

# Financial regulations

English version, Updated May, 1<sup>st</sup>, 2025,  
applicable to the 2025-2026 school year and all related situations

## Preamble

LFKL Henri Fauconnier Bhd is a private, non-profit Malaysian company whose corporate purpose is to implement French schooling in Malaysia under the best possible conditions. It operates under an agreement (conventionnement) with the AEFE (Agency for French Education Abroad) and accreditation (homologation) by the French Ministry of National Education. Within the framework of parental management provided for by the agreement with the AEFE, the administrative and financial management of LFKL Bhd is entrusted to a Board of Directors (Conseil d'Administration - CA), composed of elected volunteer members, who must be parents of students.

The Board of Directors ensures that fees are adjusted as closely as possible to the needs of the school. Any enrollment or continued attendance of a child at the Lycée Français de Kuala Lumpur implies acceptance of and compliance with these financial regulations. As tuition fees represent almost all of LFKL's revenue, the effective collection of these fees is essential for the proper functioning of the school (payment of staff salaries, purchase of supplies, building maintenance, etc.). **Acceptance of the financial regulations is mandatory each year.** These financial regulations replace all previous versions and are therefore the sole reference document: provisions in any prior document not included herein are obsolete.

## 1. Membership of LFKL Henri Fauconnier Berhad

Your children will attend LFKL, administered by LFKL Bhd, a Malaysian company. By enrolling your children at LFKL, your family automatically becomes a member of LFKL Bhd for the entire duration of your children's schooling at LFKL, through the payment of a one-time membership fee per parent of RM 100, included in the first registration fees. This membership status allows you to participate in general assemblies and run in the annual elections for the Board of Directors. Each parent is a member of the company (see LFKL Bhd statutes). The definitive departure of your child(ren) from the school automatically results in the termination of your membership in LFKL Bhd.

## 2. School fees

School fees include first registration fees, tuition fees, and the down payment. Additionally, a financial deposit, refundable at the end of schooling, is required. Fees are updated once a year for the following September intake.

### 2.1. First Registration

First registration fees must be paid immediately upon the school's acceptance of the child's enrolment: **your registration is only confirmed upon receipt of the amounts due.** The school reserves the right to cancel the registration request if the first registration fees are not paid entirely within three weeks of acceptance (proof of payment must be sent as soon as payment is made to [compta@lfkl.edu.my](mailto:compta@lfkl.edu.my)). **These fees are non-refundable for any reason.**

The registration remains valid for 3 months after the planned admission date; beyond this period, a place at the school can no longer be guaranteed.

First registration fees amount to **RM 13,200** per child, for entry from the last year of Kindergarten (Grande Section) up to "Terminale" (Year 13/Grade 12).

First registration fees amount to **RM 8,800** per child, for entry into "Toute Petite Section" (Pre-Nursery), "Petite Section" (Nursery), and "Moyenne Section" (Pre-K).

## **2.2. Financial Deposit**

A financial deposit of **RM 13,000** per child, regardless of the grade level and billing rate (individual or company), must be paid immediately upon the school's acceptance of the child's enrollment: **your registration is only confirmed upon receipt of the amounts due**. LFKL reserves the right to cancel the registration request if this deposit is not entirely paid within three weeks of acceptance (proof of payment must be sent as soon as payment is made to [compta@lfl.edu.my](mailto:compta@lfl.edu.my)).

The entirety of this deposit will be returned, under certain conditions, upon the child's definitive departure from LFKL (see section 6). The deposit will be refunded for the same amount and in the same currency in which it was paid (Euros or Malaysian Ringgits).

## **2.3. Re-enrolment after absence**

First registration fees are not payable upon re-registration of a child up to three years after their departure date from LFKL. The submission date of the application serves as proof.

