



FINANCIAL RULES OF THE FRENCH INTERNATIONAL SCHOOL BANGKOK

2018-2019 RATES PER STUDENT

School year 2018-2019	Annual fee in Thai Baht	
	French or Thai	Other nationalities
Fees	Based on the student's nationality	
Kindergarten (<i>PS, MS, GS</i>)	226,329 THB	285,459 THB
Elementary (<i>CP, CE1, CE2, CM1, CM2</i>)	226,329 THB	285,459 THB
Bilingual (<i>CP, CE1, CE2, CM1, CM2</i>)	242,603 THB	301,731 THB
Junior High School (<i>6ème, 5ème, 4ème, 3ème</i>)	277,261 THB	349,104 THB
High School (<i>2de et 1^{ère}</i>)	288,215 THB	362,835 THB
High School (<i>Terminale</i>)	321,392 THB	390,174 THB
Registration fee (DPI)	150,000 THB	
Canteen Fee, compulsory for students from kindergarten to 3 ^e level, registration is required for high school students	Kindergarten/Elementary = 17,654 THB , Secondary = 18,928 THB	
Transportation fee	One-way = 42,433 THB, Roundtrip = 70,572 THB	

INTRODUCTION

Registration and maintenance of students at the French International School of Bangkok are in condition of the unconditional acceptance of these following texts:

- Texts on the *Agence pour l'Enseignement Français à l'Étranger (AEFE)*'s operation, and in particular Decree n° 2003-1288 dated December 23th, 2003 on *Agence pour l'Enseignement Français à l'Étranger*'s organization on administrative, budget and accounting aspects;
- Official texts published by the French Ministry of National Education on the students' lives (programs, student's regular routines, curriculum counseling etc);
- Official texts issued by the Thai Government;
- Decisions of the Foundation's Administration Board and the LFIB School Board;
- Internal rules of the LFIB;
- Current financial rules.

The financial rule is subject to any modification, following the School Board (*Comité de Gestion*)'s decision

PRE-REGISTRATION, REGISTRATION AND REGISTRATION FEE

Pre-registration between January 8th and April 30th 2018:

a) Click on the link below to fill in the online pre-registration form:

<http://preinscription.lycee-francais.net/v3/index.php?p=accueil&site=lfib&lng=EN>

Once your request has been validated, an inscription number will be generated.
This number allows you to follow the pre-registration filing process.

b) Payment of a file fee of 5 000* THB per student

* This fee is non-refundable.

When your registration is confirmed, this fee will be deducted from the registration fee.

You can also proceed with the payment of the total amount of DPI at this stage. Once you have received the confirmation of payment by our accounting service, your child is completely registered.

* Example:

1 child = 5,000 THB

2 children = 10,000 THB

3 children = 15,000 THB

Details of available payment methods can be downloaded from our website at:

<https://lfib.ac.th/en/admissions/financial-rules>

The payment entails the acceptance of the registration.

c) Please submit:

- the payment proof of the file fee to comptabilite@lfib.ac.th

- the complete pre-registration file to administration@lfib.ac.th

(see : [submit the pre-registration file](#))

d) Pay the whole registration fee of 150,000* THB per student before 30th April 2018.

* The file fee will be deducted from the registration fee (DPI).

Example:

1 child = 150,000 - 5,000 = 145,000 THB

2 children = 285,000 (10% discount) - 10,000 = 275,000 THB

3 children = 412,000 (15% discount) - 15,000 = 397,500 THB

Please submit proof of payment to comptabilite@lfib.ac.th

Please note that the registration fee is not refundable.

Families who have completed the pre-registration process but did not pay the whole sum of the registration fee (DPI), before 30th April 2018, will have their pre-registration cancelled.

Families who follow all steps of the pre-registration will have a guaranteed seat for the school year 2018-2019.

Pre-registration as from May 1st, 2018 :

NOTE:

1. Since the number of classes is determined on the basis of registration as of April 30th, applications made from between May 1st and the 31st will only be considered from June 1st after the classes structure has been approved. All pre-registration requests will be considered **on an availability basis**. If there are places available, after receiving our confirmation, you have to pay, within 3 days, the whole sum of the registration fee which is 150,000 THB per student.

2. Due to the School closing during the summer holidays, applications made between July 16th and August 17th will be processed from August 20th. Applications will only be considered **on an availability basis**. If there are places available, after receiving our confirmation, you will need to pay the whole sum of the registration fee (150,000 THB per student) within 3 days.

a) Click on the link below to fill in the online pre-registration file:

An online link will be activated as from May 1st, 2018

Once your request has been validated, an inscription number will be generated.

