

Lycée Français de Lusaka

Financial Regulations

School year 2023-2024

ARTICLE 1

Any enrolment of one or more children in the school implies the full acceptance of the present regulations by the legal guardians.

ARTICLE 2

The present regulations specify the rules applicable to the payment of school fees and other sums due to the school by the families for the schooling of their child(ren).

ARTICLE 3

The annual amount of the school fees is decided and approved by the School Board elected at the last ordinary general meeting of the parents. The amount can be revised each year.

Once approved, the financial regulation is shared with the School Council.

ARTICLE 4

For each new family, in addition to the costs of schooling, insurance and certain school supplies, there is a non-refundable enrolment fee per pupil for that pupil's initial enrolment. This fee amounts to €1,000 for the first pupil enrolled from a family, and €500 for any other child from the same family, even if the first enrolment of a subsequent child is not made during the same school year.

For re-enrolment of student(s) from one year to the next, the administrative fee is €150 per student per year, in addition to the tuition fees in article 6. The administration fee is included in the registration fee for the initial enrolment of any child.

ARTICLE 5

The school fees are expressed in Euros in conformity with the regulations of French public accounting rules. They may however be paid in Kwacha or US dollar equivalents; the terms and exchange rate are specified on the invoice (see Article 11).

ARTICLE 6

The school year 2023-2024 is from September 04, 2023, to June 28, 2024.

Tuition fees are payable three times a year or annually and are due upon receipt of the invoice, and before the start of the following term, as per the following table:

School year 2023-2024	Trimester dates	Invoice sent by	Payment due date
1st term	September 4 – December 15 2023	August 01, 2023	September 4, 2023
2 nd term	January 8 – March 29, 2024	December 01, 2023	January 8, 2024
3 rd term	April 1 – 28 June, 2024	March 01, 2024	April 1, 2024
Annual payment (see article 7)	/	June 30, 2023	July 31, 2023

The school may offer a monthly payment plan, with instalments due by the 5th of each month, subject to the application of an interest rate of 2.5% on the total invoice, to be paid in addition to the school. The request for a monthly payment plan must be made before the due date of the invoice, via the school administrator.

Students from 5^{ème} to Terminale, enrolled in the National Centre for Distance Education (CNED), are asked to pay a deposit of 1,000 euros before April 30 2024 for their enrolment in the CNED to ensure all materials are available from 01 September 2024. This deposit will be deducted from the first term's school fees. Should this deposit not be paid by that date, the school will not be able to ensure the reception of the courses at the beginning of the school year.

In the case where the school fees are paid by companies (employer of one or both parents), the school's contact person remains the family and the family is responsible for ensuring timely payments from their employer and will remain subject to the terms of non-payment, below.

ARTICLE 7

Discounts are applicable on tuition fees in the following cases:

- Payment of the whole invoice for the entire school year 2023-24 according to the deadlines presented in article 6: 2.5 % reduction on the school fees only.
- Families with at least 3 children: 25% reduction in school fees from the third child onwards.

ARTICLE 8

For any enrolment during the school year, payment for the current term must be made in full before the student begins attending the school.

For any departure during the year, the full payment for the term during which the departure is planned is due. However, reimbursements are possible based on terms below.

For early departure, the terms of reimbursement of school fees are as follows:

- If less than 50% of the term has elapsed, the family is eligible for a refund of 50% of the term's fees, in the exceptional cases which are listed below: end of work contract/mission, serious illness of one of the parents or a sibling, death of a parent or sibling, or any other reason deemed valid by the Board and School Management.
- If more than half of the term has elapsed, no refund will be made.

In the case of annual invoicing, if the conditions for reimbursement of the ongoing term are fulfilled (see above), the reimbursement may also include the tuition fees of the unused terms of the same year.

Non-participation to optional school trips will not be grounds for any school fee reimbursement, provided that the school offers an alternative schooling plan.

ARTICLE 9

All unpaid invoices 30 days after the deadline (as per Article 6 for school fees, or as marked at the top of the invoice, whichever is earlier) will be penalized by an automatic surcharge of 5%.