A deposit must be paid even in the case of re-registration after leaving LFKL. (See section 2.2)

## **2.4. Tuition fees**

### **2.4.1. Tuition fees include:**

- Schooling in the French section or the British International section (subject to additional tuition fees) according to the chosen enrollment;
- Civil liability insurance for each student during school hours, including school commutes between home and school, school trips, extracurricular activities, and internships;
- LFKL's liability insurance covering school and extracurricular activities within LFKL, and school outings;
- Exercise books for primary school, small supplies for kindergarten;
- Loan of textbooks, including books/manuals for the British International section, but excluding dictionaries and reference books;
- One LFKL t-shirt provided annually;
- Fees for the national Baccalauréat exams for students in 1<sup>ère</sup> (Year 12/Grade 11) and Terminale (Year 13/Grade 12), as well as fees for the Diplôme National du Brevet (DNB) for students in 3<sup>ème</sup> (Year 10/Grade 9).
- Fees for optional language or national exams/certifications for the following languages and classes:

- English: CM2 / 1ère classes,
- German, Spanish, Chinese: 1ère classes,
- French as a Foreign Language (FLE): upon teacher recommendation;
- Certain co-curricular activities as part of an annually approved project;
- Registration with CNED (National Centre for Distance Education) for specialty subjects not offered by LFKL in 1ère and Terminale classes;
- Registration for the Passerelle program in elementary school if necessary.

#### **2.4.2. Tuition fees do not include:**

- School supplies for primary and secondary school;
- Canteen (lunch service), mandatory up to and including 3ème (provided by a private contractor);
- Optional school bus service (provided by a private contractor);
- Optional extracurricular activities ECA (AES) (see section 4.3);
- Fees for options not offered by LFKL for levels other than 1ère or Terminale, which must be paid directly by the family to CNED;
- School trips (no refund of trip participation fees or tuition fees corresponding to the trip duration can be requested by the family or company if the student does not go on the trip);
- Support for students with disabilities (AESH - Accompagnant d'Élèves en Situation de Handicap / Learning Support Assistant);
- Additional LFKL t-shirts, including the sports association t-shirt.

#### **2.4.3. Arrival during the school year**

Tuition fees for students arriving during the school year are billed pro-rata based on calendar days from the start of schooling according to the billing schedule only (see point 2.7.1), without regard to school holidays or public holidays.

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*In other words, for a child who starts school on 15 December, invoicing of school fees will include the last 17 calendar days of December (last month of the invoicing period), without deducting the end-of-year holidays. For example, for the 2023–2024 school year, the family will be invoiced for 17/119ths of the amount for the first invoicing period (which itself corresponds to 40% of the annual amount).*

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#### **2.4.4. Departure and absence**

Any billing period (see definition in point 2.7.1) in which schooling has begun is due in full. Any end of schooling must be notified to the school at least 15 days before the start of the period. Any failure to provide notification within the aforementioned timeframe will irrevocably result in billing for the period in question.

An absence, regardless of its duration, or a departure during a period, does not entitle the family to any reduction or refund of tuition fees. Very exceptional circumstances (such as divorce, hospitalization, job loss, or transfer) may justify a request for waiver, which will be

reviewed by the management. The Board of Directors will communicate its decision within a reasonable timeframe.

The following fee schedule, also published on the LFKL website, indicates that fees vary according to the level of schooling (kindergarten, elementary, middle school, high school).

#### **2.4.5. Late Payment and Litigation**

The day after the payment deadline, i.e., 15 calendar days after the invoice date, a first reminder is sent by email to parents who have not paid their tuition fees and/or ECA (Extracurricular Activities) fees and/or after-school care fees.

Without full payment 7 days after this first reminder, a new invoice is sent by email: the amount of this invoice is increased by a penalty of 5% of the initial invoice amount (i.e., on the total tuition fees, and ECA and/or after-school care fees) with a payment deadline of 15 days. After this new payment deadline, LFKL reserves the right to deny access to the school to the concerned pupils, while initiating legal proceedings for the amount due before the competent court. Failure to regularise payment before the end of the billing period may lead to the pupil's expulsion the following term or even the complete removal of the pupil from the school register.

Any special request for alternative payment arrangements must be justified by email and addressed to the Administrative and Financial Director ([daf@lfkl.edu.my](mailto:daf@lfkl.edu.my)), who will study the potential implementation of a suitable payment plan or other provisions deemed adequate.

Any arrangements potentially granted are not suspensive of the litigation procedure described above in case of non-compliance by the applicants.

Any late payment concerning tuition fees, ECA, or after-school care fees will result in the exclusion of the parent(s) participating in LFKL's representative bodies (School Board, Primary School Council, Class Council, various committees, etc.).

In accordance with the statutes of LFKL Henri Fauconnier Bhd, no parent (member of the company) will have voting rights at a general assembly if all annual fees owed to the school have not been paid in full. The reference date for determining voting eligibility is 7 (seven) days before the date of the general assembly. Annual fees are construed as all monies due by a Member to the Institute by result of being a Member for whatever cause or reason, including without prejudice to the generality of the foregoing school fees, bus transportation fees, canteen fees or any similar fees.

#### 2.4.6. Fees in RM applicable for the 2025-2026 school year

	Initial enrolment fees*		
TPS/PS/MS**	8,800		
Other levels	13,200		
	Deposit		
All levels	13,000		
	Annual tuition fees 'Corporate' Standard rate	Annual tuition fees 'Private individuals' Reduced rate	<u>Additional annual</u> tuition fees for enrolment in the International British Section 'All public' rate
Kindergarten	41,300	29,800	-
Elementary School	48,500	35,900	-
Middle School	58,000	43,400	9,500
High School	63,000	47,900	9,500

\* only at the beginning of schooling at LFKL

\*\* TPS: Très petite section / PS: Petite section / MS: Moyenne section (Pre-Nursery/Nursery/Pre-K)

These fees may be modified by the Board of Directors once a year for the following September intake.

#### 2.4.7. British International Section

In addition to the standard annual tuition fees ("Corporate" Rate or Reduced "Individual" Rate depending on your situation), enrollment in the British International Section incurs the following specific costs:

- **Additional Annual Tuition Fees**

For Middle School and High School students, an additional annual amount is added to the tuition fees for their level. This amount is billed according to the same terms as the annual tuition fees explained in point 2.7.1 of these regulations.

- **Early Departure Fee**

Starting from the 2025-2026 school year, if you decide to withdraw your child from the British International Section during the year or even after confirming its place but before the beginning of the school year, a fee of **RM 1,000** will be applied. This fee aims to compensate for the costs the school incurs due to this unforeseen departure (class organization, teachers, materials). This fee does not apply in case of withdrawal from LFKL.

#### 2.4.8. Eligibility Conditions for the Reduced "Individual" Rate

All individuals, regardless of nationality, can benefit from the reduced rate. To qualify, families must prove that they personally cover the tuition fees for each of their children.

This proof must be provided by the employer or a third-party payer (accountant, auditor) and certify that the employee does not receive any benefit, allowance, package, or any other form of aid covering all or part of the tuition fees, directly or indirectly. If both parents work, each must provide a financial attestation.

The non-coverage attestation form provided by LFKL ([French version](#) / [English version](#)) must be completed by the employer (parent company for international companies) and submitted to LFKL upon registration.

This proof shall come from the employer or a third-party payer (accountant, auditor) attesting that the employee does not benefit, directly or indirectly, from advantages, allowances, packages, or any other form of indemnity covering part or all of the tuition fees. When both parents work, each must provide an attestation. Self-employed individuals must also submit the attestation specifying their SSM registration number or their SIRET number (if the company is registered in France).

For retired and/or unemployed parents, a sworn statement confirming that no aid is received will be available on EDUKA under the "responsable" (guardian) tab.

#### **2.4.9. Document Submission and Deadline**

The financial attestation must be provided each year **before September 20th** to the student affair office ([scolarite@lfkl.edu.my](mailto:scolarite@lfkl.edu.my)).

After this deadline and without the document, billing will automatically be at the "Corporate" rate.

#### **2.4.10. Verification and Penalties**

The verification committee reserves the right to contact employers to verify the accuracy of declarations.

**In case of fraud, a retroactive adjustment to the standard rate will be applied from the beginning of the school year, with a 5% penalty.**

Families enrolling siblings receive an automatic and cumulative discount, applied from the youngest to the oldest, starting from the 3rd enrolled child, based on the following:

- 10% off the tuition fees for the 3rd child (by birth order) of the same family
- 15% off the tuition fees for the 4th child (by birth order) of the same family
- 20% off the tuition fees for the 5th child (by birth order) of the same family, and subsequent children.

No other reduction is possible, except by special decision of the Board of Directors due to exceptional circumstances.

### **2.5. Down Payment for Re-registration for the Following School Year**

A down payment of **RM 1,000 per child** is requested on the first working day of June from all families whose child is already enrolled at LFKL. The payment deadline for this down payment is 15 days.

**Payment of this down payment validates your child's re-registration request.** However, the final decision on re-registration rests solely with the Head of School. **Failure to pay this down payment by the deadline will result in your child(ren) being automatically withdrawn from LFKL.** You will then need to complete the full re-registration process for your child(ren) and pay the deposit again.



This down payment will be deducted from the tuition fee invoice issued for the first billing period of the following school year.

If the down payment is made but the family leaves during the summer, the paid down payment will be fully refunded.

Families of children receiving scholarships are exempt from paying this down payment, provided they show proof of submitting the scholarship application for the next school year. Parents are still required to indicate their intention to re-enroll their children within the same timeframe.

## **2.6. End of Derogatory Regime for Malaysian Students and Outsourcing of Administrative Procedures for Student pass / Guardian Pass**

### **2.6.1. Malaysian Students:**

Starting from the 2025-2026 school year, families of students with Malaysian nationality are no longer subject to the exemption request procedure previously granted by the Ministry of Education in Malaysia. The LFKL applies the directive dated February 4, 2021 ([Expatriate School Establishment Guideline](#)), and therefore no longer requires administrative fees related to this procedure

### **2.6.2. Student pass / Guardian Pass:**

The LFKL is only authorized to enroll non-Malaysian children who hold a valid residence permit – a “valid pass” as defined in the aforementioned directive (such as a “Dependant Pass” linked to an “Employment Pass” or a permanent residence permit like the “Talent Pass” or MM2H). Therefore, students whose presence in Malaysia is solely for the purpose of attending school, or who do not fall within the aforementioned categories, must obtain a “Student pass” to be admitted to LFKL. One or both parents may, under certain conditions, apply for a “guardian pass” linked to the student’s pass.

As a reminder, according to the aforementioned directive of February 4, 2021, LFKL is only authorized to enrol French or international students if they hold a valid residence permit, namely a dependant pass (except dependant passes linked to a “digital nomad visa” - known as DE Rantau Nomad Pass) or a valid Student pass.

Given LFKL’s status as a school for expatriates, the issuance of a “Student pass” to students who are not French nationals is restricted. Only students who have at least one French parent or who come from the French educational system may be admitted.

Student pass application involves two steps: first, seeking approval from the Ministry of Education (MOE), followed by an application to the Immigration Department for the issuance of the Student pass. The first step is lengthy and can take up to two months, while the second step is usually completed within two weeks.

Starting from the 2025-2026 school year, LFKL will no longer charge any administrative fees for Student Pass / Guardian Pass applications. Furthermore, LFKL will no longer handle any direct procedures with the authorities. The application process is now outsourced to the companies [Moore Bzi Sdn Bhd](#) and Veenika Services and Management, LFKL's exclusive professional partners. Families will deal directly and exclusively with one of these two companies specialized in visa procedures.

The schedule of professional fees negotiated by LFKL with these agencies - updated as of May 1, 2025 - (to which government fees will be added) are as follows:

Permit	Professional Fees / per applicant *	Fees imposed by Malaysian authorities (indicative) in RM
<b>Student pass</b>	RM 1 100,00	Student pass fee: 60,00 per year Visa fee : 12,90 Journey Performed visa fee : 12,90
<b>Guardian Pass</b>	RM 1 200,00	Student pass fee: 90,00 per year Visa fee : 12,90 Journey Performed visa fee : 512,90
<b>Personal Bond**</b>	RM 1 500,00	N/A
<p><b>* The indicated professional fees include the application for approval from the MOE but do not include:</b></p> <ul style="list-style-type: none"> <li>- The 8% SST service tax</li> <li>- Fees imposed by Malaysian administrations.</li> </ul> <p><b>** Fees related to the Personal Bond are required only for the first application and are refunded upon the applicant's departure after deducting visa cancellation fees imposed by the administration.</b></p>		

Families are invited to contact Moore Bzi Sdn Bhd directly ([info@moorebzi.com](mailto:info@moorebzi.com)) or Veenika Services and Management ([veenika\\_servicesmanagement@yahoo.com](mailto:veenika_servicesmanagement@yahoo.com)) directly for any specific request regarding their situation and to take into account **in all cases** the time required to obtain the documents (approximately 8 weeks).

