

## FINANCIAL RULES

These current financial rules cancel and replace all previous versions.

They are valid from the date of publication.

Updated: May 2021

### INTRODUCTION

The registration of a student at the French International School of Bangkok (hereafter called « LFIB ») implies the explicit and unconditional acceptance of the following texts by the students' family.

- Decisions taken by the Board of the French Foundation for Education and the LFIB School Board;
- Internal rules of the LFIB;
- Current financial rules (hereafter called "**Financial rules**")

Any registration of a child at the LFIB implies the adherence and respect of the Financial Regulations.

### 1. FEES

#### 2021 / 2022 RATES PER STUDENT AS FROM SEPTEMBRE 2021

All fees correspond to one school year	Annual fee in Thai Baht	
	French/Thai/ European Union	Other nationalities
Fees	Based on the student's nationality	
Kindergarten ( <i>PS, MS, GS</i> )	259,414	327,188
Elementary ( <i>CP, CE1, CE2, CM1, CM2</i> )	259,414	327,188
Junior High School ( <i>6ème, 5ème, 4ème, 3ème</i> )	320,762	403,877
High School: <i>Seconde</i>	336,522	423,123
High School: <i>Première</i>	339,610	427,005
High School: <i>Terminale</i>	378,703	459,749
Registration Fee (DPI)	150,000	
Canteen fee, compulsory for students from kindergarten to 3 <sup>ème</sup> . Registration is required for high school students wishing to eat at the canteen.	<b>Kindergarten/Elementary: 21,175</b> <b>Secondary: 22,750</b>	
Registration fee for the International Section ( <i>6ème, 5ème, Seconde and Première</i> )	20,000	

## 2. SCHOOL FEES

The schooling at the LFIB is charged. The amount is fixed each year and for the whole school year by the *Conseil d'Administration* (LFIB School Board), and then approved by the Ministry of Education.

The school fees cover:

- schooling
- textbooks lent to students
- one day school trips and educational projects, however it is possible that for some specific projects or school trips, a partial cost be requested from parents
- for kindergarten: snacks at 8 o'clock and stationery for kindergarten students
- for elementary classes: exercise books
- for Junior High School: *brevet* examination fee
- for High School: *baccalauréat* examination fee, registration fee of CNED if necessary
- basic insurance
- « LFIB » T-shirt

The school fees do not cover:

- lunch
- extra-curricular activities (AES)
- sports association's activities (AS)
- 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 fees for the Cambridge First Certificate (optional) 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

## 3. REGISTRATION FEE

The registration fee corresponds to the financial participation of families for past, present and future investments. They are directly associated to the student who benefits from the facilities and are acquired for the entire schooling period.

The registration fee is not transferable and cannot be refunded at any time.

It must be paid in full before the student's schooling.

In case of a student's re-enrollment or return to school (following a temporary dropout at the initiative of the families), the registration fee will not be due if it has already been paid in full for the entire period of schooling at the LFIB.

**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).**

## 4. CANTEEN FEE

The canteen fees follow 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 3ème. For high school students, an annual registration to the canteen is optional.

## 5. EXAMINATION FEES

The examination fees relating to the *Diplôme national du brevet* and the *Diplôme national du baccalauréat* are included in the school fees. Other examination or certification fees will be invoiced during the school year and cannot be reimbursed when the registration process ends, except if the School Board decides otherwise.

## 6. OTHER FEES RELATED TO SCHOOLING

These costs usually correspond to other activities such as speech therapy, school life assistant, extracurricular activities, Sports Association, homework help, books, insurance options, are not included in the school fees.

A separate invoice is issued with similar conditions to school fees.

## 7. SCHOLARSHIP

Each year, the French Agency for Education Abroad (AEFE) offers scholarships to French families (having been registered at the French consulate in Bangkok) who do not have sufficient resources to cover all or a part of the school fees.

These scholarships are granted within the limit of the annual budget allocation and are subject to a mean-test. The application form can be requested and deposited the French Embassy who will examine them.

Please note that there is a set deadline for depositing scholarship grant requests. Eligible families must contact *Services Consulaires* at the French Embassy in Bangkok to consult the scholarship application calendar.

For any questions, parents can contact *Service Social* at the French Embassy:

- directly by phone at 02 657 5178-79 ;
- by e-mail [bourses.bangkok-amba@diplomatie.gouv.fr](mailto:bourses.bangkok-amba@diplomatie.gouv.fr)

Parents can also be assisted in the process by school staff or parent volunteers who speak French, English, or Thai. Please contact Mrs. Sasaporn CHAUVET (tel 02 934 8008 ext. 105 or by e-mail [s.chauvet@ifib.ac.th](mailto:s.chauvet@ifib.ac.th)) who will put you in touch with a person who can accompany you.