This number allows you to follow the pre-registration filing process.

b) Please submit: the complete pre-registration file to administration@lfb.ac.th

(see : [submit the pre-registration file](#))

c) If there are places available, after receiving our confirmation, you need to pay the whole sum of the registration fees (150,000 THB per student) within 3 days.

Example:

1 child = 150,000 THB

2 children = 285,000 THB (10% discount)

3 children = 412,500 THB (15% discount)

Details of available payment methods can be downloaded from our website

at: <https://www.lfb.ac.th/en/admissions/financial-rules>

The payment entails the acceptance of the registration.

Please send us your proof of payment to comptabilite@lfb.ac.th

Please note that the registration fee is not refundable.

The pre-registration of a family, who filled in the online pre-registration form but did not pay the whole sum of the registration fees within 3 days after receiving our confirmation, will be cancelled.

Families who follow all the steps of the pre-registration will have a guaranteed seat for the school year 2018-2019.

Please note:

The registration will be final after validation by the Headmaster, the payment of the registration fee and the procurement of Certificate of resignation (*Exeat*) issued from the previous school (if it is a French one) as well as the school orientation decision (passage to higher class certificate, reorientation, section for *lère*...).

Students wishing to enroll in the secondary level, and belonging to these following criteria, have to take placement tests (1)

- students who haven't followed the official curriculum of the French National Education Program,
- students who haven't attended a public or private French "*sous contrat*" secondary school,

- students who haven't taken whole scholar year courses with CNED (long-distance learning),
- students who haven't attended a school holding a contract with the AEFÉ (French Agency for Education Abroad) or directly managed by the AEFÉ

(1) Placement tests: French (2) and Mathematics (3). About one and a half hours per subject.

To take these tests, please pay a file fee (5,000 THB per student). This sum will be deducted from the registration fee if he/she is accepted to register. However, it will not be refundable if he/she is refused.

(2) Click the link to learn more about the French language program of the junior high school

http://media.education.gouv.fr/file/special_6/21/8/programme_francais_general_33218.pdf

(3) Click the link to learn more about the Mathematics program of the junior high school

<http://www.maths-et-tiques.fr/index.php/programmes>

A student can take these placement tests at the LFIB. Parents may also find a school which will accept to organize them at long distance. The tests in scan format will be sent to these premises which will then be returned back to us in scan format. They will be corrected by our teachers. We will then inform parents of the results.

The payment of the registration fee implies that you agree with this present financial rule (the payment by an employer or by the AEFÉ scholarship is also considered as your payment, thus your agreement with the present financial rule).

RE-REGISTRATION

In case of re-registration at the LFIB, this fee is not charged if the student has left the school for less than 24 months. But contrarily, if the student has left the school for 24 months or more, half of the registration fees must be paid. This timescale is calculated between the date of dropout and the date of (re)schooling. The re-registration fee will not be reimbursed and the file fee of 5,000 THB is required.

SCHOOL FEES

The schooling at the LFIB is charged. The amount is fixed each year and for the whole school year by the School Board.

What do the school fees cover or not cover?

They cover :

- schooling
- textbooks
- partial cost of school trips
- for the primary school: snacks at 8 o'clock and stationery for kindergarten, exercise books for elementary classes
- for the high school: *baccalauréat* examination fee, registration fee of *CNED* for the sections with insufficient numbers of students to open a class
- basic insurance (click [here](#) to view the page)
- "LFIB" T-shirt

They do not cover :

- school bus, lunch, Extra-Curricular Activities
- stationery (pens, compasses, rulers, colouring pencils, etc.) for the primary and secondary school, exercise books for

the secondary school, dictionaries, grammar and reference books (the list is given to parents upon registration)
- examination fee of Cambridge and fees for optional subjects 'apart from common-core syllabus' such as *LV1* other than the English course, *LV2* other than German, Chinese or Spanish courses and *LV3*, which are payable to the CNED. For more information about these optional courses, please contact *La Vie Scolaire*.
- personal health insurance

When will I receive the invoice?

In mid-September, you will receive an e-mail stating that an invoice has been handed over to your child. This invoice contains, for you or your children, the yearly total fees (schooling, school bus, lunches), the payment calendar (yearly or termly) and deposit slips "LFIB" that you have to return to the school once the payment is settled. No other invoice will be sent to you during the school year, unless there are some modifications which may occur.

