

Financial Regulations

Updated on 16.05.2018,
Applicable to registrations for the 2017-2018 school year
and registrations for the 2018-2019 school year

Preamble

LFKL Henri Fauconnier Bhd is a nonprofit private company ruled by Malaysian law aiming at providing the best possible conditions for French education in Malaysia, within the framework of a transfer of a public service assignment. The Board of Directors thus ensures that the school fees are aligned with these educational requirements in the best way possible. Registering a child for the first time or continuously at Lycée Français de Kuala Lumpur implies compliance with and observance of our financial regulations. As the school fees represent almost the entire amount of the LFKL's revenue, the actual receipt of said fees determines the smooth running of the school (i.e. payment of staff salaries, purchase of supplies, maintenance of the premises, etc.) Agreeing to the financial regulations is compulsory upon registration. These financial regulations replace previous ones and are therefore the only reference document: provisions set in any former document but not included in this one are thus obsolete.

1 - Membership to LFKL Henri Fauconnier Berhad

Your children will be schooled at LFKL, which is administered by the LFKL HF Bhd -a company ruled by Malaysian law. The administrative and financial management of LFKL HF Bhd is entrusted to the Board of Directors comprising of five voluntary members who must be LFKL students' parents. When you register your children at LFKL your family becomes a de facto member of LFKL HF Bhd until the end of your children's schooling, through payment of a single subscription of RM 100 included in the initial registration fees. As a member, you are entitled to participate and stand in the Board of Directors annual election. Leaving LFKL automatically cancels your membership to LFKL HF Bhd.

2 - School fees

School fees include the initial registration fees, tuition fees, deposit, down payment and penalty fees in case of a potential delay of payment. School fees are updated once a year but can be done so more frequently without prior notice, should particular circumstances demand it.

2.1 Deposit

A deposit of **RM 9,000** per child must be paid upon the school's acceptance of your child's registration regardless of the child's level and rate charged. **Registration is only valid upon receiving the full amount due.** LFKL reserves the right to cancel your application if this deposit is not paid within three weeks (Kindly email proof of payment to compta@lfkl.edu.my).

The full deposit will be refunded -subject to certain conditions- upon your child's leaving LFKL permanently. (See paragraph 5 - Leaving the school permanently)

2.2 Initial registration

Initial registration fees must be paid as soon as the school accepts your child's application: **registration is only valid upon receiving the full amount due.** LFKL reserves the right to cancel your application if these initial registration fees are not settled within three weeks (Kindly email proof of payment to compta@lfkl.edu.my). **These fees are not refundable under any circumstance whatsoever.** They are due again for children registering at LFKL after a three-year absence. The registration remains valid for three months following the planned admission date; please note that the place at school cannot be held past this point.

Initial registration fees for the **2017-2018 school year** amount to **RM 10,000** per child.
Initial registration fees for the **2018-2019 school year** amount to **RM 10,000** per child registered from third year of preschool (Grande Section) up to Terminale.
Initial registration fees for the **2018-2019 school year** amount to **RM 5,000** per child registered in pre-first year (Toute Petite Section), first year (Petite Section) and second year (Moyenne Section) of preschool.
(See Fees applicable)

2.3 Tuition fees

Tuition fees include:

- schooling,
- LFKL liability insurance covering school activities, extracurricular activities within LFKL and school excursions,
- primary school workbooks and preschool small equipment,
- textbooks except dictionaries and reference books,
- the LFKL white tee-shirt given once a year,
- *Baccalauréat* and DNB (*Diplôme National du Brevet*) for 1^{ère}, Terminale and 3^{ème} students examination fees,
- optional language or national examination fees for the following languages and classes:
 - English: CM2/3^{ème}/1^{ère} classes
 - German, Spanish, Chinese: 1^{ère} classes
 - French as a foreign language: Upon the teacher's suggestion
- some extracurricular activities as part of an annually approved project.

