FINANCIAL RULES

These current financial rules cancel and replace all the previous versions prior to the start of the school year **2023-2024.**
They are valid from the date of publication.
Updated: Janvier 2023

INTRODUCTION

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

- The decisions taken by the Board of the French Foundation for Education and the LFIB School Board
- The LFIB's Internal Rules
- The current financial rules (hereafter called **"Financial Rules**")

Any registration of a student at the LFIB implies the adherence and respect of the Financial Rules.

1. FEES

The fees had been formally reported to the Office of Private Education Commission (OPEC), who then authorised the publication by the LFIB.

2023 / 2024 RATES PER STUDENT AS FROM SEPTEMBRE 2023

School year 2023-2024	**Annual fee in Thai Baht**	
School Fees	**French/Thai/ European Union**	**Other nationalities**
	Based on the student's nationality	
Kindergarten (PS, MS, GS)	**269 900**	**340 400**
Elementary (CP, CE1, CE2, CM1, CM2)	**269 900**	**340 400**
Junior High School (6ème, 5ème, 4ème, 3ème)	**333 700**	**420,200**
High School: Seconde	**350,200**	**440,300**
High School: Première	**353,400**	**444,300**
High School: Terminale	**394,000**	**478,400**
Registration Fee (DPI)	**150 000**	
Application Fee	**5 000**	
Canteen Fees : Compulsory for students from kindergarten to 3 ème Optional for high school students	**Kindergarten/Elemenentray : 21 600** **Secondary : 23 200**	
Registration fee in - British International Section (SIB) (Junior High School and High School) and - International French Baccalaureate (BFI)	**20 000**	

Additional Fees (in THB)	**Without distinction based on nationalities**
Speech Therapy (Orthophonie)	**ASSESSMENT** - Written language - Oral language - Logical-Mathematics - Stuttering - Deglutition - Articulation Assessment for 1 skill Assessment for 2 skills Assessment for 3 skills - Fixed price : **7 000** **SESSION** - 30 minutes : **1 300** - 45 minutes : **2 000**
Homework Support (Aide-aux-devoirs)	1 day/week: **4,000**/session 2 days/week: **8,000**/session
Extra-curricular Activities (AES)	Per activity : **450**
Sports Association (AS)	Annual membership fee AS : **7 000** Specific AS Baske : **9 000** Specific AS Football : **11 000** All AS activities : **13 000**
Wechsler Intelligence Scale for Children (WISC) IQ Test	Complete assessment : **18 000**

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).

The school fees cover (hereafter called "School Fees"):

- Schooling
- Textbooks lent to students
- One day school trips and educational projects (For some specific projects or school trips, a partial cost might be requested from parents).
- For Kindergarten: collation at 8:00 am and school supplies
- For Elementary classes: exercise books and textbooks
- For Junior High School: *National Brevet* examination fee
- For High School: *Baccalaureate* examination fee, registration fee of CNED if necessary
- Basic insurance for school activities
- an LFIB T-shirt

The School Fees do not cover:

- Lunch and canteen service
- British International Section and International French Baccalaureate options
- Speech Therapy
- Homework Support
- Extra-curricular Activities (AES)
- Sports Association (AS)
- Stationery (pens, compasses, rulers, colouring pencils, etc.) for both Primary and Secondary schools
- Exercise books, dictionaries, grammar and reference books for the Secondary School, (The lists are given to parents upon registration and published on the school's website).
- Optional exam and other certification fees (Cambridge, DELE, DELF, DALF, HSK, etc.) 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 pedagogical management team
- Student's personal health insurance

3. REGISTRATION FEE (DPI)

The Registration Fee corresponds to the financial participation of families for the 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 once that the student has started his schooling for at least one day.

The Registration Fee ***must be fully paid*** before any schooling. The families who have submitted a scholarship application to the second committee are exempted from paying the Registration Fee until the National Scholarship Committee has made its decision. The families who do not receive 100% of scholarship for the Registration Fee are liable to the school for the difference that is not subsidized by the French State.

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 required if it has already been paid, for the entire period of schooling at the LFIB.

The payment of the registration fee implies that the family agrees with this present Financial Rules (the payment by an employer or by the AEFE scholarship is also considered as the family's payment, thus their agreement with the present Financial Rules).