## 8. BILLING AND PAYMENT METHODS

### 8.1. BILLING

The invoice details your child's total sum of annual school and canteen fees, the payment schedule (yearly or termly option) and the "LFIB" bill payment form which has to be returned to the school when the payment is done. You will not receive any other invoices during the school year unless changes are made.

If the payer is an individual, invoices are issued in the name of the legal representative.

In September 2021, parents will receive an email informing that invoices have been passed on to the family through the student.

If the payer is a company, invoices are issued in the company name. They are sent to the address of the person indicated as contact. Parents will receive a copy. If the company does not pay the full amount, parents are responsible to pay the remaining amount by using the "LFIB" bill payment form. They will indicate this sum on the form, make the payment and send it to us.

## 8.2. PARTICULAR CASE - SCHOLARSHIP

### Scholarship students

Families having received AEFE sponsorship for all or part of the fees for year (n-1) will be billed for the fees for year (n) on the basis of the scholarship ratio applied in the previous year.

The invoice will be adjusted after the AEFE's National Scholarship Commission's decision on the final amount of the scholarship to be granted for year n.

### Students potentially eligible for the scholarship

Families planning to apply for a scholarship in the second campaign (in September) will send an email to inform the accounting department: [comptabilite@lfib.ac.th](mailto:comptabilite@lfib.ac.th)

## 8.3 PARTICULAR CASE – REGISTRATION FEE TO THE INTERNATIONAL SECTION

The enrollment of a student in the British International Section ("SIB") entails an additional charge to the School Fees: the British International Section Fee. Enrollment in the SIB can only be done with the approval of the school's educational team.

### Transfer during the school year from a French section to the British International Section

Subject to the approval of the LFIB educational team and the agreement of the family, a student may be required to transfer from the French section to the SIB. The SIB fee is billed starting from the month in which the change of section takes place. A prorata temporis is applied; any month started is due in full.

### Transfer during the school year from a British international section to the French section

Students may also transfer during the year from SIB to the French section.

A credit note will be issued on a pro rata basis; any month started is due in full.

## 8.4 – PAYMENT SCHEDULE

The due dates for payments are indicated on the invoice.

In September 2021, parents will receive an invoice for the upcoming school year. An email asking the confirmation of your payment choice (yearly or termly option) will be sent to you in August 2021. If you do not confirm the option by September 1st, 2021, the school will assume that you have chosen to pay termly.

Yearly payment: payment is to be made, at the latest, on 15 October 2021

Termly payment	Due date	Amount of payable fees
1st payment	15 October 2021	40% of the yearly amount
2nd payment	15 December 2021	30% of the yearly amount
3rd payment	15 March 2022	30% of the yearly amount

## 8.5 – PAYMENT RESCHEDULING

The LFIB may provide families with payment rescheduling for the tuition fee, provided that the family is responsible for all tuition costs and complies with the payment plan procedures described below:

The rescheduling plan does not include these following fees:

- Registration fee
- Extra-curricular activities fees
- Sports Association fees
- Registration fee to the International Section

Therefore, a rescheduling plan can only be proposed to the family who paid the registration fee. A child's schooling is entailed by this payment.

Families who encounter financial difficulties and wish to have a particular schedule of payments can make a written request via e-mail to [daf@lfib.ac.th](mailto:daf@lfib.ac.th)

Obtaining a particular schedule of payment is not a right. This reschedule of payments is not simply given for convenience, but only in case of financial difficulties. The family is required to provide proof of financial difficulties.

The Finance Department will then establish a payment plan for the fees eligible for deferral. This payment plan is reviewed with the family during a meeting with the financial department. This will result in the validation and commitment of both parties. The payment plan must be signed by the student's legal guardians. If the payment plan is not returned within 8 days, it will be considered that the family does not accept the payment plan proposed to them.

The last payment due date cannot be later than 15 June of the current school year and the Payment Plan start date can be between August 1 and September 1.

## 8.6 – 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)

## 8.7 – ARRIVING/LEAVING AND ABSENCE 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 and canteen fee.

If a scholarship student arrives or leave during the school year, the tuition and canteen fees will be calculated in accordance with the scholarship regulations in force (billing of the 1/10th of the annual rate per month of presence, any month started being due in full).

# 9 – DUNNING PROCEDURE

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.

**Therefore, we explicitly affirm in these financial regulations that the right to access to French education at LFIB to the payment of tuition fees.**

An invoice detailing the school fees as well as the payment deadlines is sent to each family before the beginning of each school year.

The following terms and conditions apply to each payment term:

If the family has not paid within 15 days after the due date, a first email reminder called the "**1st REMINDER**" will be sent giving an additional 7 days to pay the due amount.

If payment is not received by the date specified in the first reminder, a second reminder called "**2nd REMINDER**" will be sent by email and by registered letter with acknowledgement of receipt at the family's expense (see below). A deadline for payment will be set at 7 days.

In parallel, on the same day, the concerned family will be contacted by telephone to clarify the family's situation and will be called by the Administrative and Financial Director for an interview.

If no payment is made by the due date and no rescheduling agreement is reached between the financial department and the family, a third and final reminder entitled "**NOTICE BEFORE PROCEEDING**" will be sent using the same procedure at the family's expense (see below).

In parallel of the last reminder, the family will be contacted again by phone to meet with the Principal for an interview.

Finally, if no response or action is taken by the family, the school reserves the right to file a complaint with the Royal Thai Police.

At the end of this reminder process and interviews, non-payment bills will result in the student's non-admission to class and the implementation of legal proceedings.

Re-enrollment of the student cannot be accepted in case of unpaid fees.

**All invoices for the above-mentioned fees are due to the due date stated on the invoice or on the email referring to the invoice.**

**In case of unpaid fees, the school applies the following measures:**

- In case of unpaid fees on June 30th of the current year, the student is removed from the rolls and cannot start a new school year;
- For a total settlement of unpaid fees (including the arrears payment of canteen fees, AES, speech therapy, homework help, AVS, exam fees, bank fees...) between July 1st and August 31st, the student is reinstated on the lists according to the available places;
- 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 = 40 000 THB excluding tax;***
  - + ***translator fee during hearings = 5 000 THB excluding tax / service;***
  - + ***document translations = 1 500 THB excluding tax / page.***
  - + ***taxes and other expenses will be charged to families.***
  - + ***non-issuance of any documents for student's visa application or renewal***

## 10 – PERMANENT LEAVE

It is necessary to:

- inform as soon as possible the Admission Service via e-mail: [inscription@lfib.ac.th](mailto:inscription@lfib.ac.th)
- make sure your payment is kept up to date at the Accounting Office (if not, the *certificat de radiation* will not be issued): [comptabilite@lfib.ac.th](mailto:comptabilite@lfib.ac.th)
- come to get the student's report file on his/her last day at the school from 8 a.m to 11 a.m or 1.30 p.m to 3 p.m
- 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.

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.

## 11 – EXTRA-CURRICULAR ACTIVITIES FEES (AES)

Extra-curricular activities are optional. They are subject to a specific registration process and financial regulations. The registration to the AES gives rise to invoicing according to the AES financial regulations.

Non-payment of AES entail an immediate removal of the student(s) from activities without notice after a single email reminder.

## 12 – SPORTS ASSOCIATION FEES

Activities of the Sports Association (AS) are optional. They are subject to a specific registration process and financial regulations. Registration to the AS gives rise to an invoicing according to the AS rates.

Non-payment of AS activities entails an immediate removal of the student(s) from activities without notice after a single reminder by email.

## 13 – SPEECH THERAPY FEE

Speech therapy is an extra-curricular service and is optional. Details of the fees for speech therapy are posted at the beginning of each school year in the speech therapist's unit and are available upon request. All procedures are billed at the end of the month and are due within one week of the date of the invoice.

An invoice is sent to the family for possible reimbursement by insurance companies.

Please note that payment of invoices to LFIB cannot be made contingent upon insurance reimbursements to parents (CFE, mutual insurance companies, etc.).

Non-payment of speech therapy services entails an immediate termination of speech therapy services without notice after a one-time email reminder.

The consultancy slot of the student, following the cancellation, is then given to the next child on the waiting list.

## 14 – DAMAGE

The LFIB reserves the right to charge families for any costs it may incur in the event of deliberate damage to LFIB property by a student. Any damage or loss of textbooks will be reimbursed and/or replaced by the families. In the case of reimbursement, the cost will be communicated to the families. Books that have not been returned by the deadline communicated by the administration will not be taken back and will be billed. The amount of the invoice will then be specified and will become immediately due