



FINANCIAL REGULATIONS

2024 - 2025

PLEASE READ CAREFULLY:

ANY REGISTRATION OR RE-REGISTRATION OF A STUDENT AT THE FRENCH INTERNATIONAL SCHOOL OF YANGON - JOSEPH KESSEL, REQUIRES THE UNCONDITIONAL ACCEPTANCE OF THE FINANCIAL REGULATIONS HEREIN.

These financial regulations supersede all documents issued prior to the start of the 2024-2025 school year. They are valid from the date of publication.

Updated: March 2024

I- PREAMBLE:

The French International School of Yangon (LFIR) is a French institution of excellence and has been a contracted member of the AEFÉ (Agence pour l'Enseignement Français à l'Étranger: <https://www.aefe.fr/>) network since June 7th 2023. It welcomes students of all nationalities, from kindergarten to high school. The school aims to promote personal development and to help students improve their confidence and critical thinking skills. Students are encouraged to strive for excellence, while valuing interaction and respect for one another. The School is accredited by the French National Education and Youth Ministry.

The Association of Parents of the French International School of Yangon, through its Management Committee, is in charge of the financial and administrative management of the LFIR.

By registering your child in the LFIR, your family becomes an active member of the Association until the end of your child's attendance. The membership fee for the Association is 10\$ per family, non-refundable,



and is included in the tuition fees detailed below. By paying this fee, you confirm that you have read and accept the Association's articles of Association.

The LFIR is a non-profit educational institution. Tuition fees represent the totality of the LFIR's income and the receipt of these fees is necessary for the proper functioning of the school.

The amount of the various fees is updated once a year, but may be updated without notice if special circumstances require.

Students whose native language is not French might have to sit a test in order to validate their registration. Depending on the test results, parents may be offered a program to improve their child's French proficiency.

LFIR is accepting registrations for the 2024-2025 school year for students from the very youngest section of kindergarten (age 18 months) up to 5ème.

The Financial Regulations can be found on the LFIR website. The registration or re-registration of a student at the French International School of Yangon, implies the acceptance of the following conditions:

II- TUITION FEES

Tuition fees are set by the LFIR Management Committee each year for the duration of the school year.

Tuition fees are made up of:

- initial enrolment fees,
- annual fees (included in the school fees),
- school fees,
- non-overnight field trips and educational action projects,
- supplies for kindergarten, notebooks and textbooks for elementary school,
- registration with the Centre National d'Enseignement à Distance (CNED),
- LFIR T-Shirt.

Tuition fees do not include: extra-curricular activities (AES), small school supplies (pens, compasses, rulers, colored pencils, etc.) for primary and secondary, optional exam fees (Cambridge, DELE, DELF, etc.).

1- The registration fees at the time of the first registration (Initial enrolment fees)

The registration fees for the first registration of a child (paid once) are due at the time of any first registration at the LFIR or at the time of a re-registration following a departure that resulted in the student's deregistration (issuance of the deregistration certificate), regardless of the duration of schooling at the LFIR.

First registration fees are non-refundable and their payment is an essential prerequisite for the child's entry into the classroom.



2- The annual fees

The annual fee is payable each year. It represents 10% of the annual school fees and is included in the school fees. They cover all the administrative costs.

The annual registration fees are non-pro rata calculated and non-refundable no matter what the reason or the actual duration of the student's schooling.

3- School fees

School fees cover all the school's operating and teaching costs.

They are non-negotiable.

Fees in effect for the 2024-2025 school year

2024-2025		School fees (SF) (3)			
Levels/Grades		Initial enrolment fees (1)	Personal*	With employer participation **	Of which annual fees (2) (10% of SF)
Maternelle	Toute Petite Section :	1700 USD			
	TPS half-day		4500 USD	6200 USD	450/620 USD
	TPS full-day		6500 USD	9000 USD	650/900 USD
	PS /MS / GS		9500 USD	13100 USD	950/1310 USD
Elémentaire	CP	1700 USD	11100 USD	15300 USD	1110/1530 USD
	CE1				
	CE2				
	CM1				
	CM2				
Collège	6ème	1700 USD	11500 USD	15900 USD	1150/1590 USD
	5ème		11500 USD	15900 USD	1150/1590 USD

- A 15% discount on tuition fees is granted for the 3rd child enrolled in the school and will apply to the youngest child of the siblings.

* The "Personal" rate applies to families who do not receive a contribution from their employers or a contribution of less than or equal to 38% of the school fees. **A sworn statement from the employer of each parent will be required.** In all other cases, the "Employer Participation" rate will be applied.

** **Partial** or **total** coverage by an employer or organization. For partial coverage, please contact LFIR's financial department.

Payments are accepted in USD, EUR and MMK.