If the term's tuition fees are not paid before the end of the current term (T), the child(ren) will not be admitted to their class(es) at the beginning of the next term (T+1).

If a family does not receive its invoice, it must inform the school administration. Invoices will be presumed sent and received per the schedule in Article 6.

ARTICLE 10

For extra-curricular activities, a refund in the form of a credit note for the next session may be made after the third consecutive week of absence of a student, upon written request from the family.

For any absence due to participation in a school trip organised by the LFL, a refund in the form of a credit note will be made by the school.

For any registration after the end of the registration period, the pupil will only be able to join the activity(ies) at the beginning of the following week (i.e. not during the week of registration).

No registration for extracurricular activities will be taken into account if the balance of the previous term's extracurricular activities is unpaid.

ARTICLE 11

Any pupil still present more than 15 minutes after the end of lessons or after the end of an extra-curricular activity will be taken to the after-school care centre which will be charged 100 kwachas per hour (in full - no *pro rata*).

ARTICLE 12

The school may accept payments in Zambian Kwachas, Euros and US Dollars. The French chancery rate will also be indicated when the invoice is sent. Any invoice paid subject to Article 9 must be paid at the then current chancery rate, which may be higher or lower than the rate stated on the original invoice.

Invoices will be sent via the Eduka parent portal (see Article 6 for invoice schedule). The loss or non-receipt of the invoice will in no case justify the non-payment of the tuition fees within the deadline. Everything will also be accessible in the finance module of the Eduka parent portal.

ARTICLE 13

No cash payments over €100 euros, or the equivalent in kwachas or dollars (according to the French chancery rate) or cheques will be accepted.

Transfers are made to the school's bank accounts according to the chosen currency (Zambian kwachas, Euros and US Dollars). Bank account details are provided on each invoice. Please include last name and invoice number(s) in the description section of the payment.

For any payment or bank transfer, parents must immediately send the school the receipt of the payment slip (proof of payment). The cost of the transfer is to be borne by the family.

It is possible to pay by credit card, which will incur a small surcharge based on the type of credit card used based on the surcharge imposed on the school by the card issuer. These surcharges can be found displayed in the School Office or by inquiring with the school administrator and are subject to change.

ARTICLE 14

Applications for re-enrolment for the 2023-2024 school year will not be confirmed until the current year's tuition fees are paid. Students will be placed on a waiting list until the current tuition fees have been settled.

ARTICLE 15

The school fees for the school year 2023-2024 are as follows; this reflects a 1% increase or less on 2022-2023 school fees per category.

	French or Zambian	Other nationalities	Companies
TPS/PS/MS	€ 5,081	€ 5,757	€ 6,047
GS/CP/CE1/CE2/CM1/CM2	€ 5,757	€ 6,775	€ 7,115
6ème, 5ème, 4ème, 3ème	€ 8,056	€ 9,074	€ 9,526
2 ^{nde} , 1ère, Terminale	€ 9,367	€ 10, 390	€10,908

The breakdown by trimester can be found in Annex 1.

ARTICLE 16

The present regulations supersede and replace all other provisions previously applied at the French School of Lusaka.

Annex 1 : Tuition 2023-2024 - detailed by trimester

		French & Zambian	Other nationalities	Companies
TPS/PS/MS	1er trim.	1 945 €	2,204 €	2,315 €
	2e trim.	1,510 €	1,711 €	1,797 €
	3e trim.	1,626 €	1,842 €	1,935 €

GS/ Primary	1er trim.	2,204 €	2,594 €	2,724 €
	2e trim.	1,711 €	2,013 €	2,114 €
	3e trim.	1,842 €	2,168 €	2,277 €

Middle School (6 th -9 th / Yr 7-10) (6ème – 3ème)*	1er trim.	3,084 €	3,474 €	3,647 €
	2e trim.	2,394 €	2,696 €	2,831 €
	3e trim.	2,578 €	2,904 €	3,048 €

High School (10 th – 12 th / Yr 11-13) (2nde -Tale)*	1er trim.	3,586 €	3,978 €	4,176 €
	2e trim.	2,783 €	3,087 €	3,241 €
	3e trim.	2,997 €	3,325 €	3,491 €

* US system/British system/French system