



FINANCIAL REGULATIONS ACADEMIC YEAR 2023-2024

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Article 1. PRESENTATION

These Regulations govern the financial management of the costs related to the schooling of students at the Lycée français international Jacques PREVÈRT of Accra in GHANA.

First registration fees and tuition fees represent an essential part of the income of the Lycée Français International d'Accra (LFIA). They are established as part of the preparation of the budget by the Board of Directors and are then voted on at the General Assembly (AGM).

The amount of all fees is published on the school's website: www.lfaccra.com . Tuition fees at the LFIA are charged for all students enrolled, regardless of nationality.

Fees differ according to the student's level of education and nationality. Parents have this information before their child is registered.

The enrolment and retention of the student in the institution is subject to acceptance and compliance with the financial conditions set out in this document.

Article 2. ENROLLING A NEW STUDENT

The application for registration is submitted:

- ☞ Through the online portal, from the date indicated on the LFIA website.
- ☞ The submission of the completed dossier and success at a possible entrance test.

Upon payment of the registration fee one within 7 working days, of receipt of the admission email sent by the accounts department of the school.

When a child has several nationalities, the legal guardians must indicate the nationality to be considered for the pupil's schooling.

This clarification on nationality by legal guardians is the decisive factor of the tariff of tuition fees.

When the child acquires a new nationality during the school year, the change in invoicing is considered in the following semester.

Only the payment of the first registration fee of € 3,500 entails the reservation of a place for the child. The parent receives an acknowledgement of receipt confirming the registration.

Any payment beyond the time limit will lead to the cancellation of the application. The registration process must start again from the beginning.

LFIA does not manage the relationship between the parent and a potential third-party payer. It is up to the parent to ensure timely payment. A parent, for example, whose payment is made by his company will have to advance the sums if the employer cannot pay on time. It is the parent's responsibility to take this information from the employer. In the case of a possible double payment, the parent will be reimbursed for the overpayment within 15 working days.

In case of withdrawal, the first registration fee remains with the establishment and is non-refundable.

The registration of a new student during the school year is subject to:

- ☞ Registration of the application for registration which includes:
- ☞ Online entry of the application form;
- ☞ The submission of the complete file to the secretariat of the school;



- ☞ Successful entrance tests, if required, for students from a system other than the AEFÉ or French national education;
- ☞ The payment, once the application has been accepted by the LFIA, of the full first registration fee and tuition fees.

A "parent code" is then assigned to the family, which will be used throughout the student's schooling.

Article 3. PROLONGED ABSENCE OF A STUDENT WITHOUT NOTICE FROM THE FAMILY

When the absence of a pupil is established and the LFIA fails to obtain information justifying this absence within 15 working days, the pupil is considered to have been struck off and his place becomes available for another possible pupil. An email will be sent to the family informing them of the student's delisting.

Delisting requires a re-registration procedure in the event of return.

Article 4. RE-ENROLMENT OF A STUDENT

Re-enrolment applies to any family who has left LFIA and wishes to re-enroll children who are past students of the school.

The procedure to follow is then identical to that of the registration of a new student.

The amount charged per child is €2,100.

Article 5. BOOKING AN ARRIVAL DURING THE YEAR OR FOR THE FOLLOWING YEAR

A family is able to book a place in advance to guarantee the possibility of schooling their child at LFIA. This requires the payment of full fees in the same way as any other student. These fees are calculated from the date of booking the request as if the child was already present at LFIA.

Article 6. PAYMENT ARRANGEMENTS FOR SCHOLARSHIP BENEFICIARIES

Families who have submitted a scholarship application must pay the first registration fee and the advance of the first semester of tuition fees within the same time frame as other parents.

Upon receipt of the final notification of the French scholarship awards, the institution reimburses the sums paid, within the limit of the percentage awarded.

Families who have applied for a late scholarship, or requested a scholarship review by the second commission, at the Consulate General of France, are required to pay all tuition fees pending the decision of the AEFÉ.

For applications for grants on time or late, in the event of proven financial difficulties of the family, each situation could be studied upon written request, addressed to the principal, (secretariatprovisieur@lfaccra.com), who will forward to the Parents' Association (A.P.E.) for assessment on a case-by-case basis.