Tuition fees do not include:

- registration to the intercultural studies course in 4^{ème} and 3^{ème} classes amounting to RM 1,100 per year
- registration to the European class in 2^{nde}, 1^{ère} and Terminale amounting to RM 1,500 per year ¹
- small supplies in primary and secondary schools,
- canteen fees -compulsory up to the 3^{ème} class included (subcontracted to a private service provider),
- the school bus service (subcontracted to a private service provider),

¹ These registration fees are only valid for newly registered 2018-2019 students. 1^{ère} students in the LFKL European class in 2017-2018 will not need to pay those registration fees in Terminale

- optional extracurricular activities (ECA),
- fees for optional “outside the core curriculum” classes, for which the families must pay the CNED directly,
- school trips (should a student not join a school trip organised for their class, the person or organisation paying their school fees will not be able to claim any refund in proportion to the duration of said trip),
- extra LFKL tee-shirts.

Fees must be paid for any term commenced;

There will be no discount or refund of the tuition fees for an absence -regardless of its duration- or for leaving the school during a term. New students arriving after midterm shall pay half of the term fees.

The following rates, also available on the LFKL website, show a variation of fees depending on the education level (preschool, primary, junior secondary, upper secondary school).

Fees applicable to the 2017-18 school year:

Annual tuition fees in RM	Initial registration (only at the beginning of the child’s schooling at LFKL)	Deposit	Full rate	Reduced rate A	Reduced rate B
Preschool	10,000	9,000	30,450	22,700	26,250
Primary			35,800	27,400	31,500
Junior secondary			42,750	33,100	38,500
Senior secondary			46,450	35,500	41,800

Fees applicable to the 2018-19 school year:

Annual tuition fees in RM	Initial registration (only at the beginning of the child’s schooling at LFKL)	Deposit	Full rate	Reduced rate A	Reduced rate B
Preschool	5,000 for pre-first, first and second years of preschool 10,000 for the other classes	9,000	31,350	23,400	27,050
Primary			36,900	28,200	32,450
Junior secondary			44,050	34,100	39,700
Senior secondary			47,850	36,600	43,050

The Board of Directors may modify these fees at any time.

All new registrations at LFKL will be charged the full rate.

French individuals can benefit from the reduced rate A granted on the principle of public service continuity as authorised by our AEFÉ public service contract and accreditation.

Malaysian individuals can benefit from this same rate due to an agreement between our school and the Malaysian Ministry of Education.

To be eligible for the reduced rate A or B (French, Malaysian and other countries' citizens), families must prove that they pay themselves for each of their children's school fees. Said proof shall be provided by the employer or a third party payer (accountant, auditor) confirming that the company does not directly or indirectly cover part or all of their employee's children's school fees.

To benefit from a reduced rate, your company (or the parent company for international businesses) must fill in the document attached as appendix 1 ([click on this link](#)) to these financial regulations, which then must be sent to LFKL during registration. Said appendix 1 must be sent to the administration office (secretariat@lfkl.edu.my) **each year** before September 15th. Failing that or should it be sent after September 15th of each year, you shall be automatically charged the full rate.

Furthermore, the control committee reserves the right to take all necessary measures with the employers to confirm their statement.

In the event of a fraud, the rate adjustment shall be applied from the beginning of the school year subject to a 5% increase.

2.4 Down payment

A down payment of RM 1,000 per child shall be asked on the first working day of June to all the families whose child or children is/are currently schooled at LFKL. Said down payment shall be paid within 15 days of its date of issuance.

Settling this down payment before the end of the given period **will validate your child/children's next registration**. Failing that, **your child/children will be automatically released from LFKL**. You will then have to proceed with full registration of your child/children again and pay the deposit.

In the event of a down payment made for a child leaving LFKL during the summer, said down payment shall be wholly refunded.

Children benefitting from grants and already attending LFKL are exempted from making said down payment but must absolutely indicate their next registration within the same given period.