4- School grants

Each year, the AEFÉ can award scholarships to help with schooling for families of French nationality (registered in the Register of French nationals established outside France) who do not have sufficient resources to cover all or part of their school fees. These grants are awarded by the AEFÉ and are means-tested. Applications for scholarships must be submitted before the deadline to the French Embassy (<https://mm.ambafrance.org/Campagne-boursiere-2024-2025>).

Enrolment is not conditional on prior payment of school fees. Pending the AEFÉ's decision, the school will collect the sums due on an individual basis. On receipt of the decision, and where applicable, a payment schedule will be set up between the families and the administrative and financial manager.

5- Payment frequency

5.1 Registration fees at the first registration

The registration fees for the first registration are to be paid on acceptance: no registration is validated until the full payment of these fees. The LFIR reserves the right to cancel the registration request if the fees are not paid within three weeks.

5.2 Annual fees and school fees

The annual fees and school fees are to be paid **in full no later than July 31st 2024**.

It is also possible to pay in 2 instalments, with an additional service charge of 100 USD per year, at the latest on the dates indicated below, without any reimbursement in case of departure of LFIR:

- Annual fees + **50%** (September to January) of the annual total due at the latest on **August 28th 2024**;
- **50%** (February to June) of the annual total due at the latest on **January 1st 2025**;

5.3 Discounts

- School fees paid in USD or EUR, in cash or by bank transfer before **June 1st, 2024** are subject to a **5%** discount. The discount applies to both individual and employer rates.
- A 500 \$ discount for any LFIR family that sponsors a new family enrolling their child or children for the 2024-2025 school year will be applied.

In the case of arrival during the school year, another payment schedule will be proposed by the financial department.

In the event of late payment, the LFIR will apply penalty interests of 5% of the total amount due.



III- DEPOSIT

In order to limit small one-off cash payments during the year (third liability insurance, AES, exam fees...) families have the option of making a deposit; either by bank transfer (in USD or EUR) at the time of payment of tuition fees (after having informed the financial service); or in cash (in USD or EUR) at the cashier desk.

Families will receive by email, a summary after each transaction and will be informed of the remaining available balance.

At the end of the school year, the balance will be returned or can be carried over to the following year.

IV- SOLIDARITY FUND

As a French school abroad, the LFIR must be able to offer support to families who may encounter financial difficulties. The LFIR social fund is a mechanism designed to help families to cover school and school life expenses on an occasional basis. These may include, in whole or in part, tuition fees, school trip fees, purchase of teaching materials, etc. This social fund is funded each year by a contribution of USD 50 per child enrolled in the school, invoiced in addition to and jointly with tuition fees and non-refundable.

At the beginning of the school year, the Director informs the families of the procedures to apply for social assistance. The aid may take the form of a sum of money paid or a benefit in kind. No claim may be made in the event of refusal to grant such assistance.

V- ACTIVITY COSTS IN EXTRACURRICULAR TIME (AES-Activité extra-scolaire):

A list of activities organised within the school is proposed per period. These activities are open to students from outside LFIR for an annual fee of USD 50.

Children choose as many activities as they want, there is no limit to the number of activities they can choose. They undertake to continue the activity throughout the entire period. There will be no modification possible during the period.

Extra-curricular activity fees are not refundable for any reason.

AES registrations are accepted only if accompanied by payment (100 USD for each activity, based on one hour per week, to be paid in US dollars or in euros and in cash). For those who have made a deposit, a simple e-mail registration will be required.

VI- IFB (Institut Français de Birmanie) Partnership

When a non-French-speaking student enrolls at LFIR, LFIR supports him or her in learning the French language from the MS class onwards. For students enrolling from September 2024, LFIR offers a free 25-hour package of French courses in partnership with IFB. If the student leaves LFIR during the year, the value of the package will be invoiced to the family, except in case of exceptional reason.



VII- OTHER COSTS

The following fees are to be paid once invoiced, directly at school, in cash (in USD, EUR or MMK depending on the school rate), within two weeks of receipt of the invoice, and no later.

School trips

Wherever possible, the cost of school trips is voted on by the School Council.
School trips are invoiced in part or in full to families.

It is imperative that payment is made in advance. Delayed payment will prevent your child's departure.
The signed permission form constitutes a financial commitment and no reimbursement can be made.

Optional teaching fees

Any optional courses not provided directly by the LFIR are the sole charge of the families (except the package IFB).

Exams (registration fees / transport)

The registration fees for the national exams are included in the tuition fees.

In the event that an examination is required outside Yangon, families are responsible for travel and accommodation costs.

For any examination from an optional course, not provided directly by the LFIR, all expenses are the full responsibility of the families.

Language certifications

The cost for language certifications (Cambridge, DELF...) are the responsibility of the families.

Liability insurance / CGEA

Specific third-party liability insurance is mandatory. If LFIR takes out private liability insurance in the child's name, parents are liable for the amount paid to the insurance company.

Damage or loss

In the event of damage or loss of any school property (equipment, manuals, access badges...) the family will be charged.

During the year, other arrangements or proposals may be put in place. Administrative and financial formalities will be communicated to you if necessary.

VIII- SPECIFIC REGULATIONS:

Arrivals and departures during the school year:

The registration fees at the time of the first registration and the annual fees are non-refundable. For school fees: any month started is due in full.

In the event of early departure during the school year, if the family gives 2 months' notice of its departure, the school fees will be reimbursed pro rata temporis if paid in one or two instalments. In the case of payment in two instalments, the refund will be made pro rata temporis (if only the first instalment has been paid) or the sum due will be deducted pro rata temporis from the second invoice.

Absences:

A temporary absence, for any length of time and for any reason, does not entitle the student to any reduction or refund of tuition fees.



IX- NOTICE TO FAMILIES AND PAYMENT TERMS:

Families are personally responsible for tuition and ancillary fees. The contractual terms existing between families and their employers are not enforceable against the LFIR. When tuition fees, and any additional costs, are covered by their employers, families must ensure that the invoices are actually paid and remain, in any event, jointly and severally liable for payment.

Invoices are issued in USD.

Tuition fees can be paid in USD, EUR or MMK, in cash or by transfer to one of the school's bank accounts.

The amount of school fees is a net amount, excluding bank charges. The LFIR cannot be held responsible for errors, exchange rate differences or miscellaneous charges applied by banks, which remain the responsibility of the families.

When making the bank transfer, it is essential to specify the invoice number, as well as the Student's name and class.

The LFIR management reserves the right not to re-register a student who is not up to date in the payment of tuition fees or any other ancillary fees.

Bank details:

USD bank account in France:

Account name	FRENCH INTERNATIONAL SCHOOL OF YANGON-JOSEPH KESSEL
Account number	FR76 3056 8199 2600 0431 2500 276
SWIFT	CMCIFRPP
Bank name	BANQUE TRANSATLANTIQUE
Address	26 Avenue Franklin Roosevelt 75372 PARIS CEDEX 08

EUR bank account in France:

Account name	FRENCH INTERNATIONAL SCHOOL OF YANGON-JOSEPH KESSEL
Account number	FR76 3056 8199 2600 0431 2500 179
SWIFT	CMCIFRPP
Bank name	BANQUE TRANSATLANTIQUE
Address	26 Avenue Franklin Roosevelt 75372 PARIS CEDEX 08

MMK bank account in Myanmar:

Account name	FRENCH INTERNATIONAL SCHOOL
Account number	0107 1005 0000 1098
SWIFT	CPOBMMY
Bank name	Co-operative Bank Limited
Address	Rm G-24, G Flr, Myanmar Plaza, Corner of Kabaraye Pagoda Road and No.1 Industrial Road, Bahan Township, Yangon, Myanmar



X- PROVISIONS IN THE EVENT OF NON-PAYMENT OF TUITION FEES AND ANCILLARY FEES:

In the event of late payment, LFIR will charge interest at a rate of 5% of the total amount due per year.

Twenty days after the date of issue of the invoice, a first amicable reminder is sent by email to the families concerned, at the address provided by them.

If the complaint is not resolved within 10 days, a second reminder will be sent to families who have 7 days from receipt to regularize their situation.

If payment is not made after the second reminder, a third and final reminder will be sent to the families for payment upon receipt.

If the matter is not resolved, the families concerned will be contacted by telephone or email and summoned by the Head of School and/or the President of Association for an interview.

At the end of this process of reminders and interviews, non-payment of invoices will lead to the un-enrolment of the student from the school and the initiation of legal proceedings, the cost of which will be borne in full by the families concerned.

The student's re-registration will not be accepted in the event of unpaid invoices.

Any dispute relating to the validity, interpretation and execution of these Financial Rules will be the exclusive jurisdiction of the Court of Yangon.

XI- PERMANENT DEPARTURE

In the event of permanent departure from the school, the families concerned must:

- Notify as soon as possible the administration of the LFIR and the Head of School so that departure formalities can be prepared;

- At the latest two days before departure, return the school access badges, the manuals and/or books and documentation, as well as the IT equipment (chromebook, Ipad...), if applicable;

- Pay off their account with the financial administration;

- Arrange an appointment with the school secretariat to be handed over:

* The certificate of radiation (exeat), essential for registration in the next educational institution.

* If applicable, the student's academic record.

These documents will only be given to parents after verification that all fees related to the student have been paid.