



FINANCIAL REGULATIONS FOR THE 2025-2026 SCHOOL YEAR

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Article 1. PRESENTATION

These Regulations govern the financial management of the fees related to the schooling of students at the Lycée Français International Jacques PREVERT d'Accra (**LFIA**) 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 (GA).

The amount of all the fees is published on the school's website: www.lfaccra.com. Schooling at LFIA is paid for by any student enrolled, regardless of their nationality.

Fees differ depending on the student's class and nationality. Parents are made aware of this information before their child registers.

Enrolment and continuation of schooling are subject to acceptance and full compliance with the financial provisions provided for in these regulations.

Payments must be made exclusively by bank transfer, bank deposit or cheque made payable to the Lycée Français d'Accra.

CASH PAYMENTS ARE PROHIBITED.

In the case of bank transfer or deposit, it is mandatory to specify the name of the student or the invoice number in the "reference" field or as the payer's identifier. A printable receipt is issued after each payment; It is recommended that a copy be always required.

Proof of payment must be sent by email or WhatsApp: **+233 (0) 55 282 7413**.

1. Deposit or bank transfer to the following accounts:

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
PEN	CMCIFRPP

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

Article 2. ENROLLING A NEW STUDENT

For the next school year

The application for registration is conditional on compliance with the following steps :

- ☞ Complete the online registration application form available on the [LFIA website](#) ;
- ☞ Submit a complete application and write admission exams, if applicable;
- ☞ Pay the 1st registration fee within 7 working days after the registration confirmation.

When the student has several nationalities, the legal guardians must indicate which one is used to determine the amount of school fees to be paid.

When the pupil acquires a new nationality during the school year, the change in the billing system can only be effective at the beginning of the following school year.

The payment of the first registration fee, set at €3,500, is the only guarantee of place reservation. An acknowledgement of receipt is then issued to the parents.

Late payments will result in the automatic cancellation of the application, which would have to be restarted.

LFIA does not intervene in relations between families and possible third-party payers (companies, organizations, etc.). Parents remain solely responsible for adhering to the payment deadlines.

In the event of double payment, the overpayment is refunded within 15 calendar days.

⚠ In the event of withdrawal, the first registration fee paid is not refundable.

REGISTRATION DURING THE SCHOOL YEAR

The admission of a student during the year is subject to:

- ☞ **Completing the registration application form online;**
- ☞ **Submission of the complete file to the school's secretariat;**
- ☞ **Successful completion of any entrance tests for students coming from a system other than the AEF or French national education;**
- ☞ **Payment of the full registration fee and tuition fees, once the application has been accepted (cf. article 9b).**

Following this registration, a "parent code" is assigned to the family and will remain valid throughout the student's schooling.

⚠ In the event of withdrawal, the first registration fee paid is not refundable.



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

If a student is absent and no information is transmitted by the family within 15 calendar days, he or she is automatically considered to have been removed from the school. His place can then be assigned to another student.

In the event of a return, the family will have to initiate a re-registration procedure.

Article 4. RE-ENROLMENT OF A STUDENT OF THE SCHOOL

The re-enrolment concerns families who have left LFIA for more than 12 months and wish to re-enrol their child who has previously been enrolled in the school. The procedure is identical to that provided for a new registration (see Article 1). **The re-registration fee is set at €2,100 per child.**

Article 5. RESERVATION OF A PLACE FOR A STUDENT ARRIVING DURING THE YEAR OR THE FOLLOWING YEAR

Families have the option to reserve a place in advance to ensure their child's admission to LFIA.

This reservation implies the full payment of all fees (registration and tuition), under the same conditions as for any other student.

The tuition fee is calculated from the booking request, as if the child were already present at LFIA.

Article 6. TERMS AND CONDITIONS FOR FRENCH FAMILIES WHO HAVE APPLIED FOR SCHOLARSHIPS

A. Families who have submitted a scholarship application must pay:

- ☞ **The first registration fee;**
- ☞ **As well as an advance corresponding to the first semester of tuition fees, within the same deadlines as all parents.**

Upon receipt of the final notification of the French scholarship awards, the institution shall reimburse the sums paid, up to the limit of the percentage granted.

B. Families who have submitted a late application or a request for revision to the second commission of the Consulate General of France must pay the full tuition fees while waiting for the AEFE's decision.

In the event of proven difficulties, each situation may be studied on the basis of a written request from the family, addressed to the administration, (secretariatprovisieur@lfaccra.com), who will forward it to the A.P.E. for assessment on a case-by-case basis.

NB: Due to early retirement or non-use of an ancillary service (half-board, transport, exams, etc.) for which a scholarship would have been granted, the amount of tuition aid awarded is systematically paid to the AEFE. The same applies to the bursary.

Article 7. TUITION FEE REGULATIONS

Tuition fees are charged per semester:

- ☞ 50% of the annual amount to be paid in September, covering the period from 1 September to 31 January;
- ☞ 50% in January, covering the period from February 1 to the end of classes.



Each invoice must be paid within a maximum of one month from its issuance.



REGISTRATION & TUITION FEES FOR THE ACADEMIC YEAR 2025-2026

Tuition fees for the 2025/2026 academic year have been set by the Board of Directors of the Lycée Français International Jacques Prévert d'Accra as follows:

FIRST REGISTRATION FEE

3500 € per child, on first registration

(NON-REFUNDABLE)

RE-REGISTRATION FEE

2100 € per child, following prior de-registration

(NON-REFUNDABLE)

2025-2026 (CORPORATE)

Level	CLASS	Nationality	Total per annum
Kindergarten (KG1 - KG2 - KG3)		FR	€ 6,190
		GH	€ 6,740
		Others	€ 7,240
Primary	CP	FR	€ 6,070
		GH	€ 6,620
		Others	€ 7,120
	CE1	FR	€ 6,080
		GH	€ 6,630
		Others	€ 7,130
	CE2	FR	€ 6,130
		GH	€ 6,680
		Others	€ 7,180
	CM1	FR	€ 6,110
		GH	€ 6,660
		Others	€ 7,160
	CM2	FR	€ 6,120
		GH	€ 6,670
		Others	€ 7,170

2025-2026 (FAMILY)

Level	CLASS	Nationality	Total per annum
Kindergarten (KG1 - KG2 - KG3)		FR	€ 5,820
		GH	€ 6,340
		Others	€ 6,800
Primary	CP	FR	€ 5,700
		GH	€ 6,220
		Others	€ 6,680
	CE1	FR	€ 5,700
		GH	€ 6,220
		Others	€ 6,680
	CE2	FR	€ 5,760
		GH	€ 6,280
		Others	€ 6,740
	CM1	FR	€ 5,730
		GH	€ 6,250
		Others	€ 6,710
	CM2	FR	€ 5,740
		GH	€ 6,260
		Others	€ 6,720



2025-2026 (CORPORATE)				2025-2026 (FAMILY)			
Level	CLASS	Nationalité	Total per annum	Level	CLASS	Nationality	Total per annum
Junior High School	6 ^{ème}	FR	€ 7,250	Junior High School	6 ^{ème}	FR	€ 6,800
		GH	€ 8,250			GH	€ 7,750
		Others	€ 8,820			Others	€ 8,280
	5 ^{ème}	FR	€ 7,330		5 ^{ème}	FR	€ 6,880
		GH	€ 8,330			GH	€ 7,830
		Others	€ 8,910			Others	€ 8,360
	4 ^{ème}	FR	€ 7,310		4 ^{ème}	FR	€ 6,860
		GH	€ 8,310			GH	€ 7,810
		Others	€ 8,890			Others	€ 8,340
	3 ^{ème}	FR	€ 7,340		3 ^{ème}	FR	€ 6,890
		GH	€ 8,340			GH	€ 7,840
		Others	€ 8,910			Others	€ 8,370
Senior High School	2 ^{nde}	FR	€ 9,570	Senior High School	2 ^{nde}	FR	€ 8,970
		GH	€ 11,000			GH	€ 10,320
		Others	€ 11,970			Others	€ 11,220
	1 ^{ère}	FR	€ 9,780		1 ^{ère}	FR	€ 9,180
		GH	€ 11,200			GH	€ 10,530
		Others	€ 12,180			Others	€ 11,430
	TLE	FR	€ 9,760		TLE	FR	€ 9,160
		GH	€ 11,190			GH	€ 10,510
		Others	€ 12,160			Others	€ 11,410

A 5% penalty will be applied for late payment.

In addition, financial contributions may be requested for educational projects (outings, workshops, school trips).

- ✓ Participation in these projects is not mandatory;
- ✓ If more than 20% of the families refuse to participate, the project is cancelled for the entire class or group concerned;
- ✓ For these one-off costs, payment deferrals may be granted. However, the amount due must be paid in full before the start of the project;
- ✓ Regarding optional school trips, their cost remains the sole responsibility of the families.

School trips (optional): school trip costs are the responsibility of the families.

⚠ Students whose tuition fees are not paid in full will not be able to participate in the trip.

Article 8. THE PAYMENT PROCEDURE

LFIA issues invoices which are sent to the designated person at the time of registration.

The amount of the invoice is reduced by 2% if the full annual tuition fee is paid in one instalment, before the deadline indicated on the invoice.



⚠ Parents/guardians should ensure that their contact information and contact information is always up to date. An incorrect or invalid address would not be accepted as an excuse for non-payment.

A payment is considered valid as soon as the LFIA accounting department has received proof of transfer or a cheque.

- ✎ In the event of a bounced cheque, the parent has an additional 5 days to regularise, with a penalty of 5%. Payment by cheque is no longer accepted.
- ✎ Only cheques issued by a bank located in Ghana or France are admissible.
- ✎ Bank fees related to transfers to LFIA accounts are fully borne by the issuer.

Payment can be made in Ghana Cedi or Euro.

Payments in Ghana Cedi must be made at the exchange rate obtained from the school's accounting department at the time of payment, via email: chefcomptable@lfaccra.com or comptable@lfaccra.com.

The [exchange rate](#) is updated regularly on the [website](#)

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 the event of late payment :

In the event of difficulties, a family can request a payment plan, provided that they request it within 15 days of receiving the invoice. This schedule must be validated by the CFO before implementation.

In the event of disagreement, the conditions set out in these regulations shall remain applicable.

After two reminders, the family is given a formal notice to pay. If the payment is still not made on time, the student is no longer admitted to class. An official letter is then sent to the parents via mail or through wards at least 48 hours before the effective date.

Measures up to and including refusal of registration at the beginning of the next academic year may be applied.

The families concerned are informed before the end of June.

Special case of divorced parents and blended families :

Only one payer is registered by the school for each student

If a judgment provides for the sharing of the payment of the fees between the parents, a copy of the legal act must be sent at the time of registration or re-registration.

⚠ No changes to the terms of payment are accepted during the year.

Article 9. DISCOUNTS AND ALLOWANCES

Any semester started is due in full.

No refund is granted in the event of departure during the semester.

In the event of arrival during the semester, tuition fees are calculated from the 1st day of the month of the student's admission.

The amount of the bill is reduced by 2% if the parent pays the annual tuition fee in full from the first instalment and before the due date of the bill.

Families whose payer has enrolled four (4) or more children in middle school, high school and/or primary school, living in the same tax household, benefit from a 25% discount applied to the school fees of the 4th child and subsequent children if applicable.

Article 10. INSURANCE

The school fees paid comprises a civic responsibility insurance for your child.

Article 11. REMOVAL FROM THE REGISTER OR PERMANENT EXIT

Removal means the removal of the student from the lists of the School. It is obtained at the request of the two legal guardians.

The school issues a certificate of deregistration within 72 hours, provided the family is up to date with its fee payments.

This certificate is mandatory for enrolment in a school in France or within the AEFÉ network.

Once this document has been obtained, the family can also remove the student's complete school record.

Article 12. 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. Signing the registration or re-registration form constitutes acceptance of the latter.