



## **FINANCIAL REGULATION - SCHOOL YEAR 2020-2021**

The Financial Regulation of the Lycée Guebré-Mariam is in line with the recommendations of the Mission Laïque Française, a French non-profit association which oversees the LGM.

It defines financial registration conditions for students, sets tuition fees and other additional fees, payment terms, school internal scholarship policy and staff exemptions.

The pricing for the current year is an integral part of this regulation.  
It is published internally and externally during budget preparation.

The Financial Regulation is enforceable against families. The registration of a student at the LGM implies acceptance of this Financial Regulation.

### **I – Tuition fees**

Tuition fees are set for each school year and divided into several categories.

In accordance with the decision of the Governing Board, and unless duly justified, **only tuition fees for Ethiopian nationals can be paid in birrs.**

#### **1) The costs of first admission**

The admission fee is levied only once in all schooling either at the time of the registration campaign, or during the school year for any new registration. However, in the event of return to the school, a pupil who left it during 3 full school years must pay this fee again. It is not refundable, even partially, in the event of early departure during schooling.

#### **2) Annual registration**

Payable during the annual registration campaign, its amount is uniform for all nationalities. It is not refundable, even partially, in the event of early departure during the year.

In case of registration during the school year, no reduction is made on this lump sum.

**Students are not declared admitted to the school until the first registration fees or annual registration fees are paid.**

**Likewise, the school cannot re-enroll a student with a current debt. It is therefore up to the family to make all arrangements to pay any outstanding receivables prior to registration.**

#### **3) General tuition fees**

Their amount is fixed for 3 categories of students: Ethiopian nationals, French nationals, other nationals. The nationality declared at registration is valid for the entire duration of schooling, including when a pupil has left high school and wishes to re-register.

They are intended to cover the entire operation of the school, without any specific allocation as to the nature of the expenses they cover.

They are collected in two terms according to the published pricing, the first covering the period September - December, the second covering the period January - June.

In case of arrival or departure during the school year, the rule applies that "any month started is due in full". A discount is made to take into account the number of months of actual presence.

4) School supplies

The stationery and the necessary supplies for students, from Preparatory Course (CP) to the final year, are provided by the school. The specific duty collected in this respect is determined each year based on the actual cost of the supplies plus import costs.

This duty is levied in full in September and is fully acquired by the school which made the advance, even in the event of early departure.

5) School textbooks

In secondary school, textbooks are rented to students. A different tariff is applicable in the first and second cycles. This fee is collected in full in September. No discount is granted in the event of early departure or arrival during the school year.

## **II - Pricing for various services**

These additional fees or charges are fixed annually for each school year, and form an integral part of this Financial Regulation. They are also published before the start of the school year.

1) Extra-curricular activities (elementary students only)

Different activities are offered during lunch hours or at the end of the afternoon after class. These activities are organized by separate periods during the school year, the dates of which are defined each year.

Registration is chargeable, the price is fixed by period and may vary depending on the duration of the sessions or the nature of the activity. Before the start of each period, the corresponding contribution must be paid.

2) Daycare

Any elementary school student still present in the school premises after 4:20 p.m. is taken care of by the daycare service until the arrival of the person responsible for the child. Each utilisation of the daycare service is payable by cards of 20 sessions, on sale at the cashier desk.

**No entry to the daycare will be accepted without proof of payment, and unannounced checks will be carried out.**

**An irregular presence will be subject to sanctions, up to and including exclusion from the daycare center.**

In the event that a student has to stay at the daycare due to parents' delay or for any other reason, the family will have to pay afterwards a lump sum priced per hour of service.

5) Supervised studies, directed studies and homework help

A service of supervised studies and directed studies is available to families.

Each attendance slot is payable by cards of 20 sessions, on sale at the cashier desk.

In elementary school, help with homework provided by a teacher of the grade will be offered.

Registration is done per semester, the price of the session will be indicated at each return.

6) Compensation for losses

In case of loss, materials belonging to the school loaned to students, books, video, correspondence notebook, identification card or other material or document, are to be reimbursed on a flat rate fixed by the school.

## 7) Examination fees

Registration for the Brevet and the Baccalauréat is chargeable.

The amounts of French examination fees are fixed annually. A receipt from the cashier is required for the school service to proceed with administrative registration.

Scholarship students pay this contribution in proportion to the percentage of scholarship granted.

Pupils exempt from tuition fees pay the exam fee if the parent employed by the school has an index equal to or greater than the school's salary scale index of 380.

Exam fees are not refundable after administrative registration.

For the 6th and 8th grade exams organized by the Ethiopian Ministry of Education, the latter sets the fees.

## 8) Entrance tests

Students applying for enrollment in the Lycée who are not from an approved school must take a level test. This exam is chargeable and must be paid before taking the test.

## **III - Special procedure for entering the Small Section (1<sup>st</sup> year KG).**

A pre-registration file must be requested during the previous school year. The families of pupils selected for registration must pay first admission fee before the end of the previous school year (on a date specified at the time of pre-registration).

The registration fee is in no way refundable.

## **IV) Terms of payment and recovery**

- Tuition fees are payable in 2 installments, on invoicing, in September and January. Tuition fees are payable within 15 days from the date of issue of the invoice.
- The payments are by bank transfer or bank check to the order of “Lycée Guebre-Mariam” or cash at the Lycée’s cashier.
- **For students of non-Ethiopian nationality, payment must be made in Euros or US Dollars.**
- Possibility to pay the tuition fees and all related services in one go from September.
- A penalty of 5% increase on tuition fees may be applied for late payment (set after 15 days from the date of issue of the invoice).
- **The procedures put in place by the Mission Laïque Française, the school supervisory organism, prohibit the school from admitting to class, either after promotion to a higher grade or during the school year, students whose tuition fees have not been paid within the time limits mentioned above.**
- **Also, in the event of non-payment of the invoice, and after two amicable reminders, a formal notice will be sent to the family. If payment has still not been made, the student will be excluded by decision of the Head teacher, including during the school year.**

## **V) Scholarships**

### 1) Internal scholarships of the Guébré-Mariam school

Guébré-Mariam school has implemented an internal scholarship policy. Consequently, total or partial reductions in tuition fees may be granted.

These scholarships are intended to help families who are experiencing temporary financial difficulties. These scholarships exist to take account of exceptional situations, it being understood that the families of students admitted to the Lycée Guébré-Mariam undertake and certify at registration that they are able to cover all of the tuition fees.

These grants are not systematic in nature and must be the subject of an application renewed each year, which application will be examined by the administration.

2) Staff exemptions

Staff holding an open-ended employment contract may benefit from tuition fees coverage by the school for a maximum of two children, subject to the terms of the collective agreement.

**The lack of involvement in schooling, the employee having a non-French-speaking family or poor results may result in the loss of the benefit of these scholarships or exemptions.**

Done in Addis Ababa on May 26, 2020

The principal, Head teacher

The Administrative and Financial Head

Jean-Luc RAGUZ

Thomas PARRA

**This Financial Regulation, together with its appendices relating to the annual fees, is binding on families, who must read it and return it signed to the school during the annual registration or re-registration campaign.**

**The absence of a signature on this regulation cancels any enrollment in the school.**

Family signature prior to registration or re-registration

**STUDENT'S LAST NAME and FIRST NAME:**

**CLASS:**

**LAST NAME and FIRST NAME of the PARENT OR LEGAL GUARDIAN:**

**Signature:**