



FINANCIAL REGULATION - SCHOOL YEAR 2022-2023

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 per 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 3:30 p.m. is taken care of by the daycare service until the arrival of the person responsible for the child.

The fixed cost of daycare registration is paid at the beginning of each period.

3) 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.

4) 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.

5) 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 (1st 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.

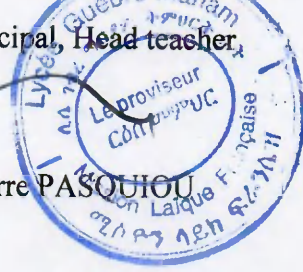
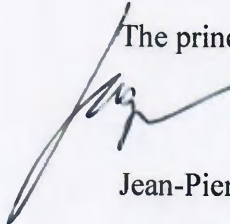
2) Staff exemptions

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.


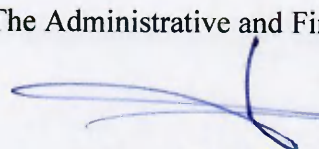
Done in Addis Ababa on March 11, 2022

The principal, Head teacher



Jean-Pierre PASQUIOU

The Administrative and Financial Head



Thomas PARRA

This Financial Regulation, together with its appendices relating to the annual fees, is binding on families, who must read and approve it.



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Lycée Guebre-Mariam

THE FINANCIAL REGULATION

TUITION AND FEES FOR ACADEMIC YEAR 2022-2023

	PRE-ELEMENTARY PS	PRE-ELEMENTARY MS-GS	ELEMENTARY CP-CM2	JUNIOR HIGH SCHOOL 6ème-5ème	JUNIOR HIGH SCHOOL 4ème - 3ème	SENIOR HIGH SCHOOL
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I - ADMISSION FEE (for first admission)						
First Admission (ETB)	66 600	66 600	66 600	66 600	66 600	60 500
First Admission (€)	2 070	2 070	2 070	2 070	2 070	2 070

II - TUITIONS FEES

A - ETHIOPIAN NATIONALITY STUDENTS (ETB)

Annual registration	4 600	4 600	4 600	4 600	4 600	4 600
Individual supplies	0	0	4 000	5 250	5 250	5 250
book rental				4 750	4 750	4 750
Tuition Sept-Dec	74 450	74 450	74 450	78 150	40 100	41 650
Tuition Janv-Juin	61 000	61 000	61 000	64 050	32 700	34 150
Annual tuition fees	140 050	140 050	144 050	156 800	87 400	90 400

B - FRENCH NATIONALITY STUDENTS (€)

Annual registration	143	143	143	143	143	143
Individual supplies	0	0	124	163	163	163
book rental				143	143	143
Tuition Sept-Dec	2 650	2 650	2 650	2 800	2 800	2 860
Tuition Janv-Juin	2 170	2 170	2 170	2 280	2 280	2 350
Annual tuition fees	4 963	4 963	5 087	5 529	5 529	5 659

C - OTHER NATIONALITIES STUDENTS (€)

Annual registration	143	143	143	143	143	143
Individual supplies			124	163	163	163
book rental				143	143	143
Tuition Sept-Dec	3 575	3 575	3 575	3 905	3 905	3 960
Tuition Janv-Juin	2 930	2 930	2 930	3 180	3 180	3 255
Annual tuition	6 648	6 648	6 772	7 534	7 534	7 664

III - FEES FOR EXAMS

DNB : 1000 ETB	EAF : 2500 ETB	BAC : 3000 ETB
DNB : 32€	EAF : 78€	BAC : 94€

I - Admission fee (first registration fee to LGM) before final registration.

Students whose admission fees are not paid in full shall not, in any circumstance, be permitted to attend LGM.

II - Annual Tuition: in 2 payments, invoice sent in October for the first period, in January for the second period.

Annual registration and individual supplies will be billed with the first period

Invoices are payable within fifteen days. In the case of non-compliance with this rule, a procedure of recovery will be investigated with the application of financial penalties.

III - Fees for exams: for the pupils concerned, no later than the end of January of the year of examination.

The financial regulation stipulates that in case of non-payment, the family is exposed to the exclusion of the student during the year. Students who are not in good standing before next grade are not accepted to the next Back to school

Addis Abeba, february 4, 2022

The head master

Jean-Pierre PASQUIOU