These professional agencies have been selected by LFKL and will be valuable intermediaries to advance your applications and help you and our administrative services avoid delays and repeated trips to the authorities in Putrajaya. LFKL will no longer support or sponsor any applications handled by other service providers or submitted directly by parents to the immigration authorities and/or the MOE. All additional costs incurred due to delays or administrative incidents, particularly those requiring a temporary pass, are the responsibility of the families. These temporary pass applications must also be submitted to the aforementioned companies.

LFKL will still be able to track the progress of applications and will remain available in case of difficulties ([scolarite@lfkl.edu.my](mailto:scolarite@lfkl.edu.my)).

## 2.7. Payment methods

Payment of tuition fees can be made in two ways:

- *Either in 3 instalments according to the quarterly billing schedule, respecting the dates indicated on the invoices:*
  - o **September:** invoicing for the 1st period (September to December), corresponding to 40% of the annual amount minus the down payment made in June, if applicable;
  - o **January:** invoicing for the 2nd period (January to March), corresponding to 30% of the annual amount;



- **April:** invoicing for the 3rd period (April to July), corresponding to 30% of the annual amount.
- Or in full at the beginning of the 1st period: a 3% discount is then applied. The invoice is issued in September. In case of early departure during the year, the refund is made according to the principles stated in point 2.4.4.

### 2.7.1. Periodic invoicing schedule

	<b>1st period</b> Start of September (first day of class) to end of December	<b>2nd period</b> Start of January to end of March	<b>3rd period</b> Start of April to start of July (last day of class)	
<b>Periodic invoicing</b>	40% of tuition fees	30% of tuition fees	30% of tuition fees	
<b>Yearly invoicing</b>	Annual tuition fees invoiced from September with a 3% discount			

Invoices are sent to parents or directly to third-party payers by e-mail.

The amounts payable are calculated in RM and converted into Euros at the chancellery rate in effect at the time of billing (both amounts are indicated on the invoice). The chancellery rate is available on the [website of the Directorate General of Public Finances](#).

Payments are made:

- either by bank transfer (please specify the child's first and last name in the "bank reference" field) to CIMB Bank for payments in RM or to BRED for payments in Euros. The school's bank details appear on the school website and at the bottom of the invoices;
- or by Malaysian cheque payable to LFKL Berhad (payment in RM only);
- or in cash at the school's accounting department (payment in RM only).

The payment deadline for invoices is 15 calendar days from the invoice issue date.

### 3. **Passerelle (Bridging) programme**

Passerelle is an educational program for non-French-speaking students from CP (Year 2/Grade 1) to CE2 (Year 4/Grade 3), allowing them to deepen their understanding of the French language in addition to regular class hours. These educational workshops are led in the afternoon by specialized French teachers (French as a Foreign Language).

Admission to the Passerelle program will be decided after a morning of observation/tests. If students arrive during the school year, the teaching team will assess the opportunity for the student to join this program.

*The Passerelle program does not incur any additional fees.*

Pupils are admitted to the *Passerelle* programme following a morning of observation/tests. For pupils arriving after the start of the school year, the teaching team will assess the possibility of the pupil joining this programme.

#### **4. Ancillary services**

Ancillary services are offered in conjunction with schooling at the French lycée:

- School Canteen (Lunch Service)
- School Transport
- Extracurricular Activities
- After-School Care (Garderie)
- Sports Association
- Support for Pupils with Special Educational Needs (SEN)

##### **4.1. School canteen**

School canteen service is mandatory for students from kindergarten to 3<sup>ème</sup> (Year 10/Grade 9) inclusive, except for students with an Individualized Support Plan (Plan d'Accompagnement Individualisé - PAI) approved by the Head of School.

High school students can opt for the half-board (demi-pension) or external regime.

The school canteen service is entrusted to a private operator selected following a rigorous tender process launched by LFKL (rates will be published for information on the school's EDUKA platform).

Parents will maintain direct contractual relationships with the operator, who will bill them directly for the services. Students whose canteen fees have not been paid to the said operator within the allotted time may be denied access to the school canteen by the provider until their situation is regularized. For students under the mandatory half-board regime, payment irregularities could jeopardize their enrolment at the school. The exact conditions will be specified to the family in the general terms and conditions for subscribing to the service.

##### **4.2. School bus**

The school transport service is entrusted to a private operator selected following a rigorous tender process launched by LFKL (rates will be published for information on the school's EDUKA platform).

Parents will maintain direct contractual relationships with this operator, who will bill them directly for the services.

