

Financial Regulations

Article 1 / General Provisions

1.1 These financial regulations shall be an integral part of the Community Life Law of the International French School of Amman (LfiA). These regulations are annexed to the internal regulations of the International French School of Amman (LfiA). These regulations must be approved/accepted upon registration, whereas these regulations are given to parents during the registration process. Moreover, it is available on the school's website for review.

1.2 The Board of Directors reviews school fees and enrollment fees annually, as well as the discounts percentages granted to specific groups of students (see Article 1.4).

1.3 Parents shall bear/pay the following:

- Initial registration and re-enrollment fees,
- School fees (covering the education only),
- Fees for the optional extracurricular activities,
- Insurances
- Small school supplies (pens, rulers, notebooks, etc.), except for the writing notebooks, whereas the school provides such to kindergarten and primary classes only,
- primary and secondary school books,
- The cost of trips or visits, especially 50% of the cost of night trips (, and a single-family shall not bear more than 500 Jordanian dinars for each child.
- Registration of students who must register with the CNED, including transmission fees,
- Registration fees for language tests,
- Registration fees for the National Certificate Examination and the National High school Exams (Tawjihi),
- Travel and accommodation fees for any school exam held outside Amman,
- The material fees provided by the Knowledge and Culture Center (Media Library and Documentation Center libraries BCD). Such fees are non-refundable (see regulations CCC).

1.4 Membership in Parent Association Board at the International French School of Amman:

Parents who have paid school fees for the current period, or who have signed a written agreement on a timetable with the financial administration at the International French School of Amman are considered ex officio members of the Parent Association Board.

Article 2 - Validity and Review

2.1 The Board of Directors approved these financial regulations on June 2, 2020, which is an amendment to the financial regulations issued on January 1, 1996.

2.2 The Board of Directors may review the current financial regulations at any time and shall be applicable at once.

Article 3 - School Fees for the Initial Registration

3.1 The International French School of Amman (LFiA) collects registration fees for any student who wishes to register or re-enrol at the school. **In order to obtain an exemption from paying registration fees during school re-enrollment, the period between the cancellation of student registration and the date of his presence at the school must be less than five years, and it must be connected with the parents being transferred of outside the country due to their work requirements.** This amount shall be non-refundable to every child except in exceptional cases after consulting the Parent Association Board.

3.2 Discounts on registration fees, school fees and / or additional/ extracurricular activities may be granted based on the following conditions:

I. Locally Recruited Staff:

- **The staff of the International French School of Amman (LFiA):** 75% discount for the first two siblings on the initial registration fees, school fees, additional/ extracurricular school activities fees, and 50% discount for rest siblings,
- **Employees of the French Embassy in Jordan, the French Institute for the Near East (I.F.P.O), the French Institute for Press (I.F.J) and the French Development Agency (A.F.D):** 33% discount on school fees;

Provided that:

- The staff is employed under unlimited contract,

And

- The latter or his/her spouse, wife under the PACS system or who are married, do not receive any bonus, allowance, or increase aimed at paying all or part of the education fees of the child or children enrolled in school. A written declaration from the employer must be submitted, as well as a written declaration from the employee. This declaration must be submitted at every re-enrollment.

II. As for Siblings:

- 10% discount on the third child,

And

- 20% as of the fourth child.

Note: The discount stipulated in paragraph 1, which is applied automatically, shall not be combined with the discount stipulated in paragraph 2. The discount shall apply as of the first day of the semester if the job/office is taken during the semester.

3.3 An invoice for re-enrollment fees of 200 JD shall be issued in the third quarter of the previous school year in order to ensure the re-enrollment in the following year. These fees will be deducted from the costs of the first period of the next academic year.

3.4 Registration or Drop-off during the year

As for children who arrive at school during the semester, payment of school fees is due as of the first day of the school month.

As for children who leave school during the semester, there will be no partial refund. The principal must be notified in writing of the student's drop-off by email (proviseur@lfia.edu.jo) as soon as possible and at least 15 days before the deadline.

3.5 Long-term Absence

A partial refund after consulting the Parent Association Board at the International French School of Amman (LFiA) for Long-term absence (more than one month of non-school holidays) due to justified medical reasons.

3.6 Force Majeure Case

In the event of a temporary closure of the school by a decision of the local authorities, the tuition fees shall be fully payable, provided that distance education/learning is provided during the closing period.

All optional additional extracurricular activities fees and the fees for transportation services offered by the bus company shall be paid on a pro-rata basis depending on the service provided.

Article 4 - Payment terms

4.1 The initial registration fee and insurance fees shall be paid in full on the registration day.

4.2 The tuition fees are paid in three instalments, distributed over 3 periods, at the beginning of each financial period, as follows:

- First period (40%): from September 1 to December 31.
- Second period (30%): from January 1 to March 31.
- Third period (30%): from April 1 to June 30.

Payment must take place within 15 days of the invoice's date. Later to this period, written reminders shall be sent to parents who are late for a payment.

Failure to pay or failure to sign a written agreement on a schedule prior to the end of the semester may result in the cancellation of the student's registration. In the case that no settlement is made at the end of the school year, the principal cannot re-enroll the student unless the Parent Association Board decides otherwise.

In the event of any difficulties when paying the amounts due, families are required to contact the school's accounting department as soon as possible on the following email: (compta@lfia.edu.jo).

The amounts shall be collected on two stages, amicably and judicially:

The amicable stage:

J: Send the invoice with 15 days grace to settle it.

J + 15: First warning.

J + 30: second warning.

J + 45: Notice before proceeding, and given 7 days to respond.

The Judicial stage:

Refer the file to the legal counsel for legal collection.

Note: The family shall bear the full costs of the judicial phase, which are added to the sums due.

4.3 School transportation fees are paid according to the same schedule of the tuition fees. The minimum enrollment period for a school bus is a full semester, and the transportation fees for each semester is due from the beginning of that semester. The service shall be provided in 72 hours after receiving the registration and details of the residence address. **This period shall be binding.**

Registration during the semester is available according to the available seats. Invoices will be issued based on the month of commitment.

4.4 Payment must be made by check or bank transfer to the account of the International French School of Amman and according to the payment methods indicated in your quarterly invoice.

4.5 Registration fees can be paid in EUR by a bank transfer. The exchange rate applied upon payment shall be the exchange rate applied at the embassy.

(Browse https://www.economie.gouv.fr/dgfip/taux_chancellerie_change_resultat/monnaie/JOD)

Article 5 -School Scholarships

5.1 French students may apply for a school grant under the conditions set by the French Education Agency Abroad (AEFE). Interested families can learn more through the agency's website (www.aefe.fr), the "Scholarships" section, or contact the consulate service of the French Embassy in Jordan or the headmaster.

5.2 Parents, when applying (s) for the scholarship, shall undertake, in writing, to pay a portion of the school fees that are not covered by the scholarship. (The undertaking explains all fees due to the International French School of Amman). According to the provisions of article 4 of these regulations, any amounts due must be paid within 15 days after being notified with the results of the National Scholarship Committee.

Article 6 - Proof of Payment / School Certificate

6.1 The school certificate shall be issued only to the parents who have paid the fees stipulated in paragraph 1.3.

6.2 Only the amounts actually paid on a specific date shall be mentioned in the payment of school fees proof, which must comply with the details of the list of fees indicated in paragraph 1.3 in relation with the child.

Article 7 - Final drop-off

7.1 In the event of a final drop-off, the principal must be notified in writing, as soon as possible and at least 15 days before the scheduled date, in order for the school principal to implement the drop-off procedures (school file, cancellation of registration, etc.).

On the other hand, all books and documents borrowed from the school must be returned no later than the last day of the student's attendance at the school. In the event that such books and documents are lost, the family must pay all costs thereto. (See Article 1)

Parents should contact the secretarial office of the principal on the following email (secretaire@lfia.edu.jo) in order to obtain a registration cancellation certificate, also known as "exeat," which is indispensable for future school enrollment, and possibly the child's school file.

These documents are provided only to the parents and after the treasurer checks with the Parent Association Board that all the amounts due have been paid. Such documents shall be handed personally and against a receipt.

Article 8 - Miscellaneous

The school uses the Eduka tool for its financial management that has all the resources related to the various costs mentioned in these regulations, as it is available and accessible at (<https://lfia.eduka.school>)

In the event of a dispute, the courts of Amman have the jurisdiction for ruling thereof.

The French version of these financial regulations shall prevail over the translations into Arabic and English.

For: The Management Committee of the International French School of Amman
David Martinion
Chairman of the Parent Association Board
International French School of Amman
Amman, June 2nd 2020