

Dear parents,

In order to prepare your invoice for 2018-2019, would you be so kind as to fill in the payment form attached and return it to the office or by mail ( [ecole@efdc.co.za](mailto:ecole@efdc.co.za) ) before the 12<sup>th</sup> of June. You will also find the Financial Policy, kindly return page 8 signed as well.

## PAYMENT FORM

**Surname :**

Name of child	Class 2018-2019	Nationality

**R2376 - re enrolment per child:**     **To be paid by the family**                       **To be paid by your company**

### COMPANY PAYMENTS

*(Your Company is paying for the school fees or will be reimbursing you)*

- |  |                                  |                                  |
|--|----------------------------------|----------------------------------|
| <input type="checkbox"/> Annual payment by 30 <sup>th</sup> June 2018 ( <b>8% discount</b> )                           | <input type="checkbox"/> in Rand | <input type="checkbox"/> in Euro |
| <input type="checkbox"/> Annual payment by 15 <sup>th</sup> September 2018 ( <b>5% discount</b> )                      | <input type="checkbox"/> in Rand | <input type="checkbox"/> in Euro |
| <input type="checkbox"/> Payment for the 1 <sup>st</sup> term by the 30 <sup>th</sup> June 2018 ( <b>3% discount</b> ) | <input type="checkbox"/> in Rand | <input type="checkbox"/> in Euro |
| <input type="checkbox"/> Payment per term (September, January and May)   | <input type="checkbox"/> in Rand | <input type="checkbox"/> in Euro |

**Name of the Company:** .....

**Address:**.....

**E-mail:** .....

### PAYMENT BY THE PARENTS

*(You will be paying the school fees)*

- |  |                                  |                                  |
|--|----------------------------------|----------------------------------|
| <input type="checkbox"/> Annual payment by 30 <sup>th</sup> June 2018 ( <b>8% discount</b> )                                   | <input type="checkbox"/> in Rand | <input type="checkbox"/> in Euro |
| <input type="checkbox"/> Annual payment by 15 <sup>th</sup> September 2018 ( <b>5% discount</b> )                              | <input type="checkbox"/> in Rand | <input type="checkbox"/> in Euro |
| <input type="checkbox"/> Payment for the 1 <sup>st</sup> term by the 30 <sup>th</sup> June 2018 ( <b>3% discount</b> )         | <input type="checkbox"/> in Rand | <input type="checkbox"/> in Euro |
| <input type="checkbox"/> Payment per term (September, January and May)   | <input type="checkbox"/> in Rand | <input type="checkbox"/> in Euro |
| <input type="checkbox"/> Monthly payments with 9 electronic transfers (1 <sup>st</sup> of September to 1 <sup>st</sup> of May) | <input type="checkbox"/> in Rand | <input type="checkbox"/> in Euro |

## FINANCIAL POLICY

### ACADEMIC YEAR 2018 – 2019

The enrolment of a pupil at the Cape Town French School implies the acceptance without reservation of the following Financial Policy.

#### 1/ School Fees:

##### 1.1 School fees are stated in Rand (ZAR) in the following information charts.

An invoice for the basic School fees is prepared at the beginning of each academic year and sent to families by email. Fees may be paid on an annual basis, monthly or per term in Rand or in Euros. For payments in EUR, the exchange rate applied will correspond to the monthly exchange rate in use by the school.

##### 1.2 School fees are calculated according to two criterias:

- The level of the class/grade requested,
- Whether the school fees are paid by the pupil's parents, a company, embassy or NPO

**Table 1: School Fees Structure (ZAR):**

	1st term (40%)	2 <sup>nd</sup> term (40%)	3rd term (20%)	TOTAL for the Year
<b>COMPANIES, EMBASSIES AND NPOs:</b>				
TPS & PS	31 000	31 000	15 500	<b>77 500</b>
MS, GS & Primary	30 000	30 000	15 000	<b>75 000</b>
Collège	33 750	33 750	16 875	<b>84 375</b>
Seconde	45 080	45 080	22 540	<b>112 700</b>
1ère & Terminale	39 700	39 700	19 850	<b>99 250</b>
<b>PRIVATES:</b>				
TPS & PS	24 800	24 800	12 400	<b>62 000</b>
MS, GS & Primary	24 000	24 000	12 000	<b>60 000</b>
Collège	27 000	27 000	13 500	<b>67 500</b>
Seconde	36 080	36 080	18 040	<b>90 200</b>
1ère & Terminale	31 760	31 760	15 880	<b>79 400</b>

### 1.3 Reduction in School Fees based on family structure and seniority:

The following reductions are calculated on the basic School Fees per year (as set above).

- A reduction of **10%** is applicable on School fees with three or more children attending the school.
- A reduction of **10%** is applicable **from the 13<sup>th</sup> year of School fees**. This discount is granted per child whose first registration was in 2006 or before.
- A reduction of **5%** is applicable **from the 8<sup>th</sup> year of School fees**. This discount is granted per child whose first registration was in 2007, 2008, 2009, 2010 and 2011.

### 1.4 Reduction in School fees based on method of payment:

The following reductions are calculated after previous reductions (set in 1.3) have been applied.

School fees can be settled in one of the following ways:

#### 1.4.1 **Annually:**

- A reduction of **8%** is applicable if School fees are paid in full for the upcoming school year and before the **30<sup>th</sup> of June** during the previous school year.
- A reduction of **5%** is applicable if School fees are paid in full for the school year before the **15<sup>th</sup> of September** of the current school year.

#### 1.4.2 **Per Term:**

- A reduction of **3%** is applicable on the first term if this one is paid before the **30<sup>th</sup> of June** of the previous school year.

Payments for a school term are due no later than the 10<sup>th</sup> day of each term.

#### 1.4.3 **Monthly:**

The school must receive monthly payments no later than the 10<sup>th</sup> day of each month.

**Table 2: School Fees Structure as per method of payment (ZAR):**

	Monthly	Annual Fees (- 8%) *	Annual Fees (- 5%) **	Annual Fees (-3% on 1 <sup>st</sup> Term only) ***
<b>COMPANIES, EMBASSIES AND NPOs:</b>				
TPS & PS	8 611	71 300	73 625	76 570
MS, GS & Primary	8 333	69 000	71 250	74 100
Collège	9 375	77 625	80 156	83 363
Seconde	12 522	103 684	107 065	111 348
1ère & Terminale	11 028	91 310	94 288	98 059
<b>PRIVATEs:</b>				
TPS & PS	6 889	57 040	58 900	61 256
MS, GS & Primary	6 667	55 200	57 000	59 280
Collège	7 500	62 100	64 125	66 690
Seconde	10 022	82 984	85 690	89 118
1ère & Terminale	8 822	73 048	75 430	78 447

*The rates indicated in the table above are set for families not eligible for any other reduction than the methods of payment.*

\*discount of 8% if payment of the total amount of annual school fees is made before 30th of June 2018

\*\* discount of 5% if payment of the total amount of annual school fees is made before 15th September 2018

\*\*\* discount of 3% on the 1st term if this term is paid before 30th of June 2018

#### **Ecole Française du Cap**

Kings Road, Sea Point 8005 - Cape Town - South Africa  
Tel: +27 (0)21 434.12.78 - email : [ecole@efdc.co.za](mailto:ecole@efdc.co.za)  
[www.ecolefrancaiseducap.co.za](http://www.ecolefrancaiseducap.co.za)

#### **Lycée Français du Cap**

101 Hope Street, Gardens 8001 - Cape Town - South Africa  
Tel: +27 (0)21 461.25.08 - email : [lycee@efdc.co.za](mailto:lycee@efdc.co.za)  
[www.ecolefrancaiseducap.co.za](http://www.ecolefrancaiseducap.co.za)

**Every term that has begun is entirely due. Any temporary absence and irrespective of its duration, does not give the right to a reduction in School fees.**

### 1.5 School fees include:

- Tuition
- CGEA insurance for the portion not covered by your personal insurance policy (medical and third-party liability insurance) up to 50 per cent of the medical costs.
- School supplies and textbooks for pre-school and primary classes
- Sports facilities (swimming pool, sports fields)

### 1.6 School fees do not include:

- **For pre-school and primary:**
  - A pencil case and its content (e.g. pencils, colouring pens, scissors etc)
  - Cambridge Exam CM2 (optional):
    - +/- R 2 500 for the KET,
    - +/- R800 for Cambridge Primary Checkpoint
  - School T-Shirt
    - R 80,
    - Hooded sweatshirt R 230
  - School Camps CP-CM2:
    - Approx. R 1 300
  - Participation towards school outings:
    - approx. R 250 per pupil
  - Extra mural activities
  - **Supervised homework Tue, Wed, Thur, Fri** (optional)– registrations per child for 7 weeks periods:
    - R 1 210 - 4 days a week
    - R 910 - 3 days a week
  - **School canteen** (optional) – registrations per child for 7 weeks periods:
    - R 50 per meal for pre-school pupils (TPS-GS)
    - R 53 per meal for primary pupils (CP-CM2)
  - **Afternoon care** (optional) – registrations per child for 7 weeks periods:
    - R 1 000 - 5 days a week
    - R 600 - 3 days a week
  - **Holiday Camp** (optional) – registrations per child on a weekly basis:
    - MS-CM2: approx. R 1 300
    - TPS-PS: approx. R 1680
- **For Middle and High School:**
  - School supplies and textbooks required for the year
  - School T-Shirt: R 100, Hooded sweatshirt: R 270
  - Participation towards school outings: approx. R 250 per pupil
  - Extra-mural activities
  - **School canteen** (optional) - registrations per child for 7 weeks periods:
    - R 58 per meal
  - **Certifications: Cambridge, Goethe, DELF** (optional):
    - Cambridge: R 2 500 approx. for PET, FCE and CAE.
  - **Enrolment fees for the CNED 2018/2019 - 1<sup>ère</sup> and Terminale (Grades 11 & 12)**

- EUR 850/year
- **Enrolment fees for exams (June 2018)**
  - Diplôme National du Brevet (DNB): R 650.00
  - Epreuves Anticipées du Baccalauréat : R 1 350.00
  - Baccalauréat : R 2 900.00
- **Transport and accommodation costs for exams in Johannesburg.**

## 2/ Enrolment fees/Re-enrolment fees/Deposit:

**2.1 For every pupil attending the Cape Town French School the enrolment or re-enrolment fees must be settled before the start of the school year.** The enrolment of your child is only confirmed once these fees are paid. The Principal, by order of the School Management Committee, reserves the right to refuse your child if these fees are not paid.

**2.2 Enrolment fees for a first-time enrolment are calculated as follows:**

- R 13 000 (EUR 900) for families with children attending the school for the first time
- R 10 800 (EUR 750) for families with having a child already enrolled at the Cape Town French School.

**The re-enrolment fees are fixed at:**

- R 2 376 (EUR 165) per pupil.

Enrolment fees are applicable to any new pupil enrolling for a new school year at the Cape Town French School or any pupil that re-enrolls having left the school for more than 12 months.

Enrolment is only confirmed once this fee is paid before **15th June 2018**.

The Principal, by order of the School Management Committee, reserves the right to refuse your child if these fees are not paid.

<b>First enrolment fees</b>	R 13 000 / EUR 900
<b>Discount for families already in the school</b>	the first enrolment fees are reduced to R 10 800 / EUR 750
<b>One off deposit for new families</b>	R 10 000 / EUR 700
<b>Re enrolment fees</b>	R 2 376 / EUR 165

**2.3 Deposit.** In order to ensure that school fees are paid as requested, new families are required to pay a deposit of R 10 000 (EUR 700). Given that this payment is a deposit, the payment will be refunded in full only if all the outstanding balance is settled.

**2.4 Enrolment and re-enrolment fees are non-refundable.** These fees will not be reimbursed should a child that is enrolled at the school not be able to attend the school on the date agreed, unless the School Management Committee decides otherwise on examination of the specific circumstances.

**2.5 Enrolment and re-enrolment fees are not subject to any reduction set above.**

## 3/ Methods of payment:

**3.1 All payments may be made in Rand (ZAR) or in Euros (EUR).** The exchange rate applied will correspond to the monthly exchange rate in use by the school.

Since invoices are sent to the parents by email, it is of paramount importance to ensure the correct email addresses are provided to the school in the application documents. Parents are responsible to immediately inform the school office should the family change email address.

**3.2 Due to security reasons on the school campuses, no cash payments over an amount of R 5 000 are accepted.**

Accepted methods of payment are as follows:

Preferably:

- **EFT: no charges if the transfer is done in ZAR from a South African bank account on our Standard Bank account (or in EUR from a European bank account on our BRED account)**
- Credit card: a 2.8% charge is automatically applied.

Not recommended:

- Bank cheques, cash deposits to the school's bank account: additional charges will be applied to cover any bank charges incurred.

**3.3 Payments should be made to the following bank accounts:**

● **Payments in Rand or ZAR:**

Bank: STANDARD BANK:  
Branch code: Thibault square (020909)  
Account number: **070946426**  
Swift: **SBZAZAJJ**  
Account name: APEC French School  
Reference: Child's surname.

● **Payments in EUR:**

Bank: BRED  
Bank code: 10107  
Branch (guichet) code: 00118  
Account number: 00310183467  
Key: 21  
Account name: Ecole Française du Cap  
BIC: **BREDFRPP**  
IBAN: **FR76 1010 7001 1800 3101 8346 721**  
Reference: Child's surname.

**3.3.1** *The proof of payment* must be given to the school office, in person or by email to [ecole@efdc.co.za](mailto:ecole@efdc.co.za) or [lycee@efdc.co.za](mailto:lycee@efdc.co.za), indicating the child's surname and/or the reference of the invoice.

**3.3.2** *All bank charges remain the parents' responsibility.* Please ensure that payments made to the school cover any eventual bank charges.

**3.3.3** *For all payments received by the school,* either the school office or the accounting department will issue a receipt on request.

**4/ Non payment of school fees:**

All outstanding school fees are payable immediately. In no way will any agreement to modify payment terms by the French School constitute a waiver to the school's rights.

**4.1 In the case of a payment not being made according to the specified payment terms:** The Principal, by order of the School Management Committee, reserves the right to refuse access to classes for the pupil concerned and the right to refuse enrolment until all outstanding school fees are paid in full.

**4.2 The procedure for collection of unpaid school fees is as follows:**

- **Delay of 30 calendar days:** A reminder email to request payment of the amount outstanding will be sent.
- **Delay of 60 calendar days:** The school will exercise its right to refuse access to classes and a 5% penalty will automatically be applied to the amount outstanding.
- **Delay of 180 calendar days:** A 10% penalty will be automatically applied to the amount outstanding. In addition, the matter will be referred to a debt collection agency. The parents/guardians/responsible parties will be liable for all legal costs incurred by the school, including the current recovery fee (15% of the outstanding fees).

**4.3 All school fees for the current school year must be paid in full before the 31<sup>st</sup> May of the school year.** Otherwise, the pupils concerned will not be admitted to the school for the next school year (even if the fees for the next school year have been paid).

**5/ Scholarships:**

**5.1 Families that do not have sufficient financial resources** may benefit from financial aid in the form of a scholarship. The children must be French nationals and be registered as French citizens abroad with the French Consulate of Cape Town. The scholarships are granted by the AEFÉ (Agence de l'Enseignement Français à l'Étranger – Agency for French Education Abroad) following approval from the local scholarships commission.

**5.2 The application must be completed in January/February for the following school year.**

Parents wishing to benefit from a scholarship should enquire at the French Consulate of Cape Town.

- A first commission takes place in March,
- A second commission takes place at the end of September for those newly arrived in Cape Town, and exceptionally, for those whose situations have changed substantially.

**5.3 The application form** and further useful information are available on the Consulate's website:

[www.consulatfrance-lecap.org](http://www.consulatfrance-lecap.org)

**5.4 Parents that have been granted a scholarship** during the March commission for the following school year will be invoiced the remaining amount due annually, monthly or per term as requested.

Those parents that are applying for a scholarship during the second commission in September will be invoiced 50% of the amount due on a monthly basis. Once the second commission's decisions have been published, a balance will be paid such that the monthly payments due are adjusted to the correct level.

**6/ Procedure for pupils leaving the school definitively:**

When a pupil leaves the school, the following procedure must be followed:

**6.1** Inform the school office and/or the Principal (pre-school and primary children) and 'la Vie Scolaire' and/or the Principal (middle and high school) as soon as possible so that they are able to prepare the departure documents: school report, exit certificate etc.

**6.2** Any term started must be paid for. Overpayments will only be reimbursed if the minimum 2-months' notice period prior to departure has been respected.

- 6.3 The deposit will be refunded within 2 months from the date on which the school was notified of the departure.
- 6.4 All books and materials borrowed from the CDI or BCD must be returned. The librarians will provide a 'quitus' to confirm that all materials have been returned.
- 6.5 Make an appointment with the appropriate school office to collect school reports and exit certificate.

These documents will only be made available to parents once all tuition and other school fee payments (canteen, aftercare, exams...) are in order with the Accounting department and all materials that are the property of the school have been returned.

Signed in Cape Town,

**Family Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parents / guardians / responsible parties signature:**  
**(Before signature please write, "I have read and agree to the terms in this policy")**

\_\_\_\_\_