

# **FINANCIAL REGULATIONS**

**2022 - 2023**

**THIS DOCUMENT SHOULD BE READ CAREFULLY:**

ENROLLMENT OR RE-ENROLLMENT OF ANY STUDENT AT THE BALI FRENCH SCHOOL IMPLIES COMPLIANCE WITH AND ADHESION TO ITS FINANCIAL REGULATIONS AND IT IS THE PARENTS' RESPONSIBILITY TO ACKNOWLEDGE IT

First Registration or continued enrollment of a student at Bali French School (LFB) implies the unconditional acceptance of all financial rules outlined here below.

School fees consist of (1.1) the First registration fee, (1.2) Annual registration Fees and (2) Tuition Fees.

See Appendices I-A, I-B and I-C for annual fees and I-D for package fees.

Specific details concerning annual and package fees are stated in point 4 and 5.

School fees are proposed by LFB School Board and adopted with the following year budget approbation, during the General Assembly meeting.

They are subject to change at any time of the year after validation during an Exceptional General Assembly meeting.

## 1. Registration fees

### 1.1. First registration fee per student:

This fee is for student who register for the first time at LFB. (see paragraph 7)

### 1.2. Annual registration fee per student:

This fee is to register annually a student. It is to be paid each year.

Examination fees for students in class *première* (grade 11), *terminale* (grade 12) and *troisième* (grade 9) are excluded from the annual registration fee (see appendix III)

First registration fee and annual registration fee are to be paid :

- Before May 15<sup>th</sup> 2022 to guaranty priority access on inscription list.
- At the latest before August 31<sup>st</sup> 2022 if there are still availabilities.

A student will not be registered before:

- Payment of these fees ;
- Submission of the completed online registration form to LFB administration;
- Submission of the document “with full and final settlement” from the previous school

**In all cases registration fees stated at paragraphs 1.1 and 1.2 above are non-refundable.**

2. Tuition Fees cover:

- 2.1. Schooling and various insurance policies of LFB
- 2.2. Various pedagogical support used by teachers, including or not, depending of the subjects, textbooks, the teacher being the decision maker to compose the supports of his pedagogy (articles, videos, audio, texbooks, sheets, etc.)
- 2.3. Cost of some school supplies;
- 2.4. An LFB sports uniform;
- 2.5. Administrative fees;
- 2.6. Some costs of outing and other educational activities;
- 2.7. Individual insurance subscribed by LFB for every student **in addition to the mandatory insurance personally subscribed by the family**  
(see appendix II)

3. Tuition Fees do not cover:

- 3.1. Additional sports uniforms;
- 3.1. Cotton lab coat for high school science activitie;
- 3.2. Small school supplies (pens, erasers, glue, scissors, workbook, etc.);
- 3.3. Cost related to options “outside the common core”, or any course with less than four students;
- 3.4. Optional extracurricular activities;
- 3.5. School trips
- 3.6. Optional foreign language certifications and exams;
- 3.7. Optional CNED registrations and lessons.

#### 4. Payment terms for annual fees : (see appendix I-A, I-B and I-C)

Annual fees apply for schooling of more than 27 effective weeks during the school year.

##### 4.1. Registration fees

Payment is to be settled before May 15<sup>th</sup> 2022 to guaranty priority access on inscription lists and the latest two weeks before students enters the class if there are still availabilities during the school year.

##### 4.2. Tuition Fees

There are three choices of tuition fees' payment that must be decided by the parents when submitting online registration to LFB administration.

4.2.1. **Discount annual fees:** a discount is applied on standard annual tuition fee, for full payment of annual school fees before June 15<sup>th</sup> 2022 (see appendix I-A).

4.2.2. **Standard annual fees:** standard annual fees applies for full payment of annual school fees between June 15<sup>th</sup> and 31<sup>st</sup> august 2022 (see appendix I-B).

4.2.3. **Surcharged annual fees:** a surcharge of 1.5% is applied on standard annual tuition fees, for their payments in three instalments before the following dates (see appendix I-C) :

- **Before August 31<sup>st</sup> 2022** for the first instalment;
- **Before November 30<sup>th</sup> 2022** for the second instalment;
- **Before February 28<sup>th</sup> 2023** for the third instalment;

Payments in three instalments are only granted to families who have submitted a "full and final financial settlement" document from the previous school.

Instalments above permit a staggering of annual tuition fees and cannot be linked in any way to number of weeks per trimester.

For surcharged price, if full payment is not received by the due date, a 350.000 IDR penalty per child and per calendar day of delay will automatically be applied, in a limit of 30 days. After this 30-day period, the student will not be permitted to enter the school until payment has been settled.

5. Payment terms for package fees: (see appendix I-D)

Package fees apply for schooling of maximum 27 effective weeks during the school year. They are to be paid in full the latest two weeks before the student enters the class, depending on the places available.

5.1. Registration fees

Payment is to be settled before May 15<sup>th</sup> 2022 to guaranty priority access on registration list and the latest two weeks before the student enters the class depending on the places available. They are billed based on the number of effective weeks of schooling.

5.2. Tuition Fees

They are billed based on the number of effective weeks of schooling with a minimum package of 6 weeks. Each week started must be paid in full.

6. General terms of annual and package fees:

6.1. Siblings discounts on tuition fees for large families:

A 10% discount on tuition Fees is given for the 2<sup>nd</sup> child, 15% for the 3<sup>rd</sup> child, 20% for the 4<sup>th</sup> child and subsequent children; The first child being the older one of the siblings and not the first one registered in LFB.

6.2. Transmission of invoices : invoices are sent to parents by e-mail once online registration form has been completed or information shared to accounting with chosen dates of payments

6.3. Payment can be settle in :

6.3.1. **Indonesian Rupiah** by bank transfer to Rupiah account in Indonesia

6.3.2. **Euro** by bank transfer to Euro account in France

Euro exchange rate can be checked on the internet site of Indonesian tax office based on the date of payment

<https://fiskal.kemenkeu.go.id/informasi-publik/kurs-pajak>

6.4. For bank transfers (bank details in appendix I-E) :

- specify the invoice number and the student's name and class;
- email the transfer proof to our accounting department;  
accounting@lfbali.com
- ensure that the amount transferred is for the exact school fees amount plus any extra transfer charges (bank transfer fees and exchange rate fees are not covered by LFB).
- LFB will recognized the date when the amount has arrived onto LFB bank account but not the date of issue.

6.5. Admission to the classroom will only be granted if the family is up to date with School Fees and extracurricular fees' payments, even if all the other registration requirements are met.

6.6. LFB Board reserves the right not to re-enroll students whose School Fees or extracurricular fees have not been settled in a timely manner in the past.

## 7. General terms and prices of first registration fees

This fee is for student who register for the first time at LFB.

7.1. Annual first registration fees :

7.1.1. From class TPS to class CM2 : 15.000.000 IDR

7.1.2. From class 6e to class 3e : 12.000.000 IDR

7.1.3. From class 2e to class Terminale : 8.000.000 IDR

7.2. Package first registration fees:

Prorate based on number of schooling weeks.

7.3. For students registered as package fees on the first year and then later on as annual fees, the additional fee of the first registration fee must be paid in order to reach the amount of the annual 1<sup>st</sup> registration fees when registering for the whole year.

## 8. Scholarships (*Bourse*)

- 8.1. Students of French nationality may be eligible for a scholarship (*Bourse*), depending on financial means of the family and registration to the French Consulate in Jakarta. The application form may be obtained from LFB administration or from French Consulate (see appendix 1-F), during the scholarship campaign at the beginning of the calendar year for those already in Bali, or in September for newcomers.
- 8.2. Those whose application has been given in september 2022 for october 2022 commission and those for which the 1<sup>st</sup> commission has given a postponement answer (*ajournement*) and application will be presented to a 2<sup>nd</sup> commission in october 2022, must pay in full the registration fees and the package tuitions fees of up to december 2022 holidays, payment being done before august 31<sup>st</sup> 2022 (see appendix I-D). Should the scholarship (*bourse*) requested be approved and, depending on the amount covered by the scholarship (*Bourse*), this overpayment will be refunded after reception of the official letter from the Ministry of Foreign Affairs and once the funds have been transferred onto LFB bank account.
- 8.3. In the event of the scholarship (*Bourse*) being approved but not covering the entire annual Tuition fees, the difference must be settled on the dates as agreed on.
- 8.4. Families wishing to benefit from the 7% discount on tuition fees must :
- 8.4.1. For those whose application is submitted to the 2<sup>nd</sup> commission of october 2022 and don't know yet its result, they must pay in full the Registration fees and discounted Tuition fees before June 15<sup>th</sup> 2022 (see Appendix I-A)
- 8.4.2. For those who received an answer at the 1<sup>st</sup> commission with partial scholarship (*Bourse*) being granted, must pay the remaining registration and tuition fees before June 15<sup>th</sup> 2022. It is important to know that scholarship (*Bourse*) is based on standard annual fees (see appendix I-B). Discount 7% on remaining Tuition fees will be calculated as: standard annual tuition fees less scholarship (*Bourse*) standard annual tuition fees.
- 8.5. Scholarships are only granted to French citizen students enrolled for a full year. Early departure will result in LFB refunding the French government proportionnal to the period of student's absence. The remaining tuition fees will be charged to the family.

## 9. Special regulations

- 9.1. In case of early departure of a family registered as annual fees to another school of AEFE network (Agency for French Education Abroad), package fees (without discount) will be applied.  
A certificate of registration from the future AEFE school must be submitted by the family in order to process with the bank transfer of the school fees' balance to the AEFE school chosen by the family.
- 9.2. In case of early departure from LFB to a school not part of AEFE network, no refund will be made, whatever the reason.
- 9.3. Temporary absence, for whatever duration and reason, does not open the right to any rebate or refund on tuition fees.
- 9.4. Due to the COVID-19 pandemic and in the event of a total or partial inability to face-to-face teaching, within its premises or outside, a Distance Learning Continuity (CPD) will be implemented as far as the means available.

## 10. Procedure to follow in case of departure:

- 10.1. Inform in writing LFB administration, at least 1 month before departure, so that departure procedures may be prepared
- 10.2. No more than five days before departure, return Informatic equipments, textbooks and / or books and documents to the library. At this time: ask for an attestation;
- 10.3. Settle all amounts due for school fees and extracurricular activities
- 10.4. Request in writing to LFB administration the following documents :
  - The leaving certificate required for enrollment in the next school;
  - Eventually the student's academic records.

Those documents will be given to parents upon presentation of the attestation previously mentioned and after verification with the LFB accounts department, that all costs related to the student have been settled.



## APPENDIX I-A

### ANNUAL DISCOUNTED FEES 2022-2023

#### Full payment before June 15<sup>th</sup> 2022

Discount of 7% on annual standard Tuition fees

Fees below are in thousand of rupiah to make it more readable		
GRADE	Annual Registration fees	Discounted Annual Tuition fees
	excluding (a) and (b)	(c)
TPS	9.900	48.200
PS		64.300
MS		
GS		
CP		88.700
CE1		
CE2		
CM1		
CM2		
6ème		117.600
5ème		
4ème		
3ème		128.400
2nde		
1re		
TERMINALE		

The benefit of the 7% discount on tuition fees is subject to full payment of annual fees received on LFB bank account before June 15<sup>th</sup> 2022.

- (a) First registration fees are to be added for families who register a student for the first time at LFB (see paragraph 7).
- (b) Registration fees to the DNB exam (*Brevet de college*) and Baccalauréat exam (*high school final examinations*) are to be added : amount if 3.000K IDR for class 3ème (grade 9), 4.000K IDR for class 1re (grade 11), 5.000K IDR for class Terminale (grade 12) without option and 6.000K for class Terminale (grade 12) with option
- (c) Discount of 7% has been already applied on prices in this column.

