

Financial Regulations

(updated 15/03/17, applicable for enrolments for the 2016-2017 school year and for enrolments for the 2017-2018 school year)

Preamble

LFKL Henri Fauconnier Bhd. is a Malaysian registered private company, a non-profit making body, which aims to provide the best possible conditions for French education in Malaysia in the framework of a public service concession. The School Board aims therefore to ensure the fees are aligned in the best way possible with these educational requirements.

To enrol or re-enrol any child in the Lycée Français de Kuala Lumpur implies compliance with and respect for our financial regulations. As the school fees represent practically the whole amount of the Lycée's revenue, the actual receipt of these fees determines the smooth running of the school (payment of the salaries of personnel, purchase of materials, maintenance of premises etc.) Agreement to the financial regulations is compulsory at the time of enrolment. The present financial regulations replace previous ones and are therefore the only reference document: provisions set out in former regulations or in any other former document which have not been included in the current document are therefore obsolete.

1 – Membership of LFKL HF Bhd.

Your children will be schooled in the LFKL, administered by LFKL HF Bhd., a Malaysian registered company. The administrative and financial management of LFKL HF Bhd. is entrusted to the School Board, made up of 5 voluntary members who must be parents of students. By enrolling your children at the LFKL, your family becomes by right, until the end of your children's schooling at the LFKL, a member of LFKL HF Bhd., with payment of a single subscription of RM100 included in the initial enrolment fees. This membership status allows you to take part in and stand in the annual elections of the School Board. Leaving the Lycée cancels membership of LFKL HF Bhd.

2 – School Fees

School fees include initial enrolment fees, tuition fees and deposit. These fees are updated once a year, but can be done so more frequently, without prior notice, if particular circumstances warrant it.

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2-1 Deposit

A deposit of **RM 9,000** per child, whatever their level and fee category, must be paid as soon as the school accepts the child's enrolment. **Enrolment is only valid when full amount due has been received.** The LFKL reserves the right to cancel the enrolment application if this deposit is not settled within a period of three weeks. (Attach proof of payment to a message sent to compta@lfkl.edu.my).

The full deposit will be refunded, subject to certain conditions, when the child leaves the LFKL permanently. (Refer paragraph 6 – Permanent departure).

2-2 Initial enrolment

The initial enrolment fees must be paid as soon as the Lycée accepts the child's enrolment: **your enrolment is only valid when the due sum has been received.** The Lycée reserves the right to cancel the enrolment request if the initial enrolment fees are not paid within three weeks (attach proof of payment to a message sent to this address: compta@lfkl.edu.my). These fees are not refundable in any circumstances whatsoever. They are due again for children who re-enrol at the LFKL after three years' absence. Enrolment is valid for 3 months after the planned admission date, beyond which time the place in the school cannot be held.

The **initial enrolment fees for 2016-2017** are **RM8,000** per child.

The **initial enrolment fees for 2017-2018** are **RM10,000** per child

2.3 – Tuition fees

The tuition fees include:

- schooling,
- LFKL insurance, covering school activities, extra-curricular activities within the LFKL, school excursions,
- primary school workbooks, materials for the kindergarten,
- school text books with the exception of dictionaries and reference books,
- the LFKL white tee-shirt once a year,
- Baccalauréat and National Brevet examination fees
 - for students in 1^{er}, *Terminale* and 3e classes,
- examination fees or fees for optional or national linguistic certification the following classes:
 - English: CM2/Troisième/Première classes
 - German, Spanish and Chinese: Première classes
 - French as a Foreign Language (proposed by the teacher)
- some extra-curricular activities in the context of a project approved annually.

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The tuition fees do not include:

- enrolment in the intercultural courses in the 4e, and 3e classes at a cost of 1,100 RM per year¹
- enrolment in the European Section in the Seconde, Première and Terminale classes at a cost of 1,500 RM per year²
- stationery supplies in the primary and secondary classes,
- the canteen which is compulsory up to 3^{ème} inclusive (subcontracted to a private service provider),
- the school bus service (subcontracted to a private service provider),
- optional after-school activities (AES),
- Fees for optional courses “outside the core curriculum”, where payment is made directly to the *CNED* by the family.
- School trips (if a student does not join a school trip organized by his or her class, the person or organization paying the school fees will not be able to claim any pro rata refund for the time the class is away.)
- extra LFKL teeshirts and polo shirts.

¹ These enrolment fees apply only to new enrolments in 2017-2018. The 4^{ème} students who were in the Intercultural Course to the LFKL (ex European Section) in 2016-2017 will not pay the enrolment fees for 3^{ème}.

² These enrolment fees apply only to new enrolments in 2017-2-18. Students in Seconde and Première who were in the European Section to the LFKL in 2016-2017 will not pay the enrolment fees for Première and Terminale.

Fees must be paid for any term commenced:

There will be no reduction or refund of tuition fees for an absence, for whatever length of time or for a departure during the term. New students arriving after half-term, only pay half of the term’s fees.

The following fee schedule, available also on the school website, indicate that the fees vary according to the level of education (Kindergarten, Primary, Lower or Upper Secondary school).

Fees applicable for the 2016-2017 school year

In RM	Initial enrolment (only at the beginning of schooling at the LFKL)	Annual company tuition fees	Annual tuition fees for French and Malaysian students	Annual tuition fees for other nationalities
Kindergarten	8000	29 000	21 600	25 000
Elementary		34 100	26 100	30 000
Collège		40 700	31 500	36 600
Lycée		44 200	33 800	39 800

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Fees applicable for the 2017-2018 school year

In RM	Initial enrolment (only at the beginning of schooling at the LFKL)	Deposit (refundable)	Annual company tuition fees	Annual tuition fees for French and Malaysian students (A)	Annual tuition fees for other nationalities (B)
Kindergarten	10 000	9 000	30 450	22 700	26 250
Elementary			35 800	27 400	31 500
Collège			42 750	33 100	38 500
Lycée			46 450	35 500	41 800

These fees may be modified at any time by the School Board.

All new enrolments at the LFKL will be billed at the full rate.

French individuals benefit from a reduced fee rate, granted on the principle of continuity of public service, that our AEFÉ affiliation and accreditation authorize.

Malaysian individuals will benefit from the same fee rate, as a result of the agreements between our school and the Ministry of National Malaysian Education.

To be eligible for the reduced rate A or B (French, Malaysian and other nationalities) families will have to prove that they pay each of their children's school fees themselves. This proof will be provided by the employer or a third party payer (accountant, auditor) confirming that the school fees of their employee's children are not covered directly, indirectly, partially or wholly by the company.

To benefit from the reduced rate, the document in annexe 1 ([click on this link](#)) of these financial regulations is to be filled out by your company and sent to the LFKL during your registration. This annexe 1 will have to be provided **each year** before September 15th to the secretariat (secretariat@lfkl.edu.my). Without this document and after the deadline of September 15th of each year, you will be automatically charged at the full rate.

2-4 Methods of payment

Payment of the school fees may be made in two different ways:

- Either in 3 payments, on the dates indicated on the invoice (40% of the annual total at the beginning of 1st term, 30% at the beginning of 2nd term, 30% at the beginning of 3rd term),
- -Or the total amount at the beginning of 1st term: a rebate of 3% is then applicable (cf. invoice). If a departure is expected during the year, reimbursement is made on the basis of non-started terms.

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Invoices are addressed to parents both via their children and by email or directly to the third party payer. Payment is made in Ringgit or in Euros (Embassy exchange rate indicated on the invoices):

- either by bank transfer (state the surname and first name of the child clearly in the field "bank reference"); the bank coordinates of the Lycée appear on the school website and at the bottom of the invoices sent out by the Lycée,
- or by Malaysian cheque payable to LFKL HF Bhd.,
- or in cash to the Accounts Department of the school,
- or by *Carte Bleue* (Visa or Mastercard, with supplementary bank charges of 2%).

An additional 10% rebate is applied to the tuition fees of the 3rd sibling in the same family (the youngest) as well as to the subsequent children. No other reduction is possible, unless specifically decided by the School Board in personal and exceptional circumstances.

2-5 Litigation

The day after the payment deadline, or 30 calendar days after the date on the invoice, a first reminder is sent by email to the parents who have not settled their tuition and/or canteen, and/or school bus and/or extra-curricular fees.

If the full payment is not received, after 7 days, a new invoice is sent by email and by mail to the families: with a penalty of 5% of the amount of the initial invoice (that is on the total of the tuition fees, school bus service, canteen and extra-curricular activities) with a payment period of 15 days. Beyond this new date, the Lycée's management reserves the right to deny the students concerned access to the school, while initiating litigation for the amount owing. Any payment default, which cannot be resolved, is systematically turned over to the Lycée's lawyer for the purposes of legal proceedings.