4. APPLICATION FEE

An Application Fee is required at the time of enrolment and corresponds to administrative costs and possibly to placement tests. These fees are not refundable in any way, even in the absence of actual schooling. In case of interruption in schooling of more than one year, they are payable again.

5. CANTINE FEES

The Canteen Fees follow the same conditions as the School Fees. The rules applicable to the School Fees are also applied to the Canteen Fees. They are compulsory for students from Kindergarten to 3ème. For High School students, an annual registration to the canteen is optional. High school students may also take their meals in the canteen on a daily basis and pay the fixed price per meal. Canteen fees are payable as soon as the service provided by the catering company, the school's service provider, is delivered to all or some of the students and staff. In fact, students who are temporarily absent, in particular due to illness, educational or extra-curricular trips or activities outside the school, class or level “bubble” closures, are required to pay the fixed Canteen Fee.

6. EXAM FEES

The Exam 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 has been completed.

7. BRITISH INTERNATIONAL SECTION (SIB) AND INTERNATIONAL FRENCH BACCALAUREATE (BFI) FEE

For the Secondary classes, the enrolment of a student in British International Section (SIB) proposed in 6ème, 5ème, 4ème, 2nde and Terminale or in International French Baccalaureate (BFI) proposed in 1ère entails an additional charge to the School Fees, so called SIB and BFI fee. Enrolment in SIB or in BFI Section must be validated by the pedagogical management team.

Transfer from Classic Section (or from European Section in High School levels) to SIB or to BFI during the school year

Subject to the approval of pedagogical management team and the agreement of the family, students may be required to change from Classic Section (or from European Section in High School levels) to SIB or BFI. The SIB/BFI Fee will be invoiced according to the month in which the change of section takes place. A prorata temporis is applied, according to the principle that any month started is due in its entirety.

Transfer from SIB or from BFI to Classic Section during the year

Students may also change from the SIB or BFI to the Classic Section during the year. A credit note will be issued on a pro rata basis on the basis that any month started is due in full.

The SIB and BFI Fee is not eligible for scholarships.

8. EXTRA-CURRICULAR ACTIVITIES (AES) FEES

Extra-curricular Activities are optional. They are subject to a specific registration process and separate financial rules. Registration to the any AES will be invoiced according to the fixed AES rates.

The payment of these fees is binding on the family that subscribes to AES in the same way as the School Fees. The families must be in good standing with the School Fees regulations before they can register for AES.

The Extra-curricular Activities Fees are not eligible for scholarships.

The refund conditions for non-provided activities are specified in separate financial rules of the AES.

9. SPORTS ASSOCIATION (AS) FEES

Activities of the Sports Association (AS) are optional. They are subject to a specific registration process and separate financial rules. Registration to the AS will be invoiced according to the fixed AS rates.

The payment of these fees is binding on the family that subscribes to these extra activities in the same way as the School Fees. Families must be in good standing with the School Fees regulations before they can register for the Sports Association's activities.

The Sports Association Fees are not eligible for scholarships.

The refund conditions for non-provided activities are specified in separate financial rules of the AS.

10. SPEECH THERAPY FEES

Speech therapy is an extra-curricular service and is optional. Details of the fees for Speech Therapy are indicated in the table of tariffs. All actions are billed at the end of the month and are due within eight days 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 activities entails an immediate termination of speech therapy services without notice after a one-time email reminder.

The available consultancy timeslot of the student who has quitted will be given to the next student on the waiting list.

The Speech Therapy Fees are not eligible for scholarships.

11. HOMEWORK SUPPORT

Homework Support is an optional service proposed to students for a fee. This service provides a favorable environment for homework and special advices by teachers. It helps the acquisition of notions learnt in class by offering students support in completing their work. Homework Support is available in French for all Elementary classes (CP to CM2). Fees are charged per session and per number of days per week (between 1 and 2).

Homework Support is a pre-paid service. There is no adhesion to any session without payment. The fees of Homework Support are not eligible for scholarships.

12. 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 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

13. 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 under conditions on financial resources. The application form is available at the French Embassy. A complete dossier must be submitted by, and preferably before, the scheduled dateline for examination.