Students whose transport fees have not been paid to the said operator within the allotted time may be denied access to school transport by the provider until their situation is regularized. The exact conditions will be specified to the family in the general terms and conditions for subscribing to the service.

##### **4.3. Extracurricular activities**

LFKL offers extracurricular activities (cultural, sports, or artistic) outside school hours for students from kindergarten to Terminale. Registrations take place on the EDUKA platform

managed by the school, twice a year. The fees for the various AES, indicated in advance, vary according to the coaching costs of the activities and the depreciation of materials.

The annual ECA schedule is divided into two periods during the school year:

- First period: September to January (registration in September)
- Second period: February to June (registration in January)

**The first session is a trial session.** After this first class, if your child wishes to continue and attend a second session, the registration is considered final. In case of an instructor's absence, sessions are not refunded; the student will be supervised by another instructor in an identical or different activity, provided places are available.

Billing is done with the tuition fees in January (for the 1st period) and April (for the 2nd period). In accordance with the ECA regulations, any disciplinary sanction leading to temporary or permanent exclusion from an activity cannot give rise to a refund. ECA fees can be consulted on the school's EDUKA platform and are subject to change before each period.

#### 4.3.1. Arrival during the period/departure/absence

If an activity is joined mid-period, the fee will be calculated pro-rata based on the number of remaining sessions. Any period started is due, and no refund will be made during the period except in the following cases:

- Prolonged absence exceeding 3 sessions (inclusive) due to illness or medical problem; a medical certificate will then be requested from the family for justification. Note: absences related to self-isolation for positive COVID-19 cases or close contacts of positive cases, being less than 3 sessions, will not be refunded;
- School closure and/or suspension of ECA imposed by Malaysian authorities as part of the fight against COVID-19.

#### 4.4. Childcare - HEVEA

**For pupils schooled at the Hevea site**, LFKL offers an afternoon care service, subject to sufficient demand, primarily intended for children from Petite Section (Nursery) to CE2 (Year 4). Registration requests should be sent by email to: [garderie@lfkl.edu.my](mailto:garderie@lfkl.edu.my). Registrations are accepted **subject to availability**, i.e., **a maximum of 15 places per day** for this academic year.

##### 4.4.1. Fees and Billing

The service is invoiced each billing period, based on a rate of **50 MYR per day**. **School holidays and public holidays are not invoiced.**

The choice of days of the week cannot be changed during the billing period, and changes for the following period will be accepted subject to availability. Children's absences will not be refunded.

Days of the week	Monday	Tuesday	Wednesday	Thursday	Friday
After-school childcare hours - PM	2:45 – 5:30	2:45 – 5:30	12:00 – 4:30	2:45 – 5:30	2:45 – 5:30

#### **4.4.2. Late Pick-up and Failure to Collect**

In case of lateness exceeding **15 minutes** after the end of the service, a surcharge of **50 MYR** will be invoiced.

If no parent or legal guardian arrives to collect the child **15 minutes after the end of classes**, even without prior registration for after-school care, the management reserves the right to **place the child in after-school care and invoice the family at the after-school care rate.**

#### **4.5. "Association sportive" - Sports Association**

LFKL offers non-compulsory extracurricular activities within the framework of the Sports Association, supervised by our PE teachers, aimed at enhancing competitive sports practice. Registration for the school's Sports Association, a member of UNSS (National Union of School Sports), and participation in its activities are subject to payment of an annual fee of **150 MYR per child.**

#### **4.6. Support for Pupils with Special Educational Needs (SEN)**

Dedicated support can be implemented according to the pupil's needs:

- **Individually** (the support staff member is exclusively dedicated to one pupil),
- **Shared** (the support staff member distinctly supports several pupils during the week),
- or **Collectively** (the support staff member supports several pupils in the same class simultaneously).

The need takes into account any prior AESH notification established by an MDPH (Departmental House for Disabled Persons in France) and is determined after a formalised assessment by the teaching teams, based on which the management will propose individualised support plans to the concerned families. Families bear the support costs in addition to tuition fees.

- If the family provides the support assistant, the latter must not be a parent or direct ascendant of the pupil, and a tripartite agreement between the school, the parents, and the assistant must be established to authorise the assistant to operate within the school in accordance with the educational framework defined by the teaching staff. The assistant must comply with the legal requirements applicable in Malaysia, particularly those of the immigration department, and their suitability for educational support may be assessed by the school management. In this scenario, LFKL does not intervene in the economic or contractual relationship between the family and the assistant.
- If the family does not have the appropriate resource, LFKL may, subject to resource availability, provide all or part of the working time of SEN support staff employed by the school. In this hypothesis, LFKL handles the administrative and contractual procedures and re-invoices the full costs to the families.

##### **4.6.1. Cost and Invoicing**

The reference cost re-invoiced to families for support provided by LFKL staff is **360 RM per weekly hour, mensualised (calculated monthly)**. This amount is calculated on an annualized basis and does not account for any school holidays or occasional interruptions (sick leave, public holiday, school trip, etc.). Any month started is due in full.

When the support staff looks after several pupils in the same class, the cost is shared among the families, resulting in a reduction of 50% (2 pupils), 67% (3 pupils), or 75% (4 pupils) of the invoicing for the collective support durations.

LFKL can facilitate access to the AEFE financial aid scheme for French pupils. When the child is not eligible for AEFE financial support and the implemented support is not collective (shared within the same class), LFKL contributes 20% of the re-invoiced cost. Invoicing is bi-monthly: from September to the end of January, and from February to June. In case of early departure, only non-started months will be refunded, subject to 1 month's notice.

#### **4.6.2. Specific Provisions for AEFE Aid**

Families eligible for AEFE financial aid for French pupils must follow the necessary procedures. Reimbursement of fees occurs only after notification of aid by AEFE. A financial support agreement or service contract is required for families applying for AEFE financial aid. For other families, these financial regulations serve as the financial agreement.

### **5. Bursaries Awarded by the French State**

Pupils of French nationality registered with the French consulate may benefit from a school bursary, subject to family income and assets conditions (enquire at the consulate). After review by the local bursary committee, the AEFE decides on the award and amount. The bursary application file, available on the embassy's website, must be compiled:

- from January/February for the upcoming academic year (CCB1),
- from the start of the academic year for newcomers for the current academic year (CCB2).

**It is advised to strictly adhere to the application deadlines for it to be considered.** Families who have applied for a bursary (send proof of application submission by email to [compta@lfkl.edu.my](mailto:compta@lfkl.edu.my)) are exempt from advancing tuition fees until the result of the bursary committee validated by AEFE **but must pay the deposit and first registration fees**. Payment of the remaining fees due after AEFE validation (bursary rejected or partial) is payable in full within 15 days after a written reminder is sent to the families.

The overdue payment reminder procedure is the same as for tuition fees (See paragraph 5).

### **6. Final departure**

To allow the school to best adapt its organisation to actual enrolment numbers, families are requested to inform the management as early as possible of a potential final departure, even when it is not yet certain (this information will have no consequences for the pupil and their family if the departure is ultimately not confirmed).

When the final departure is confirmed, a withdrawal request should be sent by email to [scolarite@lfkl.edu.my](mailto:scolarite@lfkl.edu.my), clearly stating the last day of class. Any unplanned or unconfirmed departure not communicated within the timeframe indicated in point 2.4.4 may result in a non-refundable charge for the current or following term.

At the time of final departure, the school records, medical file, and the administrative document necessary for enrolment in another institution (transfer certificate) will be given to the family.

The family must settle all outstanding amounts before departure (tuition fees, reimbursement for lost or damaged books if applicable according to rates displayed at the

CDI/library, AES, etc.) and return all textbooks and documents borrowed from the CDI. Failing this, unrecovered amounts will be deducted from the deposit.

If the total fees are not settled at the time of the pupil's effective departure, the amount of the outstanding debt will be stated on the transfer certificate document (provision stipulated by AEFE circular of 16th March 2015, regarding the recovery of school fees).

## **7. Exam Fees for External Candidates – Not Enrolled at LFKL**

For information, LFKL applies a specific fee structure for visiting exam candidates not enrolled at LFKL.

This fee structure is also intended to apply to children of LFKL member parents (with at least one sibling enrolled in the school) who are not enrolled and regularly attending LFKL. It includes potential retakes but applies to each annual sitting.

Exam – Papers Taken	Applied Fee
Brevet des collèges in 3ème (Year 10)	RM 750
Bac – Anticipated French exams in 1ère	RM 2,000
Bac – Terminale exams (Year 13)	RM 2,600