

FINANCIAL REGULATIONS - SCHOOL YEAR 2018 – 2019

The Great Lakes French School in Kampala (EFK) is run by the Management Board of the Parents' Association (APE) which is an association under Ugandan law and is part of an agreement with the Agency for French Teaching Abroad (AEFE).

The school draws its resources from tuition fees and ancillary fees that cover operating and equipment costs. The school budget is drawn up for each calendar year - from January 1st to December 31st by the Management Board which then puts it up for ratification by parents at a general assembly.

Article 1 – TUITION FEES, FIRST REGISTRATION FEES AND OTHER FEES

1- FIRST REGISTRATION FEES – ALL NATIONALITIES (at registration)

Admission fees for all levels (in euros)	800
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These are not refundable in case of cancellation or planned departure

2- TUITION FEES

IN EUROS		NURSERY SCHOOL TPS-PS-MS-GS	ELEMENTARY SCHOOL CP-CE1-CE2-CM1-CM2	MIDDLE SCHOOL 6 ^e -5 ^e -4 ^e -3 ^e	SECONDARY SCHOOL	
					2 nd	1 ^{ère} - Tale
A- PUPILS OF FRENCH OR UGANDAN NATIONALITY						
INDIVIDUAL RATE						
1 st term (40%)	Sept-December	2019	2365	2826	2826	1478
2 nd term (40%)	Jan-March	2019	2365	2826	2826	1478
3 rd term (20%)	April-June	1010	1183	1412	1412	740
INDIVIDUAL RATE		5048	5913	7064	7064	3696
EMPLOYER RATE						
1 st term (40%)	Sept-December	2401	2816	3366	3366	1478
2 nd term (40%)	Jan-March	2401	2816	3366	3366	1478
3 rd term (20%)	April-June	1201	1409	1684	1684	740
EMPLOYER RATE		6003	7041	8416	8416	3696

B- PUPILS OF OTHER NATIONALITIES

INDIVIDUAL RATE						
1 st term (40%)	Sept-December	2192	2595	2875	2875	1478
2 nd term (40%)	Jan-March	2192	2595	2875	2875	1478
3 rd term (20%)	April-June	1095	1298	1438	1438	740
INDIVIDUAL RATE		5479	6488	7188	7188	3696
EMPLOYER RATE						
1 st term (40%)	Sept-December	2609	3093	3426	3426	1478
2 nd term (40%)	Jan-March	2609	3093	3426	3426	1478
3 rd term (20%)	April-June	1305	1546	1713	1713	740
EMPLOYER RATE		6523	7732	8565	8565	3696

3- CNED FEES (2017 rates likely to change)

To be paid when registering for CNED	719	995
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4- EXAMINATION FEES

To be paid when registering for examinations

A reduction on tuition fees only is granted to large families:

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

A reduction of 2% on tuition fees is granted to individuals if the payment of the annual total owed is done in one go before the end of the first deadline, i.e. 30/09/2018

ARTICLE 2- FIRST ENROLMENT OF A CHILD IN THE SCHOOL

Amounts to be paid during registration

1 st registration fees	800 Euros
Tuition fees payment*	1000 Euros per child (ceiling of 2000 Euros per family)

*Exempt from the advance on school fees

- Families who have applied for a scholarship up to the first scholarship commission approved by the AEFÉ (send proof of application by mail to frenchschoolkampala@gmail.com)
- Families whose tuition is paid by the employer must provide **proof from the employer (Appendix 2)**

The first registration fees apply under the conditions defined in Article 1.

Registration installments are payable on the accounts mentioned here below (Article 8 below).

New students' registration shall be validated on the following conditions:

1. Submission or sending of the registration application with the required documents before May 31st, 2018 (appendix 3)
2. Submission or sending by email (frenchschoolkampala@gmail.com) proof of payment of the deposit on tuition fees. This payment is to be made by bank transfer or cash deposit on the school account within 5 working days from the notification of receipt of the application by the school's registration department. After this time, the file will be put in waiting list.

In case of cancellation of the application, the deposit on the tuition fees is refunded upon written request of the legal guardian, addressed to the school head at the latest on June 30th, 2018. Beyond this date, no refund will be made, except in cases of force majeure.