And if it is my company who pays the fees?

In case of your company paying for the fees, we will send them the original invoice and a copy to you. If your company does not pay the total fees, you pay the remainder and indicate the amount of money on the deposit slip "LFIB" that you will send to the school.

What is the payment schedule?

By the end of August, the school will send an email asking to select a payment frequency option (yearly or termly). Without answer from the parents, it is considered that the termly option has been selected.

Yearly payment = 15th October 2018 at the latest

Termly payment =

Payments are to be made at the latest :

- 1st payment : 15th October 2018 > you pay 40% of the yearly amount.
- 2nd payment : 15th December 2018 > you pay 30% of the yearly amount.
- 3rd payment : 15th March 2019 > you pay 30% of the yearly amount.

Example : if the amount is 100,000 THB, you pay $100,000 \text{ THB} \times 40\% = 40,000 \text{ THB}$ at the latest on 15th October 2018.

Is it possible to have other payment option?

Families who encounter financial difficulties and wish to have a particular schedule of payments can make a written request via e-mail to gestionnaire@lfb.ac.th.

Obtaining a particular schedule of payment is not a right. This schedule of payments is not simply given for convenience, but only in case of financial difficulties. It depends on the families to justify the difficulties.

The request will be examined by the School Board (*Comité de Gestion*).

Are there exemptions or reductions?

A discount on school fees and registration fee is granted for a large family: 10% to the second child of the same family and 15% from the third child onwards

Reduction on yearly payment: 1% reduction on school fees (only for non-scholarship students)

How about the billing of the school fee, transportation fee and canteen fee for arriving/leaving cases during the school year?

- Arriving or leaving during the first or the second term: any half-term started is due in full, the school holidays constitute a mid-term. There is no reduction on school fees for the third term, whenever the arriving or leaving date

may be.

- A short absence, whatever the period of time, will not result in any discount for school fee, canteen fee and school bus fees (especially field trips, sickness, during one-month registration process or cancellation process of the transportation service).

CANTEEN FEE

The canteen fee follows the same conditions as the school fees. The rules applicable to the school fees are also applied to the canteen fee. This fee is compulsory for students from kindergarten to 3e level (however for high school students, registration is required)

EXAMINATION FEES

The registration of all examinations is charged. Fees will be invoiced during the school year and cannot be reimbursed when the registration process ends, except if the Administration decides otherwise.

SCHOLARSHIP

Each year, the AEFÉ (French Agency for Education Abroad) offers scholarships to French families who have been registered at the French consulate in Bangkok and file a request at the Consulate. The application form can be picked up at the LFIB secretarial offices. The grant of the scholarship with Consulate services is subject to the applicant's income.

I will apply for a scholarship when arriving in September, how will my payment be assessed as?

Families planning to apply for a scholarship in the second campaign (in September), are asked

- to inform via e-mail the Accounting Office (comptabilite@lfib.ac.th)
- to provide a *Certificat de Radiation* or non-payment document issued by the CAF (*Caisse d'allocation familiale*)

The families are then invited :

- a) to pay the whole sum of the DPI (registration fees) by which the registration is validated.
- b) to settle the payment of school fees, school bus fee, lunch fee, divided into seven months from November to May (the deadline is at the end of month).

In January, the Accounting Office sends a credit note corresponding to the amount of scholarships granted by the National Commission (AEFE). The quota granted by the AEFÉ may differ from that of the Consulate. Therefore, the family can calculate the remaining sum payable after deduction of process the first payment.

Initial invoice - credit note - the first payment = remaining to be paid

!Attention! In case a scholarship holder arrives or leaves during the school year, the LFIB will make out an invoice containing school fees, school bus fee and lunch fee conforming to the regulations regarding scholarships (billing 1/10 of the yearly tariff per month of school attendance, any month started is due).

For more information regarding the scholarship, please click [here](#).

I filed a scholarship application at the first campaign (in March) then I wish to register my new child at the LFIB for the coming scholar year. How about the registration fee (DPI)?

The School Board (*Comité de gestion*), is concerned about this matter and decided to adjust, for these families, payment conditions of the registration fee (DPI) mentioned in the financial rules (see more at « [scholarships](#) »).

METHODS OF PAYMENT

How to make payment?

[How to pay](#) (click to download)

What is a bill payment?

[Bill payment form to complete](#)

<i>Name</i>	Surname & First name
<i>Code/Class (Ref 1)</i>	It is obligatory to name either the code with 2 letters and 3 numbers (see invoice) or the class of your child.
<i>Inv. no/Description (Ref 2)</i>	It is obligatory to specify either the invoice number or the description of the fees payable.
<i>Amount</i> baht

[An example of bill payment completed](#)

MEASURES FOR NON-PAYMENT

The payment of the school fees due by families, including in cases where such payment are made by third parties, is essential for the proper financial operations of French schools established abroad. Families neglecting their financial commitments to the payment of the school fees are disrupting the sustainability of the cash flow of our institution, which cannot be tolerated.

The present financial regulations explicitly affirm the right to access French education provided by our institution to the payment of school fees. For this reason, families are required to accept and commit to the payment of updated school fees and payment schedule by signing this financial regulation every year.

An invoice stating the amount of school fees due will be issued and sent to each relevant family at the beginning of each payment collection period. If the family doesn't settle the owed dues within 15 days after receiving the invoice, a first reminder notice of the payment deadline will be sent by registered mail with an acknowledgement of receipt. In case of non-payment on or before the deadline mentioned in the first notice, a second notice will be sent under the same conditions and, if necessary, a final reminder with the qualification "last reminder prior to litigation actions" will be sent following the same method.

For families facing financial difficulties, the School may propose a payment installment plan and schedule. The payment schedule with deadlines will be set and signed by the Administrative and Financial Director. It will have to be validated by the Treasurer of the School Board and signed-off by the families concerned. Such payment installment plans will have to be strictly complied with and will not be further negotiated in case of non-payment.

In case of unpaid dues on June 30th of any given year, the School will strictly apply the following rules:

- In case of non-payment of the school fee payable before June 30th of the current year, the student will be removed from the school's enrolled student list;
- If the payment is done between July 1st and August 31st, the student will be reinstated on the school list provided on place availability;
- In case of a settlement of all outstanding dues for an amount less than 100 000 THB between July 1st and August 31st, the first trimester of the following school year will have to be paid before August 31st in order to confirm the student enrollment on the lists ;
- In case of a settlement of all outstanding dues for an amount more than 100 000 THB between July 1st and August 31st, the whole school fee for the full following year will have to be paid before August 31st in order to confirm the student enrollment on the lists;
- In case of litigation undertaken by a lawyer, the following legal fees will be re-invoiced to families as follows:
 - * *drafting and sending of a written request for the payment by registered letter = 5 000 THB (excluding tax);*
 - * *drafting and filing a complaint for overdue and intervention during the mediation and hearing = 30 000 THB (excluding tax);*
 - * *translator fee during hearings : 1 500 THB (excluding tax)/service;*
 - * *document translations : 1 000 THB (with tax)/page*
 - * *taxes and other expenses will be charged to families.*
- Non-issuance of any documents for student's visa application or renewal ;
- In the case where the student is leaving LFIB, while the transmission of the student's administrative and education records will be provided to any other school or education institution, the LFIB retains the right to disclose, as part of the transmitted documents, the existence and the amount of unsettled school fees to LFIB.

PROCEDURE FOR PERMANENT LEAVE

- Inform as soon as possible the Admission Service via e-mail : administration@lfib.ac.th
- Make sure your payments are kept up to date at the Accounting Office: comptabilite@lfib.ac.th
(if not, the *Certificat de Radiation* will not be issued)
- Come to get the student's report file on his/her last day at the school from 8:00. – 11:00. or 13:30. – 15:00
- Return all textbooks borrowed from the school (including the library books and documents), except exercise books on which the student has written:
 - > to the CDI for the secondary level
 - > to the Office of the Primary school for the kindergarten and elementary levels
- Pick up the *Certificat de Radiation* at the Accounting Office.
- Go to the Headmaster's Secretariat office (2nd floor) to have the *Certificat de Radiation* signed and to get the student's report file.

The *Certificat de Radiation* and the student's report file will be handed over to the parents only after the Accounting office check that all payments are settled and all borrowed books are returned.

DAMAGE/LOST

Textbooks returned damaged or lost will be reimbursed and/or replaced by the families. In case of reimbursement, the families will be informed of the price. Books which are not returned within due dates set by the Administration will not be accepted and will be charged. The amount will then be informed.

The School Board (*Comité de Gestion*) of the LFIB reserves the right to amend the financial rules at any time. Registration and maintenance of a student at the French International School of Bangkok are obligated to the unconditional acceptance of the financial rules.

Agreement without reservation with the financial rules.

Date:

Surname and name of legal guardian.....

Write « read and approved » and sign: