

## Financial Regulations

### **Article 1: General Provisions**

**1.1** These regulations shall be an integral part of the Community Life Law of the French *international* School of Amman (LFI). These regulations are annexed to the internal regulations of the French *international* School of Amman (LFI). 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** Tuition fees, Registration fees as well as reduction percentages granted to certain categories of students (see Article 1.4) are subject to review by The Management Board.

**1.3** Parents are responsible for:

- Initial registration and re-registration fees.
- Tuition fees (Covering the education only).
- Optional extracurricular activities fees (AES).
- Insurances.
- Small school supplies (Pens, rulers, notebooks, etc....), except for the writing notebooks that will be provided by school, only for Kindergarten and Primary classes.
- Elementary and Secondary school books.
- Any additional costs arising from trips, tours, or overnight trips, except for mandatory outings during school hours.
- Registration of students who must register with the CNED, including transmission fees,
- Registration fees for language tests.
- Registration fees for the French National Brevet diploma exam and the Baccalauréat exam (Tawjihi),
- Travel and accommodation fees for any school exam held outside Amman.
- Material fees provided by the Center of Knowledge and Culture (The Media Library and the Library Documentation Center (BCD)). These fees are non-refundable (See Regulations CCC).

### **1.4 Membership in Parents' Association of the French *international* School of Amman:**

Parents of students who have paid tuition fees for the current term or have signed a written agreement on a timetable with the financial department of the French *international* School of Amman, are ex-officio members of the Parents' Association.

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### Article 2 - Validity and Revisions

2.1 These financial regulations are adopted by the Management Board on February 16<sup>th</sup>, 2022, amending the financial regulations of January 1, 1996.

2.2 the current financial regulations may be revised at any time by the Management Board for immediate implementation.

### Article 3 - Tuition Fees for Initial Registration

3.1 the French *international* School of Amman (LFiA) collects registration fees for any student enrolled or re-enrolled in school. **To be exempted from paying registration fees during school re-enrollment, the period between the cancellation of the student's registration and the date of his school attendance must be less than five years. The motive of the family's departure shall be related to a job transfer outside the country.** This amount shall be non-refundable to every child except in exceptional cases after consulting the Parents' Association.

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

#### **I. Locally Recruited Staff:**

- **The staff of the French *international* School of Amman (LFiA):** 75% discount for the first two siblings on Initial Registration fees, tuition 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 tuition 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, rise, or invoiced refund aimed at paying all or part of the tuition fees of the child or children registered in the school. A certificate from the employer must be submitted as well as a sworn statement from the employee. These two certificates must be submitted at every re-enrollment.

#### **II. As for Siblings:**

- 10% discount on the third child, on the school fees only ;

#### **And**

- 20% as of the fourth child, on tuition fees only.

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**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 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 tuition fees is due as of the first day of the school month.

As for children who leave school during the semester, any period started is due in full. The school principal must be notified in writing of the student's drop-off by email ([proviseur@lfia.edu.jo](mailto:proviseur@lfia.edu.jo)) parents shall initiate the deregistering procedure on EDUKA platform as soon as possible and at least 15 days before the deadline.

### **3.5 Long-term Absence**

A partial refund after consulting the Parents' Association at the French *international* School of Amman (LFIa) for Long-term absence (more than one month of non-school holidays) due to justified medical reasons.

### **3.6 Case of Force Majeure**

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 bus company shall be paid on a pro-rata basis depending on the service provided.

## **Article 4 – Terms of Payment**

**4.1** Initial registration fee shall be paid in full on the day of registration

**4.2** Tuition fees and insurance fees shall be made according to the choices made by parents on EDUKA platform when registering or re-registering their children.

- Option 1 (by default if no choice is made)
  - Three installments calculated on a prorata temporis basis shall be made at the beginning of each financial period, defined as follow :
    - 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.
- Option 2 :
  - Full fee payment for the year

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- Option 3 :

- Monthly payment according to predefined schedules (Sept-Dec : 4 instalments / Jan-Mar : 3 instalments / Apr-Jun : 3 instalments).

### Payment schedule on 40/30/30 instalments or annual base invoicing :

#### 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 + 10% added to the invoicing on total.

J + 60 : The Student can be deregistered from the French *international* School of Amman (LFiA)

#### The Judicial stage:

Refer the file to the legal counsel for legal collection.

### Payments schedule on monthly invoicing :

#### The amicable stage:

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

If on J + 7 of the due date the amount is not settled, the payment schedule becomes null and void for all year. Billing switches to 40/30/30 period mode.

J + 15 : First warning.

J + 30 : second warning.

J + 45 : Notice before proceeding, and given 7 days to respond + 10% added to the invoicing on total.

J + 60 : The Student can be deregistered from the French *international* School of Amman (LFiA)

#### The Judicial stage:

Refer the file to the legal counsel for legal collection

**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.**

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

**4.4 The payment for the extra-curricular activities (AES in French) and the schoolbooks** shall be made according to the same schedule as the one referring to the school fees, i.e. chosen by the family, except for the annual payment in which case the invoice will be made every three months.

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**4.5** Payment must be made by credit card, by bank transfer or check to the account of the French *international* School of Amman and according to the payment methods indicated in your quarterly invoice.

Credit cards fees will be chargeable to families.

**4.6** 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](https://www.economie.gouv.fr/dgfip/taux_chancellerie_change_resultat/monnaie/JOD))

If the school fee regularization is not effective by the end of the school year, the Head will not proceed to the re-registration of the student, unless otherwise decided during the APE's (Parents Association) board of directors meeting.

If any difficulty arises during payment, families are asked to contact the accounting department as soon as possible ([comptable@lfia.edu.jo](mailto:comptable@lfia.edu.jo)).

Here is a recap chart of possible payment terms :

Fees	Possible payment terms			
	Payment on registration	Annual payment	40/30/30 instalment payments	Monthly payments
Registration fees	X			
School insurance		X	X	X
School transportation fees		X	X	X
Extra-curricular activities (AES) registration fees			X	X
Schoolbooks			X	X
Exam fees	X			

### 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](http://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 tuition fees that are not covered by the scholarship. (The undertaking explains all fees due to The French *international* School of Amman). According to the provisions of article 4 of the current 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.

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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](mailto: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 the present 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 regulations shall prevail over the translations into Arabic and English.

For : The Management Committee of the French *international* School of Amman  
Pierre Valette  
Chairman of the Parents' Association  
The French *international* School of Amman  
Amman, February 16<sup>th</sup> 2022