Article 3. RE-REGISTRATION OF A STUDENT IN THE SCHOOL

Amount to be paid during re-registration

Installment on tuition fees	1000 Euros per child (ceiling set at 2000 Euros per family)
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*Exempt from the advance on school fees

- Families who have applied for a scholarship up to the first scholarship commission approved by the AEFÉ (send proof of application by mail to frenchschoolkampala@gmail.com)
- Families whose tuition is paid by the employer must provide **proof from the employer (Appendix 2)**
- The first registration fees apply under the conditions defined in Article 1.

Registration installments are payable on the accounts mentioned here below (Article 8 below).

Approval of the registration shall be on the following conditions:

1. Submission or sending of the registration application with the required documents before May 31st, 2018 (appendix 3)
2. Submission or sending by email (frenchschoolkampala@gmail.com) proof of payment of the deposit on tuition fees as stated in article 3. This payment is to be made by bank transfer or cash deposit on the school account at the latest on 31st May 2018
3. Tuition fees payment for the current year: a family that is not in good standing with the school's accounts department must settle their payments before re-registering their children.

In case of cancellation of the application, the deposit on the tuition fees is refunded upon written request of the legal guardian, addressed to the school head at the latest on June 30th, 2018. Beyond this date, no refund will be made, except in cases of force majeure.

Article 4. SCHOLARSHIPS

Based on the conditions of resources and heritage, the Agency for French Education Abroad (AEFE) may grant assistance with schooling for French children who enroll in the Great Lakes French School in September 2018-2019.

The amount of this assistance consists of a percentage of tuition fees; it varies for each family since it is determined after a thorough assessment of the resources, responsibilities and the social situation of the applicants.

To apply for a scholarship, the forms and list of documents to be submitted can be downloaded on the website of the [French Embassy in Kampala](#). Further enquiries may be made at the School Office.

Families who have applied for a scholarship (send proof of application by mail to frenchschoolkampala@gmail.com) are exempted from the tuition deposit until the final decisions of the scholarship commission validated by the AEFE.

Article 5. LATE RETURNS AND ARRIVALS DURING THE YEAR

1. Late Returns

From the moment a student is enrolled or re-enrolled at the school before the date of the return to school, a late return of the child after the date of the start of the school year will not entitle any reduction of tuition fees and cost of school meals that will remain due in their entirety

2. Admission during the school year

Any admission between the start of the school year and the 1st school holidays in October will not result in any reduction of tuition fees. Beyond that, tuition fees will be calculated pro rata temporis, knowing that every month started is due.

3. Deregistration during the school year

In case of departure during the year, the school will bill the family according to the following conditions:

- The school administration must be notified of the departure date in writing at least 15 days before departure,
- Every month started is owed
- The billing for school meals if any will be done pro rata temporis until the date of departure of the student.

Article 6. SCHOOL MEALS

The school provides students with a catering service. However, for these ancillary expenses, only cash settlements directly at the school cashier are authorized.

1. Fixed price

Registration for school meals is on a flat rate basis corresponding to a number of days per week:

FLAT RATE in Ugandan shillings	TOTAL FOR THE YEAR	1 st Period	2 nd Period	3 rd Period
		Sept - Dec	Jan - March	April - July
Flat rate for 3 days	1,199,000	462,000	330,000	407,000
Flat rate for 4 days	1,501,500	588,000	409,000	504,000
Flat rate for 5 days	1,730,000	690,000	480,000	560,000

The price of the catering service is a flat rate. Hence there will be no refund from the school if a meal is not taken at school (due to temporary absence, school outing,...) except in case of absence for a long duration (more than 15 days) which must be proven by a medical form or a case of force majeure.

In such a case, it is your responsibility to make a written request to the school office.

Institution approved by the French Ministry of Education
P.O. Box 7212 – Kampala - Uganda | Tel. (+256) 0414 341 660 – 0393 261 252
E-mail: frenchschoolkampala@gmail.com | Site internet: www.ecolfrankampala.fr

2. Coupon price

Besides the flat rate, it is possible to access the meals exceptionally with a ticket (12 000 UGX). This option should only be used for occasional meals.

In this case, the purchase of a minimum of 10 coupons in advance will be required with the cashier. You will then receive the corresponding meal credit.

Article 7. FINANCIAL CALENDER

1. Tuition fees

Date	Amount	Period
Registration	800 Euros	Valid for the entire period of schooling
31/05 at the latest or at registration	Deposit Cf. <i>Article 2 and/or Article 3</i>	09/2018 to 31/12/2018
30/09/2018	40% (reduced from the deposit)	
15/01/2019	40%	01/01/2019
01/04/2019	20%	01/04/2019 to the end of studies

Annual invoice sent in early September 2018 followed by two calls for funds for the 2nd and 3rd period.

