

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

The schooling fees include:

- First registration fees
- Tuition fees
- Cafeteria fees
- Examination fees.
- Miscellaneous fees (extracurricular activities, field trips, languages certifications exams, or damages caused by the student, and others)

Each of the first four fees above is determined every year by the Agency for French Education Abroad (AEFE), in consultation with the Educational Council of the International French School Marguerite Duras (the last to date occurred on 24/03/2022).

It is reminded that all billings are subject to a notice sent by email to the payers as identified by the families on EDUKA. This notice informs said payers that financial documents are available through the “Finance” tab of the “Parents” account.

## **I. First registration fees :**

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

Registration fees are required in case of a first enrolment. Their payment enables a pupil's registration in the school data base. This enrolment shall become effective once it has been checked the pupil is in order with his/her previous school.

These first registration fees are non-refundable except in case of force majeure which would lead the school-year registration to be cancelled before it started.

The first registration fees shall be renewed if a pupil enrolls again after having spent two years or more outside the French International School Marguerite Duras.

## **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 shall be notarized.
- Any month a student is in school shall be charged in full.
- For the school year 2023-2024, the fees are listed below, by term, in Euros :

	1st term			2 <sup>nd</sup> term			3rd term			Annual fees		
	September to December 2023			January to March 2024			April to June 2024					
Section	French	Vienam ese	Others	French	Vienam ese	Others	French	Vienam ese	Others	French	Vienam ese	Others
Kindergarten	1 844	2 492	2 899	1 382	1 870	2 174	1 382	1 870	2 174	4 608	6 232	7 247
Elementary	1 811	2 380	2 826	1 358	1 784	2 119	1 358	1 784	2 119	4 527	5 948	7 064
Middle school	2 002	2 610	3 098	1 501	1 958	2 323	1 501	1 958	2 323	5 004	6 526	7 744
High school	2 172	2 822	3 350	1 629	2 116	2 512	1 629	2 116	2 512	5 430	7 054	8 374

**1. Large families:**

A deduction of 15% on the tuition fees is given to the third child of the same legal guardian registered in the school, and 20% on the fees of the 4<sup>th</sup> child (discount applied on the fees of the youngest of the family). The deduction will be applied only if 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 60% 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, gives 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 the 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 the application files are available at the Service of Social Affairs of the Consulate.

- 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.
- 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 compile their file by the end of August so that they can be examined during the second School Scholarship Consulate Commission.
- Families applying for a 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.

**IV. Cafeteria (lunch) fees:**

Lunch provided by: **THE CATERERS**

***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 which is valid for the entire period of enrollment.
2. Refund of lunch fees:
  - In case of an absence of more than 5 consecutive days for health reasons: in order to be refunded, the family must provide medical documents justifying the illness to the accounting department.
  - In case of field trips organized by the school or a school day off.
3. **The 2023/2024 lunch fees** are indicated below, in €. The exchange rate is fixed by the French Ministry of Economy and Finance, exchange rate on 16/09/2022 (0.00004153). Prorated calculation may apply, subject to the validation of the school calendar 2023/2024.

Lunch Type	Sept – Dec 2023	Jan - March 2024	April - June 2024	Annual fees
Table service (for Kindergarten to Grade 3)	158 €	125€	125 €	<b>408 €</b>
Self-service (for Grade 4 to Grade 12)	192 €	152 €	152 €	<b>496 €</b>

***Lunch ticket (for adults only, in VND):***

A single meal is possible for purchase, at a price of 85000VND.

Tickets are sold every Monday, Wednesday and Friday morning at the accounting department.

**V. Examination fees** (session of June 2024) are paid for the following exams

- Diploma of Middle school Education (end of grade 9): 45€
- Early exams of the Baccalaureate (end of grade 11): 60€
- Baccalaureate (end of grade 12): 230€

**VI. Others fees:**

Categories	Fees	Remarks
<b>APS / AES / UNSS</b>		
After-school activities	55 euros	Per semester and per activity. Any departure during the semester is non-refundable except in the event of definitive departure from the school and force majeure.
UNSS Collège (Middle school)	50 euros	A year, non-refundable
UNSS Lycée (Hugh school)	100 euros	A year, non-refundable
<b>Miscellaneous</b>		

Carnet de correspondance (Register)	4 euros	Must be renewed if lost
Canteen card	4 euros	Must be renewed if lost
<b>Books that are not returned or returned in a deteriorated state and that cannot be borrowed again</b>		
Deterioration type 1	7 euros	Magazines, Mangas and fiction
Deterioration type 2	14 euros	Children's literature, comic books, teenage / adult novels, documentaries, textbooks BCD
Deterioration type 3	26 euros	Textbooks CDI, audiobooks and special editions
<b>Language certifications</b>		
Cambridge –Starters, Movers, Flyers	30 euros	
Cambridge –KET, PET	40 euros	
Cambridge –FCE	70 euros	

The families will be billed for the school trips and/or other optional activities after a vote and notice by the board of education.

## **VII. Period of payment:**

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

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

### **Note:**

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

## **VIII. Modalities of payment:**

- The tuition fees stated in point II of these financial regulations are not refundable, as long as a pedagogical continuity is ensured. In the event of school closing due to force majeure and/or under the control of the Vietnamese authorities, only an explicit decision of the Director of the AEFE can authorize a refund according to set 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, 21<sup>st</sup> 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

#### **IX. Dispositions in case of non-payment of tuition fees, canteen and others fees:**

*Non-payment notices are all sent by email to the payers as identified by the families on EDUKA and are accessible through the tab “E-mail et contacts” (“E-mails and contacts”) in the folder “E-mails reçus” (E-mails received”).*

- Twenty days after the invoice is issued, a first reminder will be made by the accounting service. Families have 10 days to pay the fees.
- A second reminder will be made to families still behind in payments, with a deadline of 7 days to pay.
- If families still fail to pay after the second reminder, the third one will be sent to them by email and by mail.
- In case of failure to pay after the third reminder without deadline, the families will be asked to attend to an interview with Chief Financial Officer 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.

## **X. 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. If necessary, the amounts due to school will be notified in the “Exeat” by the date the latter is published. This document will be required by the new school of your child.
- Give back to the school library (BCD or CDI) all text books, at the latest two days before leaving.
- Students in grade 10, 11 and 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.

## **XI. Solidarity Fund**

A solidarity fund is available within the establishment. The purpose of this solidarity fund is to provide occasional assistance to our students’ families who may encounter temporary difficulties in meeting their financial obligations concerning the education of their children.

The solidarity fund depends on the voluntary contributions of the families, to get the means to support its ambition, and to ensure a rapid and efficient implementation. Donations are made on a voluntary basis.

The possibility of making a donation is effective and the contribution amount is at the discretion of the donor. It will be fully allocated to the operation of this fund and the achievement of its objectives. For more information, please contact the accounting department.

## **XII. School bus**

For information, school bus is not managed by the school but by the parents' association: [transport@upmd.fr](mailto:transport@upmd.fr)

Parents’ name :

Read and understood the above, date:

Parents’ signature :