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

Parents can also be assisted in the process by school staff or parent volunteers who speak French, English, or Thai. Please contact the Management Secretary Office at 02 934 8008 ext. 105 or by e-mail secretariat.direction@lfib.ac.th) who will put you in touch with a person who can provide some assistance.

14. BILLING AND PAYMENT METHODS

14.1 BILLING

The Admission Fee and the Application Fee are invoiced separately from the school and canteen fees, except for some exceptional cases.

School Fees, Canteen Fees or other activities subscribed by families are issued in separate invoices. School Fees and Canteen Fees are issued annually.

For families, invoices are issued in the name of the legal representative(s). Invoices are sent by e-mail and are accessible on the EDUKA portal for each parent: https://lfib.eduka.school/ with his/her login and password.

For companies, invoices are issued in the name of the company. Invoices are accessible on the EDUKA portal of each parent: https://lfib.eduka.school/ with their login and password.

If your company does not take full charge of the fees, you must pay the remaining portion and indicate the amount on the "LFIB" payment slip, which you will send.

It is imperative to send your payment notice as soon as you have paid and you will see the updated status on your EDUKA parent portal. If not, please contact the billing department at the following address: facturation@lfib.ac.th

In case of arrears, payments made by families or companies are deducted in priority from school or canteen fees.

14.2 PARTICULAR CASE - SCHOLARSHIP

Scholarship students

Families who have received full or partial AEFE tuition grant will be invoiced for the current school year on the basis of the amount of the scholarship granted. In case of partial grant, the difference that is not covered will be charged to the family.

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: facturation@lfib.ac.th

14.3 PAYMENT SCHEDULE

The due date for payment is indicated on each invoice.

There are two possible options for payment, either an annual payment or a quarterly payment. The families make their own choice at the time of enrolment or re-enrolment on the EDUKA portal, under the "finances" tab.

In case of annual payment, the invoice is payable before 15 October of the current school year. There is no specific discount for annual payments.

In case of trimestral payment, the invoice is payable according to the following schedule:

	Due date	Amount of payable fees
1st payment	15 October of the current school year (N)	40% of the yearly amount
2nd payment	15 December of the current school year (N)	30% of the yearly amount
3rd payment	15 March of the current school year (N+1)	30% of the yearly amount

14.4 PAYMENT RESCHEDULING

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

Arrangement cannot be granted for the payment of the Registration Fee.

Therefore, a rescheduling plan can only be proposed to families who have 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

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 1st October and 1st November.

14.5 REDUCTIONS

Discount on School Fees and Registration Fee is granted for large families: 10% to the second child of the same family and 15% from the third child onwards

There is no special discount for annual payments.

14.6 ARRIVING/LEAVING AND ABSENCE DURING THE SCHOOL YEAR

Arriving or leaving during the first or the second term: any month started with schooling is due for the whole month (1/10th of the annual fee per month of presence is charged).

A short absence, whatever the period of time, will not result in any discount for School Fees. The same rule applies to Canteen Fees (see above, Point 5).

15. DUNNING PROCESS

The payment of the School Fees due by families, including in cases where such payment is 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 and such a conduct is not fair to families who are up to date with their payments.

Therefore, we explicitly affirm in these Financial Rules that the right to access to French education at LFIB is subordinated to the payment of the School 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.

Late payment penalties of 5% of the remaining debt will apply.

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 Headmaster for an interview.

Finally, if no response or action is taken by the family, the school reserves the right to contact a law firm or a collection company.

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 30 June 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 Support, AVS, Exam Fees, bank fees...) between 1st July and 31st August, the student will be reintegrated 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
  + penalty charge at 5% of the outstanding amount

16. PERMANENT LEAVE

It is necessary to:

- Inform as soon as possible the Admission Service via e-mail: inscriptions@lfib.ac.th
- Verify that all the Fees are up to date with the Accounting Office (if not, the *Certificat de Radiation* will mention the debt): facturation@lfib.ac.th
- Pick up the student's school report file on his/her last day at the school from 8 am to 11 am or 1.30 pm to 3 pm
- Return all textbooks borrowed from the school (including the library books and documents), except exercise books on which the student has already worked on:
  - to the CDI for the Secondary level;
  - to the Office of the Primary School for the Kindergarten and Elementary classes.

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.

Place
Date

Signature
Preceded by "Read and Approved"