**In case of early departure from LFB to a school not part of AEFÉ network, no refund will be made, whatever the reason.**

## APPENDIX I-B

### ANNUAL STANDARD FEES 2022-2023

Payment between June 15<sup>th</sup> and August 31<sup>st</sup> 2022 included

Fees below are in thousand of rupiah to make it more readable		
GRADE	Annual Registration fees	Standard Annual Tuition fees
	hors (a) et (b)	
TPS	9.900	51.800
PS		69.100
MS		
GS		
CP		
CE1		95.400
CE2		
CM1		
CM2		
6ème		126.500
5ème		
4ème		
3ème		
2nde		138.100
1re		
TERMINALE		

- (a) First registration fees must be added for families who register a student for the first time at LFB (see paragraph 7).
- (b) Registration fees to the DNB exam (*Brevet de college*) and Baccalauréat exam (*high school final examinations*) are to be added : amount if 3.000K IDR for class 3ème (grade 9), 4.000K IDR for class 1re (grade 11), 5.000K IDR for class Terminale (grade 12) without option and 6.000K for class Terminale (grade 12) with option

**In case of early departure from LFB to a school not part of AEFÉ network, no refund will be made, whatever the reason.**

## APPENDIX I-C

### ANNUAL SURCHARGED FEES 2022-2023

#### Payment in three instalments

Surcharge of 1.5% on standard Tuition fees

Fees below are in thousand of rupiah to make it more readable				
GRADE	Annual Registration fees	Surcharged Annual Tuition Fees (c) Payment in three instalments		
		1 <sup>st</sup> INSTALMENT	2 <sup>nd</sup> INSTALMENT	3 <sup>rd</sup> INSTALMENT
	excluding (a) and (b)	Before August 31 <sup>st</sup> 2022	Before November 30 <sup>th</sup> 2022	Before February 28 <sup>th</sup> 2023
TPS	9.900	17.530	17.530	17.530
PS		23.370	23.370	23.370
MS				
GS				
CP				
CE1		32.265	32.265	32.265
CE2				
CM1		42.800	42.800	42.800
CM2				
6 <sup>ème</sup>				
5 <sup>ème</sup>				
4 <sup>ème</sup>		46.735	46.735	46.735
3 <sup>ème</sup>				
2 <sup>nde</sup>				
1 <sup>re</sup>	46.735	46.735	46.735	
TERMINALE				

- (a) First registration fees must be added for families who register a student for the first time at LFB (see paragraph 7).
- (b) Registration fees to the DNB exam (*Brevet de college*) and Baccalauréat exam (*high school final examinations*) are to be added : amount if 3.000K IDR for class 3<sup>ème</sup> (grade 9), 4.000K IDR for class 1<sup>re</sup> (grade 11), 5.000K IDR for class Terminale (grade 12) without option and 6.000K for class Terminale (grade 12) with option
- (c) Surcharge of 1.5% has been already applied on prices in this column.

## APPENDIX I-D

### PACKAGE FEES 2022-2023

Fees below are in thousand of rupiah to make it more readable			
<b>CLASSE</b>	Minimum package of 6 weeks effective and incompressible		Tuition fees per additional effective week
	<b>Annual Registration fees</b>	<b>6 Weeks Tuition fees</b>	
	excluding (a) and (b)		
<b>TPS</b>	9.900	9.480	1.580
<b>PS</b>		12.660	2.110
<b>MS</b>			
<b>GS</b>			
<b>CP</b>		17.520	2.920
<b>CE1</b>			
<b>CE2</b>			
<b>CM1</b>			
<b>CM2</b>			
<b>6ème</b>		23.220	3.870
<b>5ème</b>			
<b>4ème</b>			
<b>3ème</b>			
<b>2nde</b>		25.320	4.220
<b>1re</b>			
<b>TERMINALE</b>			

Full payment of the school fees must be settled 2 weeks before admission to the classroom. Calculation of the number of weeks excludes school holidays.

- (a) First registration fees must be added for families who register a student for the first time at LFB (see paragraph 7).
- (b) Registration fees to the DNB exam (*Brevet de college*) and Baccalauréat exam (*high school final examinations*) are to be added : amount if 3.000K IDR for class 3ème (grade 9), 4.000K IDR for class 1re (grade 11), 5.000K IDR for class Terminale (grade 12) without option and 6.000K for class Terminale (grade 12) with option

## APPENDIX I-E

### BANK DETAILS

#### Rupiah account in Indonesia

Account Name	LFB
Account number	0368 01 000836 30 4
SWIFT	BRINIDJA
Bank name	BRI (Bank Rakyat Indonesia)
Bank agency	Denpasar – Renon,
Address	Jl. Dr Kusuma Atmadja No.1

#### Euro account in France

Account Name	LYCEE FRANCAIS DE BALI
IBAN	FR76 3056 8199 2600 0337 2680 177
SWIFT/BIC	CMCIFRPP
Bank name	BANQUE TRANSATLANTIQUE (CIC)
Bank code/Agency	30568 / 19926
Account number	00033726801
RIB Key	77
Address	26, avenue Franklin D. Roosevelt, 75372 Paris

## APPENDIX I-F

### CONTACT DETAILS OF BALI FRENCH SCHOOL

- LFB Head of School will meet parents by appointment only
- LFB website [www.lfbali.com](http://www.lfbali.com)
- Telephone number +62.361.47.32.314
- Fax number +62.361.47.32.315
- Email administration [administration@lfbali.com](mailto:administration@lfbali.com)
- Email accounting [accounting@lfbali.com](mailto:accounting@lfbali.com)

Link to French Embassy website regarding scholarship :  
<https://id.ambafrance.org/Aide-a-la-scolarite-2022-2023>

## APPENDIX II

### « INTERNATIONAL » SCHOOL TRAVEL AND EXTRACURRICULAR INSURANCE

The policy subscribed to by LFB is recommended by FAPEE (**F**édération des **A**ssociations de **P**arents d'**E**lèves de l'**E**tranger). The company name is CGEA, which is supported by TOKIO MARINE (one of the top 5 insurance companies in the world), CGEA is also in charge of providing assistance.

The policy covers :

Civil liability : bodily injury, material damage with limit amount.

Personal accident : death, permanent disability.

Additional accident coverage: broken teeth or dental prosthesis, glasses, frame and contact lenses breakage, medical expenses and hospitalization, transport costs and other coverage (please ask administration for more detail). The company will refund, according to the amounts indicated in the table of benefits\* net of reimbursement by social agencies or any other medical coverage, the costs borne by the insured person. In the absence of any insurance reimbursements will be made on the basis of 50% of costs incurred.

Assistance : medical repatriation, extra classes in case of long absence from school, search and rescue, evacuation for skiing accidents, messages, delivery of medication, assistance next to the insured person, etc....

Cost included in the school fees

\* Copy is available upon request at LFB administration.

## APPENDIX III

### EXAMINATION FEES

Fees below are in thousand of rupiah to make it more readable.  
They are excluded from the Annual Registration Fees for classes 3<sup>ème</sup>, 1<sup>re</sup> and Terminale.

#### **Classe de troisième, 3<sup>ème</sup> (Grade 9)**

AEFE (*Agency for French Education Abroad*) general examinations fees  
Examination officer fees  
Administration, organisation and supervision fees  
**TOTAL : 3,000K IDR**

#### **Classe de première, 1<sup>re</sup> (Grade 11)**

AEFE (*Agency for French Education Abroad*) general examinations fees  
TPE (Tutorial) examination officer and other officer  
Administration, organisation and supervision fees  
**TOTAL : 4,000K IDR**

#### **Classe de terminale (Grade 12)**

**with options “included in the common core”, or with more than four students;**  
AEFE (*Agency for French Education Abroad*) general examinations fees  
Examination officer fees  
Administration, organisation and supervision fees  
**TOTAL : 5,000K IDR**

#### **Classe de terminale (Grade 12)**

**with options “included in the common core” and options “not included in the common core” or with less than four students;**  
AEFE (*Agency for French Education Abroad*) general examinations fees  
Examination officer fees  
Administration, organisation and supervision fees  
**TOTAL : 6,000K IDR**

LFB reserves the right, should examination is disturbed by inappropriate attitude of a candidate, to ask the family to regain control of the student by all means necessary.