Lycée Français de Lusaka
Financial Regulations
School year 2026-2027

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, for information.

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 €165 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; the chancellery exchange rate changes the first of every month(see Article 11). However following the new 2025 Bank of Zambia directive, parents making domestics transfers will have to pay in Kwacha to adhere to the new directive.

ARTICLE 6
The school year runs from September 02, 2025, to June 30, 2026.
Tuition fees are payable three times a year or annually and are due upon receipt of of the invoice, and before the start of the following term, as per the following table:

School year 2024-2025	Trimester dates	Invoice sent by	Payment due date
1st term	September -December 2026	August 01, 2026	August 20, 2026
2nd term	January – March 2027	November 01, 2026	November 20, 2026
3rd term	April - June 2027	March 01, 2027	March 20 , 2027
Annual payment (see article 7)	/	July 01, 2026	July 31, 2026

The school may offer a monthly payment plan, with instalments due by the 5th of each month. The request for a monthly payment plan must be made before the start of the term and communicated to the administration staff via Eduka or email. Non-payment of invoice or failure to agree a payment plan with the school will result students not being admitted into class, as per Article 9.

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 according to the deadlines presented in article 6: 2.5 % reduction on the school fees only

Sibling Discount
– For the 3rd and 4th children: a 5% reduction in tuition fees.
– For the 5th child and subsequent children: a 10% reduction in tuition fees.

Loyalty Discount
In order to recognise and reward families' long-term commitment to the school:
– a 5% discount is granted after five consecutive years of enrolment;
– a 10% discount is granted after ten consecutive years of enrolment.

TPS / PS Enrolment
For enrolment in TPS and PS, the €1,000 registration fee (Article 4) is waived, and two AES activities are included free of charge**.**

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

Invoices for the upcoming term must be paid in full or a payment plan agreed with the School, by the start of said term (e.g., Trimester 1 invoice for entry into Trimester 1, etc.) . If not, the child(ren) will not be admitted to their class(es) at the beginning of the term.

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.

If an extra-curricular teacher is absent :

- A 100% credit will be applied if the child leaves school for the day.
- A 50% credit will be applied if the child stays at the library for the period assigned to the extra-curricular.

Refunds are made at the end of the month.

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 for a given term will be taken into account if the balance of the previous term's extracurricular activities is unpaid.

Payments for extra-curricular activities are due before the commencement of the session.

ARTICLE 11
Any student 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 in accordance with local regulations in force.

The French chancery rate will also be indicated when the invoice is sent. Please note that this rate is adjusted every 1st month. *Any invoice paid subject to Article 9 must be paid at the then-current chancellery 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.

ARTICLE 14
Applications for re-enrolment for the following 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 annual school fees for the school year are as follows. For a breakdown per trimester, see Annex 1.

	French or Zambian child*	Child of other nationalities	Companies
TPS/PS/MS/GS	€5,758	€6,350	€6,803
CP/CE1/CE2/CM1/CM2	€6,843	€8,134	€8,711
6ème, 5ème, 4ème, 3ème	€9,304	€10,585	€11,332
2nde , 1ère, Terminale	€9,818	€11,118	€11,976

*Payments made through a Zambian-registered company are included under this category, provided that the PACRA incorporation certificate, in the name of parent/guardian, is provided to School Administrator.

Cost for exam classes (if traveling to Johannesburg): €1,000. This includes travel, full board, and chaperones. This amount will be billed in February subject to changes according to the travel costs such as purchase of airline tickets and making the necessary reservations. (visa not included).

ARTICLE 16
The present regulations supersede and replace all other provisions previously applied at the French School of Lusaka.

Annex 1 : Tuition 2026-2027 - detailed by trimester

		Français & Zambien	Tiers	Entreprises
Maternelle TPS/PS/MS/GS	1er trim.	€ 2,304	€ 2,540	€ 2,721
	2e trim.	€ 1,727	€ 1,905	€ 2,041
	3e trim.	€ 1,727	€ 1,905	€ 2,041
	Année	€ 5,758	€ 6,350	€ 6,803
CP CE1 CE2 CM1 CM2	1er trim.	€ 2,737	€ 3,254	€ 3,485
	2e trim.	€ 2,053	€ 2,440	€ 2,613
	3e trim.	€ 2,053	€ 2,440	€ 2,613
	Année	€ 6,843	€ 8,134	€ 8,711
Collège (6è - 3è)	1er trim.	€ 3,722	€ 4,235	€ 4,532
	2e trim.	€ 2,791	€ 3,175	€ 3,400
	3e trim.	€ 2,791	€ 3,175	€ 3,400
	Année	€ 9,304	€ 10,585	€ 11,332
Lycée (2nde -Tale)	1er trim.	€ 3,928	€ 4,446	€ 4,790
	2e trim.	€ 2,945	€ 3,336	€ 3,593
	3e trim.	€ 2,945	€ 3,336	€ 3,593
	Année	€ 9,818	€ 11,118	€ 11,976