However you are reminded that arrangements can be made with the Finance and Administration Director (daf@lfl.edu.my) on an exceptional basis, who will endeavour to reconcile temporary difficulties that families may experience with the requirements for the Lycée's operation. Any arrangement agreed to by the Lycée requires a written commitment on the part of the family concerned. If you think this applies to you, you are invited to make contact if possible before the first invoice deadline.

Any late payment in respect of the tuition fees, canteen service, school bus service or extra curricular activities, will lead to the exclusion of parent or parents participating in the representative bodies of the LFKL (School Committee, Primary School Council, School Board, Class Council, Committee, General Assemblies etc....)

3- Specific provisions

The school bus and school catering services are assigned to private operators in the form of a subcontracting agreement (rates published for information on the school website). To ensure continuity of service, the LFKL centralizes management of the different transport service providers and the catering service provider. As a result, the LFKL centralizes the invoicing and payments (Canteen + Transport fees) before returning their share to the service providers.

3.1 School Bus Service

The initial registration fees (for new registrations only) and the annual administrative fees are to be paid with the first school bus service invoice. These fees are not reimbursable for any reason whatsoever.

The school bus fees are invoiced each term, with the tuition fees, according to the line taken (Refer fees on the LFKL website). These fees are likely to be modified at any time and without prior notice.

Payment is due for any term started

No reduction or reimbursement of the bus fees will be allowed for any absence, for whatever length of time, or a departure during the term. For new students arriving after half term, the billing will be on a pro-rata basis.

3.2 School Catering Service

The school canteen fees are invoiced every term, with the tuition fees, according to the child's level (Refer fees on the LFKL website). These fees may be modified at any time and without prior notice.

The fees indicated do not include the canteen before supervised tests, extra-curricular activities, revision for the Baccalauréat (for external students). The school canteen fees in these cases will be invoiced separately.

Only absence for medical reasons may allow reimbursement for the meals missed, on the following conditions only: that the school canteen team SHF has been notified by email (cantine@lfkl.edu.my) and that the medical certificate has been given to the LFKL administration (compta@lfkl.edu.my).

The meals reimbursed are accounted for from the day following the reception date of the email. The reimbursement will be in the form of a deduction on the subsequent invoice.

No reimbursement on personal grounds will be granted.

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New students arriving during the year will be billed according to their date of arrival in the school. The same applies for departures during the year.

Students whose canteen or bus service charges have not been settled in the time allotted (see paragraph 2.5 Litigation) will be denied access to the canteen and to the school bus service, until the situation is regularized.

4 – Grants awarded by the French Government

Students with French nationality registered with the French consulate can receive a school grant; subject to the family's income (obtain information from the consulate). After receiving the Local Grant Committee's opinion, the *AEFE* decides the allocation and the amount.

The application for a grant, available on the websites of the school and the French Embassy, is to be made:

- from the beginning of the school year for new arrivals for the school year in progress
- at the latest, in February/ March for other students for the school year to come.

You are advised to respect the submission deadlines of the application strictly for it to be taken into consideration. Families who have requested a grant (send proof of submission of application by email to compta@lfkl.edu.my) are exempted from payment of the advance of the tuition fees up until the decision of the of the Grant Committee, approved by the *AEFE*; payment of the fees remain due after this validation by the *AEFE* (rejected or partial grant) and are to be paid in full within a period of 15 days after a written reminder sent to the families.

Litigation procedures are the same as for the school fees (Refer paragraph 2.5 Litigation).

Eligible families will have the total amount of their deposit returned, after communication of the results of the Grant Committee.

Note: The grant can also cover all or part of the enrolment, canteen or bus service fees.

5 – Funding for the schooling of *lycéens* (upper secondary school students) by the French Government

This scheme was cancelled by the French Government in July 2012.

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6 – Leaving the school permanently

At least one month before the end of the term preceding the departure and before 31 May for a departure of the end of the last term, an email should be sent to secretariat@lfl.edu.my requesting a student's release form (stating the last day of class clearly).

The school records, the medical records and the student's release form (Exeat) and the deposit are only provided after payment of the sum due in full (school fees, canteen fees, reimbursement for lost or damaged books according to the fees posted in the library, extra-curricular activities etc.) and return of text books and all documents borrowed from the library. Reimbursement of the deposit will be made in the same currency as for the settlement of this deposit.

It will only be returned if the notice period of a month prior to the departure date is respected or before 31 May for a departure at the end of the last term. The sent date on the release request form to this address: secretariat@lfl.edu.my will be considered proof of sending.