NB: In case of an early exit or the non-use of an ancillary service (half board, transport, exams, etc.) for which a scholarship would have been awarded, the amount of tuition aid awarded is systematically paid to the AEFÉ. The same will apply to the maintenance grant.

Article 7. PAYMENT OF SCHOOL FEES

At the LFIA, all fees, without exception, are payable ***exclusively*** by bank transfer or deposit or by check to the order of Lycée Français d'Accra. ***SPECIES REGULATIONS ARE NOT APPLICABLE.***

In case you opt for a bank transfer or deposit, it is imperative that the name of your child or his LFIA identification number appears as the reason for the bank transfer and that this element is transmitted to us by email or Whatsapp: +233 (0) 55 282 7413.



(Please ask for your receipt after each payment).

1. Local Deposit or Bank Transfer

AGENCY	MONEY	NO. ACCOUNT
ACCESS BANK GHANA AVIATION CARGO CENTER (280127)	GHC	0400226621651
	EUR	0401066621651
ECOBANK: REINSURANCE HOUSE (130131)	GHC	1441000560855
	EUR	3441000560854

2. Bank Transfer in France:

Bank	CIC Transatlantic Bank
Account Holder	A.P.E. of the French School of Accra
IBAN	FR76 3056 8199 2600 0120 6310 113
BIC	CMCIFRPP

3. Check payable to "Lycée Français d'Accra".

School fees are to be paid semi-annually. Invoices are issued in September and January with an obligation to pay within one month.

- ☞ **50% at the start of the school year in September, which covers the period from 1 September to 31 January;**
- ☞ **50% in January of each year, which covers the period from February 1 to the end of the year.**

	FRENCH	GHANAIAN	OTHER
KINDERGARTEN			
PS, MS et GS	4 500 €	5 400 €	5 820 €
ELEMENTARY			
CP, CE1, CE2, CM1 and CM2	4 500 €	5 400 €	5 820 €
COLLEGE			
6e, 5e, 4e, 3e	5 420 €	6 700 €	7 220 €
HIGH SCHOOL			
2nde, 1ere, Terminale	7 510 €	9 100 €	9 900 €

Year-end commitment fees for the following year

An advance of € 500 on the tuition fees of the 1st semester is payable in May. Note that this amount is non-refundable, beyond June 30, in case of departure. Failure to pay this advance will result in the cancellation of the student's registration.

This advance allows LFIA to plan its pedagogical structure for the following year, to determine the number of places still vacant, and to finalize the recruitment of staff. Therefore, this nominal deposit is not transferable to another child of a company or the same family.

When the deposit of 500 euros is paid, a certificate of re-registration may be given to the family, upon request.



ÉTABLISSEMENT
CONVENTIONNÉ



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à l'étranger

Article 8. EXAMINATION FEES

Examination fees are to be paid during the year. Payment is to be made at the same time as the tuition fees of the second semester.

EXAMS	AMOUNT
LFIA entrance tests	50 €
National Diploma of the Brevet	50 €
General Baccalaureate 1ere	137€
General Baccalaureate Tle	183 €
CERTIFICATION (OPTIONAL)	
IGCSE - British Cambridge	226 €
DELFL junior (A1, A2, B1 and B2)	€55 to €75

Article 9. TEXTBOOKS, SCHOOL SUPPLIES AND OTHERS

Textbooks : textbooks are the responsibility of families.

At primary, middle and high school, textbooks are rented for the duration of the school year. In case of loss or damage, the textbooks in question are invoiced to the family.

	TEXTBOOK RENTAL*	PAPERBACK PURCHASES
CP-CM 2	24 €	
6e	71 €	80 €
5e	97 €	111 €
4e	97 €	116 €
3e	94 €	98 €
2nde	125 €	71 €
1ere	155 €	71 €
Terminale	206 €	18 €

The list of additional supplies to be purchased by the family can be consulted via our web page www.lfacra.com

SUPPLIES	AMOUNT
KINDERGARTEN	172 €
CP	102 €
CE1	123 €
CE2	168 €
CM1	118 €
CM2	107 €
PRIMARY	97 €
COLLEGE	65 €
HIGH SCHOOL	60 €

Parents may be asked to make other payments for educational projects related to their child's class. Parents have the option of not involving their child in these projects.

In the event that more than 20% of the parents do not wish to participate, the project is cancelled for the entire group of pupils concerned. For these one-off fees, payment deadlines may be granted. The contribution requested from the family must be paid in full on the start date of the project.

