees	Term 2 (can change if the student joins the school during the year)
Initial registration fees for new students (DPI)	Upon registration
<i>Fees set by the Headteacher upon delegation of authority by the Director of the AEFÉ</i>	
School trip fees	15 days before departure at the latest
Replacement of the school meal card, access card (security) and keys	When lost (payment via Parentpay)
Correspondence booklet	When lost (payment via Parentpay)
Damage: invoiced for the replacement value or repair, rounded to the nearest pound	Payment due upon receipt of invoice (via parentpay)
Lost or never returned books from the CDI	Payment due upon receipt of invoice (via parentpay)
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

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 (no departure will be taken into account after the 1st of May)
- Offer of a place during the school year
- Admission/departure during the school year due to professional transfers or exceptional circumstances (no departure will be taken into account after the 1st of May)
- Child removed from school during the year and for the remainder of the school year due to illness or serious injury, if accompanied by a doctor's note
- Exclusion of a pupil following disciplinary measures
- A genuine need to switch to eating out of school for health reasons certified by a medical certificate (final validation by the school doctor).

* 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.

* Term (T1: September-December, T2: January-March, T3: April-June) fees, for the above exceptions, will be invoiced pro-rata by the fortnight (15 days).

* The Fees for supervising the students with a packed lunch at Ecole Primaire de Wix and the morning day care at South Kensington school are invoiced on a termly basis only. No deduction possible during the term.

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,...).

No refunds or reductions for school meals and school fees are granted in the event of teachers' absences, staff's strikes, school trips, inclement weather, absence of lessons during the week in June when the Bacalaureate exams are taking place.

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 and non-deductible 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 to the Responsible Person N°1 (as indicated by the parent during registration). The 2nd and 3rd reminders are sent by post.

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 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 post if payment is still due following the first warning.
- d) Dispatch of a third reminder by registered mail if the second warning is ignored.
- 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 bank transfer, cash (a limit of £250 applies) or cheque to “Monsieur l’Agent Comptable du Lycée Charles de Gaulle” before the payment due date on the invoice. In case of a cheque 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 the third party. Therefore, parents must ensure that invoices are passed onto the right person and that payment has been made. Parents are the sole contact of the lycée.