



FINANCIAL REGULATIONS

1. General information

The Lycée français international Denis Diderot (LFIDD) in Nairobi is a private association. The school is run jointly by a Management Committee, elected by the parents, and a director appointed by the Agence pour l'Enseignement Français à l'Étranger (AEFE).

LFIDD charges tuition fees to the parents of enrolled students. By signing this contract, each parent and/or legal guardian agrees to pay the applicable fees in full, in accordance with the conditions below.

Invoices are sent exclusively to the parent(s)/legal guardian(s) of the student(s) enrolled. It is the responsibility of the parent(s)/guardian(s) to send invoices to their employer, if the employer is responsible for payment. Invoices are sent exclusively via the EDUKA platform, where each parent has a dedicated family account.

Please note that the school may change its policies and procedures in the future.

2. How to register

Registration for the following school year begins in March of each year. Enrolment is for the entire school year. By way of derogation, the Management may authorise enrolments during the year or enrolments for a limited period during a school year.

All registration requests are made via the EDUKA platform. A link is available on the Lycée website.

The enrolment of a new student begins with receipt of the formal application ("Send enrolment" button in EDUKA), accompanied by the required supporting documents and payment of the application fee.

Once the application has been declared eligible, an invoice is issued for the first registration fee, payment of which validates the registration.

Unless proof of payment is received or recorded in the school account books, registration will be considered provisional.

These payments are **non-refundable**.

The **initial enrolment fee** must be paid no later than **10 (ten) days** after written acceptance of the application by the school. Proof of payment must be uploaded to the EDUKA platform ("receipt" tab).

When paying the application fee and the first registration fee, please use the student's identity or your family code from EDUKA as the payment reference.

The initial registration fee is payable only once if the student continues to attend the LFIDD. However, they must be paid again if the student re-enrols after a period of absence of more than two (2) consecutive school years.

3. Re-registration procedures

The re-registration campaign opens in March, at the same time as new enrolments.

At the same time, the school can send parents an online questionnaire, for the purposes of a quick survey, to find out their intentions regarding whether or not to re-enrol their child(ren) for the next school year.

All requests for re-enrolment must be made via the EDUKA platform. Parents will be notified accordingly.

Re-registration application will not be accepted if the fees for the previous school year have not been paid in full.

No application or re-enrolment fees will be charged for re-enrolment applications.

However, an advance on the following year's tuition fees must be paid at the time of re-enrolment, according to the amount and payment schedule defined each year at the Ordinary or Extraordinary General Meeting.

4. Annual school fees

4.1. Payment of tuition fees

The term "tuition or school fees" refers only to fees relating to teaching. These fees also include the books and stationery fees and insurance. It does not include other costs such as school meals, transport, examinations, etc.

There are **two options** for paying tuition fees:

- **Discounted annual payment**

For families who pay the full amount of the annual school fees before 30 September (the date on which the funds appear in the school's bank account), a **5% discount** is granted. For all payments made after the 30 September deadline, the payment method will change to quarterly, without the 5% discount.

- **Payment by term**

Tuition fees are paid in **three (3) instalments**.

An **exclusive 20% discount** on tuitions fees applies to the **3rd** and each subsequent child in the same family.

4.2. Penalties for late payment

In the event of late payment, a **penalty of five percent (5%)** will be applied for payments received more than one month after the due dates.



This penalty is cumulative over time in the event of non-payment. Any further month's delay will incur a further **penalty of 5%**.

4.3 Registration/unregistration during the year

For students joining or leaving the LFIDD during the year, school fees are invoiced on a *pro rata temporis* basis. **The month in which the student arrives or leaves is billed in full.**

In exceptional circumstances (force majeure events), weekly prorating may be considered at the express request of the parents and after approval by the Management and the Management Committee.

4.4 Accompanying measures: the annual payment plan

By way of exception, and upon written request from parents, the Lycée may authorise the implementation of a **payment plan** for school fees.

Requests for a payment plans should be addressed to the person responsible for managing student invoicing (caisse@lyceefrançaisnairobi.com), with a copy to the Administrative and Financial Director. The request will be examined on a case-by-case basis.

If the payment plan is accepted, a bilateral agreement between the Lycée and the parent/guardian concerned will be signed. This agreement stipulates that tuition fees must be paid in **nine (9) monthly instalments** by a signed debit order in favour of the school on the last day of each month from **September to May**.

If a debit order is rejected or unpaid, the amount must be paid within five (5) working days. If three (3) debit orders are rejected, the school will cancel the payment plan, which will automatically be changed to termly payments.

5. Exam fees and paying options

Students enrolled in **Troisième, Première and Terminale** will be charged exam fee in addition to the school fees for the DNB and Baccalauréat exams in term 3.

Students enrolled in **CM2** and **Seconde** are charged fees for the **Cambridge** language exam in term 3.

In addition, two fee-paying options are offered for middle and high school:

- The **Section Internationale Britannique (SIB)**: at the **collège and the Lycée**, the SIB gives rise to an annual invoice during Term 1, in addition to the school fees.
- The **Model United Nations (MUN)** program offered to students from Year 5 onwards is invoiced annually, in addition to the school fees. These fees are invoiced in Term 1.

6. Canteen fees

The canteen is **compulsory** for all **primary school** pupils (kindergarten and elementary school) on three long days

(Monday, Tuesday and Thursday). The canteen is **optional** for pupils enrolled in secondary school (Collège and Lycée). Please contact school life (Vie Scolaire) for details on whether your child will eat in the school or is authorized to eat outside. Pupils who are being monitored under the P.A.I (Individualised Welcome Procedure) may be excused from the canteen on presentation of a medical certificate from a specialist doctor.

Please note that, except for P.A.I, no food from outside sources is allowed inside the Lycée.

Canteen fees are charged on the basis of **three (3), four (4) or five (5)** days from Monday to Friday.

Canteen fees are invoiced each term, according to the wishes of the parents mentioned when registering their child(ren) (5 days/4 days or 3 days).

A penalty of five per cent (5%) will be applied for payments received after the due dates.

Discounts will only be granted in the following cases:

- Absence justified by a medical certificate of at least 5 working days
- Strike
- Exclusion
- Day without lessons (e.g. handling in of booklets to primary school and any cancellation at the Lycée's initiative).

7. Other expenses

Other costs may include, but are not limited to:

- **Extra-curricular activities:** Every year, the Lycée offers activities outside of school hours. Regardless of the actual start and end dates of the activities, the school year is divided into two (2) semesters of five (5) months each: September to January (invoiced in October) and February to June (invoiced in February). Please note that registration for a second-semester activity/activities will only be possible once the school has received full payment for the first-semester activity/activities. Registration for activities is for a full semester. Registration for the first semester is automatically renewed for the second semester. At the end of the first semester, cancellation is possible for the second semester and changes are possible depending on availability. In both cases, a written request must be sent to aes@lyceefrançaisnairobi.com.
- **Lost/damaged books charge:** This refers to school books loaned to students by the library which are not returned or are returned in an unsatisfactory condition. This charge will be invoiced as a "penalty charge" where applicable.
- **School trips:** an invoice will be issued if additional family participation is required. These costs are invoiced as they arise and are due immediately on invoicing (unless otherwise stated). Failure to pay or late payment (without



prior written agreement with the school) may result in the pupil's non-participation in the outing.

8. Bank details and payment options

All fees detailed in these rules may be paid as follows:

- Bank transfer in **Euro, Kenyan shilling or US Dollars** (by providing the accounting department with a copy of the transfer order) to one of the following bank accounts :

Banque Transatlantique, 26 avenue Franklin D. Roosevelt, 75008 Paris, FRANCE		
In	Compte N° :	00020709201
Euros	IBAN :	FR76 3056 8199 2600 0207 0920 195
	BIC:	CMCIFRPP

Commercial Bank of Africa (CBA), Yaya branch, Nairobi, KENYA		
BIC:	CBAFKENX	
Bank code:	07	
Branch code :	030	
In Ksh	Account N°	6558890018
In Euros	Account N°	6558890031
In USD	Account N°	6558890026

- **Payment by cheque** made payable to « *Lycée Français Denis Diderot* »
- **Transfer by Mpesa** : Paybill n°453553 *The account number is the invoice number



Cash payments are no longer accepted.

Exchange rate : EDUKA invoices systematically include the amounts to be paid in the three accepted currencies (Euro, Ksh and USD). The conversion rate used is **the chancellery exchange rate fixed on the date of the invoice**, subject to the adoption of an amending budgetary decision revising the rate by an Ordinary or Extraordinary General Meeting. You can consult the evolution of this rate on the following website:

https://www.economie.gouv.fr/en/dgfip/taux_chancellerie_change_resultat/monnaie/KES

The correct reference must be used when paying so that we can identify and allocate payments correctly and on time. Please use the student or family code from EDUKA or the first name and surname of the student concerned by the payment as the reference when making your payment. Without this information, we will not be able to identify your payment and it will not be processed.

Proof of payment can be sent to the following address: caisse@lyceefrancaisnairobi.com

9. Default of payment

Default of payment occurs when payment of the amount due, in full or in part, is not made according to the schedule set out below:

FEE PAYMENT SCHEDULE

Fees	Billing	Expected payment date		Penalty/Discount
First registration fees	On registration	10 days after notification to parents of child's enrolment		Registration rejected
Tuition fees	Per term	Term 1	September 15	Beyond, 5% cumulative penalty
		Term 2	January 15	Beyond, 5% cumulative penalty
		Term 3	April 15	Beyond, 5% cumulative penalty
	Annual	September 30	5% discount	
Canteen fes	Per term	Term 1	September 15	Beyond, 5% cumulative penalty
		Term 2	January 15	Beyond, 5% cumulative penalty
		Term 3	April 15	Beyond, 5% cumulative penalty
Exams fees	Annual	Term 3	April 15	Registration rejected
Paying options (MUN - SIB)	Annual	Term 1	1er trim	Registration rejected
Exam Cambridge	Annual	Term 3	End of March	Registration rejected
Other expenses	To billing	On the date indicated on the invoice		Exclusion from activity



Non-payment of all school fees by the end of the term in question will automatically result in the student's expulsion from the school with effect from the start of the following school holidays.

In the event of non-payment at the end of the school year, the student will not be authorised to continue his/her education at the school. The student's certificate of exit (or Exeat) will not be issued, nor will any diploma (DNB, BAC).

In the event of non-payment, the school will take steps to recover the amounts due:

- Transfer the name and contact details of the person(s) liable for payment to a debt collection agency;
- Take any other legal action against the parent(s) and/or legal guardian(s) that may be deemed necessary by the school and/or the Board.
- The exeat (financial clearance certificate) will not be issued;
- The cycle diploma (DNB or Bac) will not be issued;
- Any other additional measure not specifically mentioned in this document.

The parent(s) or legal guardian(s) agree(s) to be responsible for all legal costs incurred in accordance with the scale



between the solicitor and their own client as a result of late payment or default.

Any account not settled by the end of the school year will result in the student not being registered for the new school year and losing priority on the class list. Once the account has been paid in full, the pupil may only be allowed to enrol at the school with the written agreement of the school, subject to conditions deemed appropriate by the school, including the availability of class places.

10. Other financial rules

All requests for financial information, statements and/or queries or complaints must be made in writing to the school within 24 months. Questions, complaints and requests for further information after this period will not be considered. Payments received by the school but which cannot be allocated to a particular pupil's account (due to lack of reference, incorrect reference or any other reason) and which remain unallocated for a period exceeding 12 months, will automatically be paid into the Lycée's general budget.

Regulations concerning the use of magnetic cards

The school provides Lycée staff and secondary school students with a **free** magnetic card allowing them access to the school premises. The purpose of this system is to

guarantee the collective safety of the students and staff of the LFIDD by enabling the guards and supervisors to control entry to and exit from the school.

It is therefore **compulsory** for all staff and students holding a magnetic card to sign in and out of the school.

The card is valid for a period of three (3) school years, after which it will be replaced at the school's expense if necessary. This is not an automatic replacement, but a change, at no cost to the holder, in the event of malfunction, damage or loss.

During the three-year period:

- If **the card is lost**, the holder must immediately inform the Lycée's security officer (Mr Pascal DANEZAN securite@lyceefrançaisnairobi.com). A new card will be programmed and issued to the holder on payment of a lump sum of **Ksh 1,000**.
- In the event of **damage to the card** preventing its normal operation, the holder must inform Mr DANEZAN and will be issued with a new card on payment of a lump sum of **Ksh 1,000**.

Finally, as a general rule, if the card is **forgetten** three (3) times during the same week, a penalty of **Ksh 500** will be charged by the Lycée.

Read and acknowledged,

Date :

Signature of parents / legal guardians: