

FINANCIAL REGULATIONS - 2017 – 2018 SCHOOL YEAR

The Great Lakes French School of Kampala (EFK) is administered by the Management Board of the Pupils' Parents' Association (PPA), an association established by Ugandan Law, as part of an agreement with the Agency of French Education Abroad (AEFE).

The EFK derives its resources from school fees and from supplementary fees which ensure that operational and equipment costs are covered.

The EFK budget is prepared by a Management Board meeting for a calendar year – from 1st January to the 31st December. This then passes through pupils' parents' ballot during the General Assembly.

ARTICLE 1 – SCHOOL FEES, INITIAL REGISTRATION FEES AND OTHER FEES

<u>IN EUROS</u>	NURSERY <small>TPS-PS-MS-GS</small>	ELEMENTARY <small>CP-CE1-CE2-CM1- CM2</small>	SECONDARY <small>6ème-5ème-4ème- 3ème</small>	HIGH SCHOOL <small>2nde-1ère-Tale</small>
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1 - FIRST REGISTRATION FEES - ALL NATIONALITIES (During registration)

Admission fees	800	800	800	800
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These fees are not refundable in case of cancellation or early departure

2 – SCHOOL FEES

A – PUPILS OF FRENCH OR UGANDAN NATIONALITY

INDIVIDUAL				
September-December	1 888	2 210	2 642	1 382
January-March	1 415	1 658	1 980	1 036
April-June	1 415	1 658	1 980	1 036
ANNUAL INDIVIDUAL TARIFF	4 718	5 526	6 602	3 454
ANNUAL COMPANY TARIFF	5 610	6 580	7 865	3 454

B – PUPILS OF OTHER NATIONALITIES

INDIVIDUAL				
September-December	2 047	2 426	2 687	1 382
January-March	1 537	1 819	2 016	1 036
April-June	1 537	1 819	2 016	1 036
ANNUAL INDIVIDUAL TARIFF	5 121	6 064	6 718	3 454
ANNUAL COMPANY TARIFF	6 096	7 226	8 005	3 454

3 – EXAMINATION FEES

To be paid for at the time of registration for examinations.

A non-divisible Initial Registration Fee (IRF) is payable for all first time registrations of children in the school.

This Initial Registration Fee is paid for, once **during registration** and is non-refundable in case of cancellation or early departure regardless of length of study.

A pupil who had left the institution for over a year is considered a new pupil.

1.2 School meals

The institution provides meals through a catering service to pupils. Any expenses are paid for under the same conditions as those of school fees by the families that subscribe for the service (see article 1.3). For these associated costs, however, direct cash payment to the school cashier is acceptable.

Registration for school meals is made on a **flat-rate basis** equivalent to a number of days per week:

COSTS BY FLAT-RATE IN UGX (Ugandan Shillings)	ANNUAL TOTAL	1 st period (Sept - Dec)	2 nd period (Jan - Mar)	3 rd period (April - July)
3 days' flat-rate	1199000	462000	330000	407000
4 days' flat-rate	1501500	588000	409500	504000
5 days' flat-rate	1730000	690000	480000	560000

Costs per coupon:

It is possible to pay for the catering service without the flat-rate by paying for a meal coupon (12000 UGX).

In this case, a **minimum of 10 coupons shall have to be purchased in advance** from the school cashier. You will then be given the equivalent of the meal coupons.

During registration or re-registration, families should specify whether they wish to subscribe their child/ren for the catering service while specifying the flat-rate chosen (**Sheet to be filled at the end of the current financial regulation**)

It is mandatory for any renunciation or change of the flat-rate to be communicated in writing by the parents or legal representatives to the secretary's office (frenchschoolkampala@gmail.com) within the following time limits:

- Before the 30th June for the September-December period
- Before the 10th December for the January-March period
- Before the 10th March for the April-July period

The catering service is charged at a flat-rate. As a result, failure to have one's meals at school (unexpected absences, school outings...) will not be reason enough for any refund by the school, except in cases of prolonged (more than 2 weeks) with proof of a medical document or in case of absolute necessity.

1.3 Financial Calendar

School fees are paid for in 4 instalments:

- 1 - A €1000 school fees deposit for the 1st period is paid at the time of registration or re-registration (clauses in article 2 and 3)

Those exempted from the advance payment of school fees:

- Families that would have applied for a scholarship, until the results from the Scholarship commission are approved by AEFE. (send proof of application form by e-mail to frenchschoolkampala@gmail.com)
- Families whose school fees is paid for by a company. They thus have to provide **a certificate from the employer (annex 2)**.

- 2 - The 2nd payment, of an amount equivalent to 40% of the invoice's total amount deducted from the deposit of the school fees paid at the time of registration or re-registration, settling the September-December period is paid **before the 30th September**.

- 3 - The 3rd payment, of an amount equivalent to 30% of the first invoice, is paid **before the 15th January** for the January-March period.

- 4 - The 4th payment, of an amount equivalent to 30% of the first invoice, is paid **before the 10th April** for the April-June period.

An annual invoice is made in the month of September and will be followed up by two fund-raising appeals for the 2nd and 3rd period.

If the annual invoice is settled in one instalment, a discount of 2% on school fees is then granted for individuals.

Payments can be made:

- either by bank transfer (reference below)
- or by paying cash to the institution's Stanbic bank account (reference below).

Proof of payment to the account including the name, first name of the pupil and their class should be submitted to the school secretary's office or sent by e-mail to (frenchschoolkampala@gmail.com) within the shortest time possible.

STANBIC BANK UGANDA	Account number
• in Ugandan Shillings UGX	9030005608502
• in US Dollars \$	9030008119170
• in Euros €	9030004080075

BANQUE TRANSATLANTIQUE France	
RIB – Bank code: 30568 Sort code: 19904 Account: 00013870101 RIB key : 91	
IBAN : FR76 30568 19904 000138701019	BIC code : CMCIFRPP

As regards Initial Registration Fees and school fees, no payment in cash is accepted by the school

Payment by cheque will occasionally be acceptable only with the prior approval of the school accountant. In case of bounced cheques due to insufficient funds, a penalty of 25 Euros will be added to the fees to the families owe.

The chancery forex rates of the day will be applied in case of payments in another currency other than the Euro. Since bank charges are paid for by the payer, we urge you to request for the exchange rates from the School secretary's office before any payments are made in Dollars or Shillings.

Recovery procedures:

Payments made after the deadline attract a penalty of 5% as a surcharge on the school fees.

In the event of non-payment within 10 working days beyond the payment deadline, the first letter of reminder will be sent to the families. A second letter of reminder will be sent beyond 20 days.

When non-payment is made within 10 working days after the second letter, the situation will be presented to the Management Board which may take a decision to dismiss the pupil.

ARTICLE 2 - RE-REGISTRATION OF A PUPIL INTO THE INSTITUTION

Amount to pay upon re-registration*

School fees deposit	1000 Euros except for scholarship pupils*
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***Those exempted from early pay of school fees:**

- Families that would have applied for a scholarship, until the results from the Scholarship commission are approved by AEFE. (send proof of application form by e-mail to frenchschoolkampala@gmail.com)
- Families whose school fees is paid for by a company. They thus have to provide a **certificate from the employer (annex 2)**.

Re-registration deposits are paid to the accounts mentioned above.

A re-registration file is confirmed as determined by:

- 1 - Submission or mailing of the re-registration file (available online) to the secretary's office before the 31st May 2017.
- 2 - Submitting or mailing (frenchschoolkampala@gmail.com) proof of the school fees deposit payment referred to in article 3. This payment is to be made by bank transfer or cash deposit to the institution's bank account, not later than the 31st May 2017.
- 3 - Clearing of school fees of the current year: a family which has not fulfilled their obligations should rectify the situation before re-registering their children.

In case of renunciation, the school fees deposit is refunded following a written request to the Head of School not later than the 30th June 2017 from the legal representative. Beyond that date, no refund will be made, except for unavoidable circumstances.

ARTICLE 3 – FIRST REGISTRATION OF A PUPIL INTO THE INSTITUTION

Amount to pay upon registration*

Initial Registration Fees	800 Euros
School fees deposit	1000 Euros

***Those exempted from early pay of school fees:**

- Families that would have applied for a scholarship, until the results from the Scholarship commission are approved by AEFE. (send proof of application form by e-mail to frenchschoolkampala@gmail.com)
- Families whose school fees is paid for by a company. They thus have to provide **a certificate from the employer (annex 2)**.

The Initial Registration Fees are payable under the conditions stated in article 1.1.
The school fees deposit are paid to the accounts mentioned above.

A new pupil's registration file is confirmed as determined by:

- Submitting or mailing of the registration file along with the required documents (**annex 3**) to the secretary's office before the 31st May 2017.
- Submitting or mailing (frenchschoolkampala@gmail.com) proof of the school fees deposit payment referred to in article 3. This payment is to be made by bank transfer or cash deposit to the institution's bank account within 5 working days from the moment the institution's registration service communicates an admission notification. After this deadline, the file will be put on hold.

In case of renunciation, the school fees deposit is refunded following a written request to the Head of School not later than the 30th June 2017 from the legal representative. Beyond that date, no refund will be made, except for unavoidable circumstances.

ARTICLE 4 – LATE REPORTING, ARRIVALS IN THE COURSE OF THE YEAR

4.1 Late reporting

From the moment a pupil is registered or re-registered with the school before the first day of the school year, the child's late reporting after the school's opening date will not warrant any school fees reduction nor school catering fees which will have to be paid for in full.

4.2 Admission during the course of the year

For admission after the official opening day of school (4th September 2017), school fees will be invoiced by the school on a temporary basis starting from the date of the pupil's arrival, with the current term in which the pupil started having to be paid for.

School catering services, in that case, will be paid for on a temporary basis starting from the actual arrival date of the pupil.

4.3 Departures during the course of the school year

In case of departures during the course of the year, the family will be invoiced by the school in accordance with the following rules:

- The departure date should be communicated in writing to the school's management at least 2 weeks before the departure – with the current term in which the pupil started, having to be paid for.
- Invoicing of catering service fees, in that case, will be paid for on a temporary basis till the pupil's departure date.

ARTICLE 5 – DISCOUNTS AND REDUCTIONS

A discount is only granted to large families on school fees as follows:

- 5% for the 2nd child
- 10% for the 3rd and other children.

ARTICLE 6 – SCHOLARSHIPS

Under possibilities and patrimonial conditions, the Agency for French Education Abroad (AEFE) may offer funding aid to the schooling of **French children** who will be enrolled in the Great Lakes French School, by the start of the 2017-2018 school year.

The amount of this funding is composed of a percentage of the school fees. Since it is determined following a detailed study of the possibilities, responsibilities, and of the social situation of the seekers, it varies for each family.

In order to submit an application for the scholarships – forms and list are downloaded from the [French Embassy's](#) website – please request for more information from the school secretary's office.

Families that have applied for scholarships (send proof of submission by e-mail to frenchschoolkampala@gmail.com) are exempted from school fees deposit until the results of the scholarship commission are approved by AEFE.

ARTICLE 7 - AFTER SCHOOL CARE AND EXTRA-ACTIVITIES

After classes, activities and an after school care service are offered every week day. A list of them is sent to families at the beginning of each period. No changing of activities or refund is possible after the 3rd session except if it is cancelled due to low registration.

A compulsory after school care has been set up for children waiting for their siblings. The fixed fee is 8,000 UGX per hour.

Activities and after school care are paid for at the bursar's office at the beginning of each period.

ARTICLE 8 - SCHOOL STATIONERY AND SCHOOL OUTINGS

8.1 Stationery

A school stationery kit which is provided to all pupils is distributed at the beginning of the school year. The class teacher issues the kits, manages them and makes any possible replacements during the course of the year for the primary school classes.

For the secondary and high school classes, all the materials are issued at the beginning of the school year. It is incumbent on the families to replace the materials in case of loss or damage.

8.2 School outings

School outings within Kampala city are generally covered by the school fees.

School outings outside Kampala city may require a financial contribution from the families.

School outings with overnight stays and school trips are generally fully paid for by the families.

ARTICLE 9 - SCHOOL INSURANCE

EFK purchased an insurance policy with CGEA included in the school fees whose conditions can be accessed at the bursar's office.

ARTICLE 10 - FINANCIAL COMMITMENT

Registration of a pupil at EFK, an institution administered by the Management Board whose members are elected during the General Assembly of the Pupils' Parents' Association (PPA), unreservedly imply full and complete acceptance of all the provisions of the current financial regulations.

Fabrice Palacio
President of the Management Board



Isabelle Tabart
Head of School



To be returned to the secretary's office, completed and signed by the financially responsible legal representative, accompanied by the registration or re-registration file.

ANNEX 1

AHERENCE TO THE FINANCIAL REGULATION: 2017 - 2018 School year

I, the undersigned Mr. / Mrs. _____

Father, Mother, Legal guardian of the pupil:

Surname: _____ First name: _____ Class (2017-2018): _____

REGISTRATION

RE-REGISTRATION

Acknowledge having read and unreservedly agreed to all the provisions of the financial regulations

I will settle school fees at the rate below:

AS AN INDIVIDUAL

AS A COMPANY (attach a commitment letter)

Name of the company covering the school fees:

I wish to register my child for the school catering service.

I choose:

3 DAYS/ WEEK FLAT-RATE

4 DAYS/ WEEK FLAT-RATE

5 DAYS/ WEEK FLAT-RATE

I do not wish to register my child for the school catering service

Signed in _____, on the _____

Signature: