

# **FINANCIAL REGULATIONS**

**2024 - 2025**

**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> 2024 to guaranty priority access on inscription list.
- At the latest before August 31<sup>st</sup> 2024 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;
- 3.2. Cotton lab coat for high school science activitie;
- 3.3. Small school supplies (pens, erasers, glue, scissors, workbook, etc.);
- 3.4. Cost related to options “outside the common core”, or any course with less than four students;
- 3.5. Optional extracurricular activities;
- 3.6. School trips with overnight stay;
- 3.7. Optional foreign language certifications and exams;
- 3.8. 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> 2024 to guaranty priority access on inscription lists and the latest four 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 May 15<sup>th</sup> 2024 (see appendix I-A).
- 4.2.2. **Standard annual fees:** standard annual fees applies for full payment of annual school fees between May 15<sup>th</sup> and 31<sup>st</sup> august 2024 (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> 2024** for the first instalment;
  - **Before November 30<sup>th</sup> 2024** for the second instalment;
  - **Before February 28<sup>th</sup> 2025** 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.

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 short term schooling of minimum six weeks or arriving during school year. They are to be paid in full the latest four weeks before the student enters the class, depending on the places available. Registration is subject to approval by the Head of School.

5.1. Registration fees

Payment is to be settled before May 15<sup>th</sup> 2024 to guaranty priority access on waiting or registration list and the latest four weeks before the student enters the class depending on the places available. 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.

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](mailto: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 recognize 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.

For TPS and PS classes, the first registration fees are not applicable but remain due upon first registration in higher classes (from MS to Terminale classes)

7.1. Annual first registration fees :

- 7.1.1. From class MS to class CM2 : 15.400.000 IDR
- 7.1.2. From class 6e to class 3e : 12.300.000 IDR
- 7.1.3. From class 2e to class Terminale : 8.200.000 IDR

7.2. Package first registration fees:

Prorate based on number of schooling weeks (see appendix I-D)

7.3. For any student registered with an annual fee, been previously registered with a package fee, the difference between the first registration fees for this school year and those paid prorata the previous school year, must be paid.

7.4. For any student registered with a package fee, having been previously registered with a package fee, the 1<sup>st</sup> registration fees must be paid prorata, each year, until the total amount of the 1<sup>st</sup> registration fees for annual fee is reached"

## 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 2024 for october 2024 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 2024, must pay in full the registration fees and the package tuitions fees of up to december 2024 holidays, payment being done before august 31<sup>st</sup> 2024 (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 and/or don't know yet the result, pay in full the Registration fees and discounted Tuition fees before May 15<sup>th</sup> 2024 (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 May 15<sup>th</sup> 2024. 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. For any early departure of a family registered at the “annual fees” to a school in France or part of AEFE network (Agency for French Education Abroad), any school term started is due and corresponds to the dealines of the surcharge tuition fees.

A certificate of registration from the host school must be submitted to LFB administration in order to process with reimbursment if applicable.

9.2. For any early departure from LFB for any other reason, no reimbursment 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.

## 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 2024-2025

**Full payment before May 15<sup>th</sup> 2024**

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)	(d)
<b>TPS</b>	10.700	51.900
<b>PS</b>		69.200
<b>MS</b>		
<b>GS</b>		
<b>CP</b>		
<b>CE1</b>		95.500
<b>CE2</b>		
<b>CM1</b>		
<b>CM2</b>		
<b>6ème (c)</b>		
<b>5ème (c)</b>		126.600
<b>4ème</b>		
<b>3ème</b>		
<b>2nde</b>		
<b>1re</b>		138.200
<b>TERMINALE</b>		

The benefit of the 7% discount on tuition fees is subject to full payment of annual fees received on LFB bank account before May 15<sup>th</sup> 2024.

- (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)
- (c) Registration to class 6ème and 5ème, internationale section entails a supplement of 12,000K IDR per student, to the annual registration fees.
- (d) Discount of 7% has been already applied on prices in this column.

**In case of early departure from LFB for any other reason than a registration to a french school in France or part of AEFE network, no refund will be made, whatever the reason.**

## APPENDIX I-B

### ANNUAL STANDARD FEES 2024-2025

**Payment between May 15<sup>th</sup> and August 31<sup>st</sup> 2024 included**

Fees below are in thousand of rupiah to make it more readable		
GRADE	Annual Registration fees	Standard Annual Tuition fees
	excluding (a) and (b)	
TPS	10.700	55.800
PS		74.400
MS		
GS		
CP		
CE1		102.700
CE2		
CM1		
CM2		
6ème (c)		136.100
5ème (c)		
4ème		
3ème		
2nde		148.600
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).
- (c) Registration to class 6ème and 5ème internationale section entails a supplement of 12,000K IDR per student, to the annual registration fees.

**In case of early departure from LFB for any other reason than a registration to a french school in France or part of AEFE network, no refund will be made, whatever the reason.**

## APPENDIX I-C

### ANNUAL SURCHARGED FEES 2024-2025

#### 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 (d) 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> 2024	Before November 30 <sup>th</sup> 2024	Before February 28 <sup>th</sup> 2025
TPS	10.700	18.870	18.870	18.870
PS				
MS		25.170	25.170	25.170
GS				
CP				
CE1		34.730	34.730	34.730
CE2				
CM1				
CM2				
6ème (c)		46.030	46.030	46.030
5ème (c)				
4ème				
3ème				
2nde				
1re		50.270	50.270	50.270
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).
- (c) Registration to class 6ème and 5ème internationale section entails a supplement of 12,000K IDR per student, to the annual registration fees.
- (d) Surcharge of 1.5% has been already applied on prices in this column.

**In case of early departure from LFB for any other reason than a registration to a french school in France or part of AEFE network, no refund will be made, whatever the reason.**

## APPENDIX I-D

### PACKAGE FEES 2024-2025

Fees below are in thousand of rupiah to make it more readable		
CLASSE	Minimum package of 6 weeks effective and incompressible	
	Annual Registration fees per week	Tuition fees per week
	excluding (a) and (b)	
TPS	310	1.920
PS		2.570
MS		
GS		
CP		
CE1		3.540
CE2		
CM1		
CM2		
6ème (c)		4.700
5ème (c)		
4ème		
3ème		
2nde		5.120
1re		
TERMINALE		

Full payment of the school fees must be settled 4 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). For package fee students, fee per week is of 450K IDR from class GS to CM2, 360K IDR from class 6ème to 3ème, 240 K IDR from class 2nd to Terminale.
- (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).
- (c) Registration to class 6ème and 5ème internationale section entails a supplement of 12,000K IDR per student, to the annual registration fees.

## 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/Bourses-scolaires-2024-2025-1ere-campagne>

## 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)**

AEFE (*Agency for French Education Abroad*) general examinations fees  
Examination officer fees  
Administration, organisation and supervision fees  
TOTAL : 5,000K IDR