

# FINANCIAL REGULATIONS

## DOCUMENT TO BE READ CAREFULLY

FAMILIES REGISTERING THEIR CHILDREN AT THE LYCEE  
FRANCAIS DE SINGAPOUR ARE KINDLY REQUESTED TO RESPECT  
AND COMPLY WITH THE PRESENT FINANCIAL REGULATIONS

### **School fees structure, terms of payment and existing scholarship**

- 1- Initial Refundable Deposit
- 2- Annual Registration Fees
- 3- Quarterly School Fees
- 4- Bilingual Classes Fees
- 5- Terms of Payment
- 6- Scholarship granted by the French Government
- 7- Scholarship for secondary students granted by the French Government
- 8- Procedure to follow when leaving the school

### **Financial support of companies to the financing of the Lycée Français de Singapour ("LFS")**

### **Agreement to LFS Financial Regulations**

## **SCHOOL FEES STRUCTURE, TERMS OF PAYMENT AND EXISTING SCHOLARSHIP**

**Registration and re-registration at the LFS implies agreement to the present Financial Regulation.**

**Last page to be signed by the parents and to be given with the registration form.**

### **1 – INITIAL REFUNDABLE DEPOSIT**

An initial deposit for first-time registration must be settled by every family at the time of registration at the LFS. This initial deposit will be refunded to the family when their children leave the school (the earliest will be the last day of attendance of the school by the children). The amount is indicated on the "school fees – 2008/2009" table given to parents which is also posted on the website of the LFS.

No new student will be accepted in the school without prior payment of the deposit.

Exemption from initial deposit is granted to :

- Founding share holders (O.D.F.), one initial deposit for each share that the company subscribes to (refer to page 6).
- French civil servants in Singapore. List of those exempted provided by the French Embassy.
- LFS employees.

### **2 – ANNUAL REGISTRATION FEES**

Annual registration fees must be paid for each child registering at the LFS. The amount is reduced for second-time registration.

The amount of registration fees is indicated on the "school fees – 2008/2009" table given to parents which is also posted on the website of the LFS.

Annual registration fees must be paid together with the first instalment of school fees for the forthcoming year.

For new comers, the registration fees must be settled at the time of registration.

No new student will be accepted in the school without prior payment of these fees.

Registration fees are waived for :

- Founding share holders. One annual registration fee for each share that the company subscribes to (refer to page 6).
- French civil servants in Singapore. List of those exempted provided by the French Embassy.
- LFS employees.

However all registration application must include a "registration deposit" of the same amount as the registration fees. This amount will be deducted from the school fees for all families entitled to a registration fees waiver.

Annual registration fees are not refundable.

**Please note that the annual registration fees must be paid in full. No partial payment will be refunded should the child arrive or leave during the school year.**

### **3 – QUARTERLY SCHOOL FEES**

- The School fees' annual amount is indicated on a table updated annually and given to parents every year.
- School fees are to be paid at the beginning of each quarterly term.
- The school fees comprise :
  - Kindergarten : Schooling, school stationery, various insurance costs.
  - Primary School : Schooling, school books, exercise books, various insurance costs.
  - Lower Secondary (Secondary I to Secondary III: "6ième" to "3ième" levels) : Schooling, school books, French curriculum exams registration fees and various insurance costs.
  - Upper Secondary (Secondary IV to Pre University II: "2nde" to "Terminale" levels) : Schooling, French curriculum exams registration fees and various insurance costs.

School fees do not include :

- Meals at the school cafeteria which are compulsory. Please note that meals and school fees for children having registered at the kindergarten, primary school and lower secondary level, must be paid at the beginning of each quarterly term. Pupils registered at the upper secondary level (Secondary IV to Pre University II) however, can pay directly for their meals.
- School bus services.
- Optional Extra-curricular activities.
- Various school stationery : pens, compasses, rulers, etc...
- Educational trips : if a student is not taking part to a trip, his family or the company which incurs school fees cannot claim for any pro-rated school fees refund.

Concessions :

Companies having loan agreements with the LFS can benefit from an annual concession amounting to a maximum of SGD 1,000 per child, per academic year and for every loan of SGD 10,000. This concession is deducted from the first instalment of school fees in the school year.

**Any term started has to be paid in full. No partial payment refunds will be made for those who leave during the school term.**

### **4 – BILINGUAL CLASSES FEES**

The annual bilingual classes contribution is to be paid for each child registered in bilingual classes. The amount is indicated on the "school fees – 2008/2009" table given to parents which is also posted on the website of the LFS.

Bilingual classes contribution must be paid together with the first instalment of school fees for the forthcoming year.

### **5 – TERMS OF PAYMENT**

- Cheques to be made in favour of "Lycée Français de Singapour Ltd".
- Fees due to LFS can also be paid by credit card (Visa, Master Card, American Express) at the accounting department (3<sup>rd</sup> floor – block E). Bank fees will be charged to parents.
- Registration fees and initial refundable deposit must be paid upon registration for new comers. Registration fees must be paid with the first instalment of the forthcoming year for existing students.
- Registration can only be confirmed after payment of registration fees and initial deposit.
- The school fees are to be settled as follows : 40 % of the annual amount must be paid before September 20th, 30 % to be paid before January 20th and the remaining 30 % before April 20th . Before each deadline, a reminder will be sent to each family.

- You are kindly requested to meet the deadlines mentioned above in order to allow our school to cover all its expenses on-time and to guarantee fairness towards other families. Interests will be charged for late payments.
- If the payment of the initial deposit, or annual registration fees or school fees is not made on the due date, pupils will not be admitted to the school. Our managerial board ("*Comité de Gestion*") may take legal action against offenders, should the need arise.
- Claims to concession of school fees will not be considered in the event of a child being absent for an indeterminate period.

## **6 –SCHOLARSHIPS GRANTED BY THE FRENCH GOVERNMENT**

- French pupils are entitled to receive a scholarship depending on their parents' income. Application forms can be obtained at the French Embassy (Chancellerie Consulaire).
- The families who benefit from bursaries have to pay the school fees before the deadline set above. They will be refunded as soon as the amounts have been credited by the French Ministry of Foreign Affairs.
- Families who benefit from a partial bursary have to settle the balance of their payment of school fees before the deadlines mentioned above. Amounts are inclusive of GST.

## **7 –SCHOLARSHIPS FOR SECONDARY CHILDREN GRANTED BY THE FRENCH GOVERNMENT**

- French pupils attending upper secondary school ("1ère" and "Terminale" levels) are entitled to receive a scholarship (for the total amount or for a partial amount of school fees). Application forms can be obtained at the French Embassy (Chancellerie Consulaire).
- The families who benefit from these bursaries have to pay the school fees before the deadlines mentioned above. They will be refunded as soon as the amounts have been credited by the French Ministry of Foreign Affairs.

## **8 – PROCEDURE WHEN LEAVING OUR SCHOOL**

The following procedures are to be followed when a pupil leaves the school :

- Prior notice must be given to the Administration Department and a departure notice form must be completed ("formulaire de départ définitif").
- Books must be returned at least two days before the student's departure either to teachers (for primary school students) or to the librarian (for secondary school students). An official document will be given, to prove that books have been returned.
- An appointment must be made with our administration officer so that the following documents will be given to the family :
  - Cheque equivalent to the amount of the initial deposit, if the deposit was settled by the parents (not by the company).
  - Pupil's certificate of attendance at the LFS. Compulsory for those moving to a new LFS.
  - Eventually the student's school records.

These documents will be given to the parents upon presentation of the official document mentioning that books have been returned (see second bullet above) and after receiving confirmation from the Accounts Department that school fees have been paid.

If books have been lost or damaged, a contribution of SGD 30 will be requested to the parents as stated in the books loan agreement signed between the LFS and the Families at the beginning of the academic year.

**Now that you have read our financial regulation, we would be grateful if you could sign and return the attached agreement form (last page) and return it to the administration department as soon as possible. Thank you very much for your cooperation.**

## ***FINANCIAL SUPPORT OF COMPANIES TO THE FINANCING OF THE LFS***

Today, Lycée Français de Singapour ("LFS") is confronting an unprecedented intake of enrolment and is engaged to an extension project to accommodate a targeted capacity of 2,000 students.

The financing of this project can unfortunately only be possible with the financial aides from companies incorporated in Singapore in the following manners :-

- acquisition of Option de Fondateur ("ODF")
- donation to LFS building extension fund

### **Option de fondateur (« ODF »)**

Being an ODF holder via acquisition of ODF, a company incorporated in Singapore becomes a 'corporate member' of LFS. The corporate members are involved and committed to the management of the LFS by providing expertise and financial aides.

It is a financial participation to the LFS that entitles a corporate member to the following benefits :

1. Priority for registration. The children of employees of corporate member will be given the priority to admission to LFS
2. exemption of initial school deposit amounting to SGD 7,000 per child up to SGD 15,000 per family
3. exemption of annual registration fees amounting to SGD 2,675 (inclusive of GST) for 1st year registration and SGD 1,605 (inclusive of GST) for subsequent annual registration

The above mentioned benefits are valid for a 5-year or 10-year duration depending on the type of ODF acquired :-

- a 5-year duration ODF costs SGD 22,000 (excl GST) which includes a SGD 10,000 donation to the building extension fund
- a 10-year duration ODF costs SGD 38,000 (excl GST) which includes a SGD 15,000 donation to the building extension fund

### **Donation**

The donation will provide partial financial aide to the whole building extension project. The French government will allocate an amount of subsidy in equal proportion to the total amount received from donation contributed by corporate members. The subsidy from French government is however capped at SGD 3 million.

As the donation will be contributed/remitted to LFS building extension fund, the donor (the company) will be entitled to claim for corporate tax deduction from the donation provided LFS obtains the Interest Public Character (IPC) status from the Singapore government. The company will be informed once the said status is granted.

In contributing to the building extension fund, the company benefit :

- admission of children of their employees to a school with dynamic/high quality infrastructure (that house all its students)
- to claim for corporate tax deduction (subject to approval of IPC status by September 2008)
- a list of corporate members/company is published on the LFS website
- invitation to the annual meeting of sponsors and donors.

The minimum amount of donation non-related to ODF acquisition is SGD 25,000. The company may equally grant donation for various expenditure of LFS e.g for the library, for the sports infrastructure, for the canteen facility, for the bus bay, for the sustainable environment project (green roof...), for the theatre.

Pending the approval of the creation of building extension fund from the Singapore government, without much delay, you may like to become part of this dynamic international school by acquiring ODFs or donating. If you are an existing corporate member (ODF holder ) whose ODF's benefits is expiring in the coming years, you have the possibility to convert these benefits such that the conditions are in line with the new ODF structure or you may simply make a donation in support to the building extension project.

Should you require more information, please contact :

-Yves Marcel – Entreprise Committee - Yves.marcel@newedgegroup.com

-Sophie Jancourt – Director of Finance and Administration - daf@lfs.edu.sg

**AGREEMENT TO LFS FINANCIAL REGULATIONS**

**LYCEE FRANÇAIS DE SINGAPOUR  
AGREEMENT TO FINANCIAL REGULATION**

I undersigned :

hereby declare that I fully agree and comply with the Financial Regulations of the LFS of Singapore.

**For billing purpose**, please send the invoices to :

M. / Mrs : .....

.....

..... Zip code : .....

Phone : .....

Fax : .....

School fees

Canteen Fees

**OR**

Company name : .....

Attention to : .....

E-mail : .....

Company's address : .....

.....

..... Zip code : .....

Phone : .....

Fax : .....

School fees

Canteen fees

Singapore,

Date :

Signature :