2.5 Payment methods

Tuition fees can be paid in two different ways:

- either in 3 instalments -one for each term- on the date indicated on each invoice, plus a down payment in June (40% of the annual total at the beginning of the 1st term less the June deposit, 30% at the beginning of the 2nd term and 30% at the beginning of the 3rd term); or
- in full at the beginning of the 1st term: a 3% rebate then applies (See invoice). In the event of a planned leaving from the school during the school year, the sum refunded is based on non-commenced terms.

Invoices are emailed to the parents or directly sent to the third party payer.

Payment is made in Malaysian Ringgits or Euros (according to the Embassy exchange rate indicated on each invoice):



- either by bank transfer (remember to specify the child's full name in the "bank reference" field) -the LFKL bank details can be found on the school website as well as at the bottom of any invoice issued; or
- by Malaysian cheque payable to LFKL HF Berhad; or
- in cash to the school Accounts Department; or
- by card (Visa or MasterCard, with an extra 2 % for bank charges).

Families with three or more registered children can benefit from an additional rebate on the following basis:

- 10% applied to the tuition fees of the 3rd child of a same family (the youngest one);
- 15% applied to the tuition fees of the 4th child of a same family (the youngest one);
- 20% applied to the tuition fees of the 5th child of a same family onwards (the youngest one(s)).

No other discount is possible, unless specifically decided by the Board of Directors due to personal and exceptional circumstances.

2.6 Litigation

The day after the payment deadline i.e. 15 calendar days from the date of the invoice, a first reminder is emailed to the parents who have not yet settled their tuition and/or canteen and/or school bus and/or ECA fees.

If the full payment is not received after 7 days, a new invoice is emailed to the families including a penalty of 5% of the initial amount (i.e. the total amount of tuition, canteen, school bus and ECA fees), to be paid within 15 days. Past this new deadline, LFKL reserves the right to deny the concerned students access to the school, while initiating litigation for the amount owed. Any default of payment which cannot be solved shall be systematically turned over to the school's lawyer for the purpose of legal proceedings. Failing a regularisation before the end of term, the student may be released from the school for the following term.

However, we kindly remind you that exceptional adjustments can be requested with the Administrative and Financial Director (daf@lfkl.edu.my) who will endeavour to reconcile temporary difficulties a family may experience and the necessities of the school's running. Any adjustment LFKL agrees to requires the concerned family's written commitment. Should you feel this applies to you, we advise you to contact the Administrative and Financial Director before the due date of the 1st invoice if possible.

Any late payment regarding the tuition, canteen, school bus or extracurricular activities fees will lead to the parent(s) participating in the LFKL representative bodies (School Committee, Primary School Council, Board of Directors, Teachers' conference, Committee, General Assemblies, etc.) being excluded.

3 - Specific provisions

Private service providers are subcontracted for the school bus and catering services (which rates are published on the LFKL website for your information).

To ensure continuity of service, LFKL centralises the management of the various transportation service providers and of the catering service provider as well as invoices and payment (canteen + school bus) before giving back each service provider their share, without any extra cost for the families.

The ECA Department offers cultural, sports or artistic activities to pupils and students from CP to Terminale outside of school hours.

3.1 School bus

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

The school bus fees are charged with the tuition fees each term depending on the line taken (See rates on the LFKL website). These fees are likely to be modified at any time and without prior notice.

Fees must be paid for any term commenced:
No discount or refund of the school bus fees shall be granted in the event of an absence - regardless of its duration- or of leaving during term. New students arriving after midterm will be charged in proportion to the number of days left in the term.

3.2 Canteen

LFKL takes care of charging the families for the catering service on behalf of the chosen service provider. The canteen fees are charged with the tuition fees each term depending on the child's level (See rates on the LFKL website). These fees are likely to be modified at any time and without prior notice.

The rates given do not include the canteen before supervised tests, extracurricular activities and *Baccalauréat* revisions (non day students only). Canteen fees in such cases shall be invoiced separately.

A refund for missed school meals may only be granted in the event of an absence for medical reasons, subject to the following conditions: that the canteen team be notified of said missed meal(s) by email (cantine@lfkl.edu.my) and that the medical certificate be sent to LFKL administration (compta@lfkl.edu.my).

The number of refunded meals shall be calculated from the day following the date of receipt of the email. Said refund shall be in the form of credit to be deducted from the subsequent invoice. No refund shall be granted for personal reasons.

New students arriving during the school year shall be charged depending on their date of arrival. The same applies to those leaving during the school year.

Students whose canteen or school bus fees have not been paid within the given period of time (See paragraph 2.6 Litigation) will be refused access to the canteen and the school bus until their situation is resolved.

3.3 Extracurricular activities

Extracurricular activities fees are charged with the tuition fees during the first and last term depending on the activities chosen (See rates on the LFKL website). Said rates are likely to be modified at any time and without prior notice.

The first session is a trial session.

At the end of it, if your child wishes to continue and attend a second one, their registration will be considered final. Fees must be paid for any term commenced and no refund shall be granted during the year except in the following case:

- a prolonged absence of three sessions or more due to an illness or medical problems; the family will then be required to provide a medical certificate as proof.

Registration to a second (and third) Sports ECA will be charged at a 50% rate (the first session is charged 100%, the second and third ones 50%).

If a pupil/student joins an activity during the school year, the subscription shall be calculated in proportion to the number of sessions left.

In the event of an instructor being absent, the sessions will not be refunded as the pupil/student will be in the care of another instructor doing the same activity or a different one.

School bus: If your child is registered for the school bus service, you must warn the relevant person so that said child has their seat booked after their activities.

Canteen: Students who are registered for an activity on Wednesdays will have to eat lunch at the canteen and will be charged subsequently (except senior secondary students and those benefitting from a personalised support plan).

4 - Grants awarded by the French government

Pupils and students who are French citizens registered with the French consulate may benefit from a school grant, subject to the family's income (more information to be obtained from the consulate). Following a decision from the local grant committee, the AEFÉ decides on the awarding and amount of each grant. The application file -available on the Embassy's website- is to be submitted:

- at the beginning of the school year for new pupils/students for the current school year
- in February/March for the other pupils/students for the coming school year.

We kindly advise you to observe the submission deadlines of the application without fail for it to be taken into account. Families who apply for a grant (please email a proof of the submission of your application to compta@lfkl.edu.my) are exempted from paying the tuition fees in advance until receipt of the grant committee's decision approved by the AEFÉ; payment of the fees due after said AEFÉ's final decision (in the case of a rejected or partial grant) are to be paid in full within 15 days from the day a written reminder is sent to the families.

The same litigation procedure to that regarding the school fees applies (See paragraph 2.6 Litigation).

Eligible families shall be wholly refunded of their deposit once the grant committee's decisions are published.

Note: The grant may cover all or part of the registration, canteen and school bus fees.



5 - Leaving the school permanently

At least one month before the end of the term preceding the leaving or before May 31st in the event of a pupil/student leaving at the end of the last term, a request for said pupil/student to be released shall be emailed to secretariat@lfkl.edu.my, specifying their last day of school. The school and medical records, the necessary release certificate to the registration at the next school (Exeat) and the deposit will be given after full payment of the amount due (school, canteen, school bus and ECA fees, reimbursement for damaged or lost books according to the rates indicated in the school library, etc.) and return of all textbooks and all the documents borrowed from the library only.

The deposit will be refunded in the same currency as the one it was paid in. It will only be returned if the one-month notice before the leaving date is observed, or before May 31st for pupils/students leaving at the end of the last term, the date the release request was sent to secretariat@lfkl.edu.my acting as proof.