School trips (optional): School travel costs are the responsibility of families. Any student whose tuition fees are unpaid, will not be able to participate in the school trip.



Article 10. THE PAYMENT PROCEDURE

LFIA issues invoices that it sends by email to the first parent/guardian responsible. The invoice amount is reduced by 2% if the parent pays all annual tuition fees in full on the first installment and before the invoice due date.

The parent must ensure the permanent validity of the contact information provided to the LFIA. The Lycée cannot accept an incorrect or invalid address as a reason for non-payment.

A payment is validated when the LFIA accounting department holds proof of transfer or a cheque. When the cheque bounces, the parent is notified to pay within a further five days with a penalty of 5%. Payment by cheque is then no longer possible.

Only cheques from a bank in Ghana or France are accepted.

When there are fees or charges made by banks for transfers made to LFIA accounts, these are the responsibility of the issuer.

Payment can be made in Ghana Cedi or in Euro. Payments in Ghana Cedi must be made at the exchange rate obtained from the high school accounting department at the time of payment, via email: chefcomptable@lfcra.com or comptable@lfcra.com.

Payments in U.S. dollars are not accepted.

The receipt is then sent to the families by email. The original receipt is also available from the Accounting Department upon request.

Provisions in case of late payment :

A family that has difficulty paying on time may be offered a payment schedule by the LFIA. A request for this must be made by the family at the latest within fifteen days of receipt of the invoice. This request will have to meet a number of constraints and be validated by the Chief Financial Officer before its implementation. In the event of a disagreement between LFIA and the parent, the terms of payment of this regulation apply.

After two written reminders sent by email, the family is put on notice to pay. In the event that the payment is not made within the new deadlines communicated, the child will no longer be admitted in class. A letter stipulating this is sent by the principal at least 48 hours before the effective date to the family by email and in an envelope, in person to the student.

Measures up to and including the non-acceptance of children at the beginning of the next school year may be adopted. Parents are then notified before the end of June of the year.

Special case of divorced parents and stepfamilies: the institution can only have one payer per student. In the event of a judgment awarding payment for all or part of the school fees by one or both parents, a copy of the legal act must be expressly provided to the establishment at the time of enrolment or re-enrolment of the student, in order to determine the organization of the terms of payment. No changes will be allowed during the year.

Article 11. DISCOUNTS AND REBATES

Any semester started is due in full for tuition, supply fees, paperbacks and textbook rental.

- a. Any departure during the semester does not result in a refund of amounts paid to LFIA;
- b. In case of arrival during the semester, tuition fees (only) are calculated from the first day of the month of arrival of the student;
- c. The invoice amount is reduced by 2% if the parent pays the annual tuition fees in full upon the first payment and before the invoice due date.



- d. Families, whose payer has enrolled four (4) or more children in middle school, high school and/or primary school, living in the same household, enjoy a 25% discount (on tuition fees exclusively), applied to the tuition fees of the 4th and subsequent children if applicable.

Article 12. INSURANCE

Enrolling your child at the Lycée Français International Jacques Prévert in Accra, implies the mandatory subscription to an international individual accident insurance selected by the school, at a cost of 39 € per student. We ask you to pay particular attention to the conditions under which this insurance can apply. Please refer to the school's webpage: <http://www.lfacra.com/Infirmerie> for information about this insurance, which is not medical insurance.

Article 13. STRIKING-OFF THE ROLL OR PERMANENT EXIT

Striking-off the roll means the removal of the student from the school's lists. This is granted at the request of both legal guardians. Obtaining the certificate of exit requires a period of 72 hours if the family is in good standing with the school accounts.

This certificate is required to register in an establishment in France and AEFÉ. Once the exit certificate is obtained, the family can retrieve the child's school record.

Article 14. FINAL PROVISIONS

The enrolment of a pupil in the school presupposes the full, complete and unreserved acceptance of all the provisions of these Financial Regulations. The signature of the registration or re-registration form implies acceptance of the latter.

Accra, /.... / 202

Mrs. Catherine DAUER
Principal

Mr. Mohamed SIDIBE
Chief Financial Officer

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for the 2023-2024 school year acknowledges having read and approved all the provisions of the Financial Regulation without reservation.

Accra, click or tap here to enter a date.