

Whatever his or her nationality, every student enrolled at Marguerite Duras French International School must pay the fees listed according to the attached fee schedules.

Schooling fees include :

- Registration fees
- Tuition fees
- Cafeteria fees
- Examination fees.
- Miscellaneous fees (for example: extracurricular activities, field trips, languages certifications exams, or damages caused by the student)

The amount of each of these fees is determined every year by the Agency for the French education in foreign countries (AEFE), in consultation with the Educational Council of the International French School Marguerite Duras.

I. Registration fees :

- French students : 700 €
- Vietnamese students : 900 €
- Foreigner students : 1 200 €

Registration fees are required in case of a first enrollment or of re-enrollment of a child who has left the school (except if these fees were paid in the course of the preceding school year).

Registration fees are non-refundable.

II. Tuition fees :

- These fees are established according to the pupil's nationality. A change of nationality during the school year will be taken into account at the start of the following term. The demand, accompanied by the necessary documentation must be notarized.
- Any month a student is in school will be charged in full.
- For the school year 2019-2020, the fees are listed below, by term, in Euros :

Section	1st term			2 nd term			3rd term			Annual Fees		
	French	Vietnamese	Others	French	Vietnamese	Others	French	Vietnamese	Others			
Kindergarten	1 718	2 200	2 728	1 289	1 650	2 046	1 289	1 650	2 046	4 296	5 500	6 820
Elementary	1 688	2 168	2 680	1 266	1 626	2 010	1 266	1 626	2 010	4 220	5 420	6 700
Middle school	1 865	2 396	2 945	1 399	1 797	2 209	1 399	1 797	2 209	4 663	5 990	7 363
High school	2 026	2 501	3 186	1 519	1 804	2 389	1 519	1 876	2 389	5 064	6 253	7 964

1. **Large families:** A deduction of 10% on the tuition fees is given to the third child of the same legal guardian registered in the school, and 15% on the fees of the 4th child (discount applied on the fees of the youngest of the family). The deduction would be applied in condition that all the children of the family are attending the school.

2. **Employees on local contracts :**
- all employees on local contracts at LFIDURAS benefit from a 25% reduction. The reduction applies to locally recruited part-time employees in proportion to the hours worked.
 - this reduction does not apply to locally recruited employees if their spouse's employer pay the education fees. Neither does it apply to short-term contracts.
3. **Absences:** A temporary absence, whatever the duration has no right to a discount of tuition fees. In case of an absence for longer than 1 month for health reasons and justified by a medical certificate, a discount will be considered.
- III. **Scholarship:** offered by French state for Pupils of French nationality. The Agency for French education abroad (AEFE) grants scholarships through the French General Consulate in Ho Chi Minh City. The conditions for applying and application files are available at the Service of Social Affairs of the Consulate.
1. **For pupils already registered at the school:** applications must be returned to the French Consulate in February, and are then examined during the 1st Local Commission for Scholarships, on dates determined by the Consulate in April or May.
 2. **New students:** Families who reside in Ho Chi Minh district must apply for a scholarship in February. They should make an appointment directly with the Consulate so that their request can be examined during the first commission. Families who arrive after the first commission (April) should constitute their file by the end of August so that they can be examined during the second School Scholarship Consulate Commission.
 3. **Families applying for the scholarship for the 1st time** are required to pay the first registration fees and **at least 50%** of tuition fees for the 1st term (September to December) while waiting for the AEFE's official notification that will be sent by mid -December.
The school will process refunds once the AEFE has approved any scholarship.

III. **Lunch fees (in Euros)**

The catering service company: LDJ (contract of 2 years: from September 2018 to June 2020, with possibility of renewal from the 3rd year.

Lunch, flat rate in Euros :

1. Lunch fees for each term (5 days per week) will be invoiced at the same time as the term tuition fees. The choice to have lunch is for the whole term. Students will receive a cafeteria card valid for the entire period of enrollment.

In case of loss or theft, a new cafeteria card will cost 100,000 VND, to be paid in the school accounting department.
2. Refund of canteen fees:
 - In case of an absence of more than 5 consecutive days because of health reasons : for the reimbursement, the family must provide medical documents justifying the illness to the accounting department.
 - In case of study trips organized by the school or a school day off.
3. The 2019/2020 fees indicated below, in €, the exchange rate is fixed by the French Ministry of Economy and Finance, exchange rate of 16/09/2018 (0.0000374). Prorated calculation may be apply.

Lunch Type	Sept – Dec 2019	Jan - March 2020	April - June 2020	Annual fees
Table service (for Kindergarten to Year	147 €	109 €	121 €	377 €
Self-service (for Year 4 to Year 12)	178 €	132 €	147 €	457 €

Lunch ticket (for adults only, in VND): A single meal is possible for purchase, at a price of 85 000VND. Tickets are sold every Monday, Wednesday and Friday morning at the accounting department.

IV. **Examination fees** (session of June 2020) are paid for the following exams (fees remain unchanged since June 2018):

- Diploma of Middle school Education (end of grade 9): 45€
- Early exams of the Baccalaureate (end of grade 11): 50€
- Baccalaureate (end of grade 12): 230€

V. **Others fees:**

1. Extra-curricular activities (no prorated calculation):
 - Fees by classical activity and by session semestrial : 55€ (limited to 3 activities per week; for children on scholarships, one activity per session will be free of charge)
 - Fees for preschool activity and by session semestrial : 50€
2. UNSS (school sports teams for middle school) activity: 50€ registration. No prorated calculation.
3. Extra charges may be applied for school trips, field trips or non compulsory projects in case of registration.
4. In case of damage or loss, text books lent by the school will be invoiced at the price of a new one, or according to the following scale :
 - Text book : 15€
 - Science fiction novels : 10€
 - Cartoon strip : 10€
 - Magazine, CD-Rom : 8€NB: After being invoiced, any refund requests are taken into account.
5. In case of damage or loss of the “liaison book”: 100 000VND for the renewal.
6. In case of damage of school equipment, the replacement or restoration fees will be invoiced to families.

VI. **Payment period:**

Tuition fees and any miscellaneous fees are required to be paid according to the following schedule:

1. In beginning of September : payment of tuition fees of term 1 (September to December , 4/10 of the annual amount)
2. In beginning of January : payment of tuition fees of term 2 (January to March, 3/10 of the annual amount)
3. In April : payment of tuition fees of term 3 (April to June , 3/10 of the annual amount)

In case of an arrival or departure during the school year, any month a student is in school will be charge in full. In the case of an arrival, tuition and first registration fees are due upon registration.

VII. **Payment terms :**

- Families personally owe tuition fees and any extra fees to the school. Resolving contractual disputes between the families and their employers is not the responsibility of Marguerite Duras French International School.
- When their employers may take charge of the school fees, families must ensure the timely payment of invoices.
- Invoices are drawn up in Euros. The amount in VND in the invoice is just for information. The exchange rate, fixed by the French Ministry of the Economy and Finance, and published by the French Consulate in Ho Chi Minh City, may be altered on the 1st and the 16th days of each month. A bank transfer in VND is taken into account at the reception of the amount on the establishment account. The possible variations of exchange rates are the responsibility of the families.
- Payment by Bank transfer (in euro in France and in VND in Vietnam) is preferred and compulsory when the amount is above 300 euros. Transfer fees are the responsibility of the families. Payment is made exclusively:

- **In Euros** by check or bank transfer (bank account information in below).
- **In VND:** by bank transfer or cash.
- By bank transfer: (bank account information below).
- By cash: will be accepted only for the amount inferior to 300 euros. A receipt will be provided in this case. Open hours for the payment by cash are from 8:00 AM to 12:30 PM, at the accounting department.

Bank account information of the school:

Transfer in VND:

- Beneficiary: **TRUONG PHAP QUOC TE MARGUERITE DURAS**. Account No: **0003 5622 000** (VND)
- Bank: BPCE IOM Ho Chi Minh City Branch, 21st floor, Green Power Building, 35 Ton Duc Thang, D1, Ho Chi Minh City, Vietnam.
- SWIFT CODE /BIC: BFCEVNVX

Transfer in EURO (from abroad or from Viet Nam):

- Beneficiary: **LYCEE FRANCAIS INTERNATIONAL MARGUERITE DURAS / HOCHIMINH VILLE**
- Bank: TRESOR PUBLIC
- Domiciliation : TPNANTES TGETRANGER
- Bank Code : 10071 Code Guichet: 44900. Account No. : 00001020422 Rib key: 83
- SWIFT CODE /BIC: TRPUFRP1
- Code IBAN: FR76 1007 1449 0000 0010 2042 283

VIII. Dispositions in case of non-payment of tuition fees, canteen and others fees :

- Twenty days after the invoice is issued, a first reminder will be made by the accounting service.
- A second reminder will be made to families still behind in payments, with a deadline of 10 days to pay.
- If families still fail to pay after the second reminder, the third one will be sent to them by certified mail with proof of delivery. Families have 7 days to pay the fees.
- In case of failure to pay after the deadline fixed in the third reminder, the families will be asked to attend to an interview with the Director of finance and the school Principal.
- At the end of this process, failure to pay the invoice will lead to the non-admission of the pupil in class and to the start of legal proceedings.
- A pupil can only be enrolled again after all arrears have been settled.

IX. Departures :

The families concerned must take the following steps:

- Forewarn as soon as possible the Secretariat of the school, by letter or by email.
- Request an "Exeat" at the secretariat. This document will be required by the new school of your child.
- Give back to the school library (CDI) all text books, at the latest two days before leaving.
- Students in grade 11 and grade 12, return the laptop lent by school in order to receive de deposit, in accordance with the lending agreement.
- Settle all fees at the Accounting Department.
- Make an appointment with the Secretariat to take the student's school file.

X. School transport :

- For 2019-2020, the transport service of the Lycée Marguerite Duras, retained Parents Association is **CTY TNHH HANH TRINH HOA SEN (UNIKA Company)**.
- The annual fees 2019-2020 is 21 583 800 VND
- In order to benefit from this service, the family must pay the UPMD a membership fee of 100 000 VND.
- Contacts :
 - Telephone: 028 3519 2072. Mobile: 0902 373 398.
 - Email: viet@transport-duras.com. Website : <http://transport-duras.com>
- **Students on scholarship** : on the authorisation of Parents Association, for french families whose children are on scholarship, school will pay directly the transport service fees to the Unika company.