2. School meals

Date	Amount	Period
15/09/2018	Cf. <i>Article 6</i>	09/2018 to 31/12/2018
15/01/2019		01/01/2019 to 31/03/2019
15/04/2019		01/04/2019 till end of studies

Article 8. TERMS OF PAYMENT

1. Settlement of tuition fees

Payment of tuition fees is done on the accounts referenced below:

- Either by bank transfer
- Or by cash deposit on the school account held at Stanbic

Proof of payment bearing the student's surname, first name and class must be submitted at the school office or sent by email (compta.efkampala@gmail.com) as soon as possible.

STANBIC BANK UGANDA (Account currency)	Account N°
Uganda Shillings UGX	9030005608502
American Dollars USD	9030008119170
Euros €	9030004080075

TRANSATLANTIC BANK FRANCE

RIB –Bank Code: 30568 Code guichet : 19904 Account: 00013870101 Clé RIB : 91
IBAN : FR76 30568 19904 00013870101 91 BIC : CMCIFRPP

No cash payment is allowed at the school for first registration fees and tuition fees

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Payment by check will be authorized only as a one-off and with the prior consent of the Administrative and Financial Manager. In case of a check rejected for insufficient funds, a penalty of 60 euros will be added to the fees owed by the families.

In case of payment in a currency other than the euro, the applicable exchange rate shall be that of the Chancery which is available on the website indicated on the annual invoices.

Collection terms:

If the payment deadline is exceeded, a penalty of 5% on the tuition fees owed shall be applied.

- A first reminder letter will be sent to the family upon non-payment within 10 working days after the payment deadline
- After 20 days, a second reminder letter will be sent
- In case of non-payment within 10 working days after this 2nd letter, the situation will be presented to the management committee which will be able to rule on expulsion of the student

2. Payment for ancillary services

Payments for the canteen, extra-activities or the nursery are made exclusively in cash in Shillings. Canteen payments are made with the cashier whereas payments for extra-activities and nursery are made at the Bursar's Office.

Article 9. NURSERY AND EXTRA ACTIVITIES

Activities and day care services are offered every weekday after classes. The list is communicated at the beginning of each period. An activity cannot be changed or refunded after the 3rd session unless it is canceled due to lack of registration.

A mandatory care service has been put in place for children who are waiting for their siblings. The rate is set at 10,000 UGX per hour.

Payment for activities and daycare are made in cash in shillings at the Bursar's Office at the beginning of each period.

Article 10. SCHOOL SUPPLIES AND FIELD TRIPS

1. Supplies

A school supplies kit is provided for all students. It is distributed at the beginning of the school year. In primary classes, it is the teacher who distributes the kit and handles any replacements during the year.

2. In the middle and high school classes, all the materials are distributed at the beginning of the school year. In case of loss or breakage, it is the responsibility of the family to replace the materials.

3. Field trips

4. Some trips, generally those taking place within the city of Kampala, are included in tuition fees. Field trips outside the city of Kampala may require financial contribution of the families. Overnight school trips are usually the sole responsibility of families.

Article 11. SCHOOL INSURANCE

The French School has taken an insurance policy with CGEA and it is included in the tuition fees. The conditions thereof are available at the Bursar's Office.

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Article 12. FINANCIAL COMMITMENT

The enrollment of a student at the French school which is managed by the Management Board whose members are elected at the General Meeting of the Parents' Association (APE), implies full acceptance, without reservation of all the provisions of these Financial Guidelines.

Fabrice Palacio
Chairman of the Management Board



Isabelle Tabart
School Director



To be returned to the School Office, completed and signed by the legal representative head of finance, in addition to the registration or re-registration forms

APPENDIX 1

RESPECT OF THE FINANCIAL REGULATIONS: School year 2018 – 2019

I the undersigned, Mr., Mrs. _____

Father, Mother, Legal Guardian of the student:

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

REGISTRATION

RE-REGISTRATION

Hereby acknowledge having read and approved all the provisions of the Financial Regulations without reservation.

I will pay the tuition fees rate for:

INDIVIDUAL (Privately)

EMPLOYER (Attach commitment letter)

Name of employer paying tuition fees:

Drawn up in _____, on _____

Signature :