

**REGISTRATION AND RE-REGISTRATION TO THE LFDD 2020/2021
CONDITIONS OF PAYMENT AT THE LYCÉE FRANÇAIS DE DÜSSELDORF**

TUITION FEES FOR THE SCHOOL YEAR 2020/2021:

Fees	Preschool (PS-GS)	Primary school (CP-CM2)	Lower secondary school (6ème-3ème)	Upper secondary school (2nde-Terminale)
Regular "company rate"	8.007,00 €	7.547,00 €	8.690,00 €	11.045,00 €
Reduced "family rate"	4.565,00 €	4.166,00 €	5.344,00 €	7.142,00 €

AMOUNT OF INVOICING PER PERIOD FOR FAMILIES

	Preschool (PS-GS)	Primary school (CP-CM2)	Lower secondary school (6ème-3ème)	Upper secondary school (2nde-Terminale)
Beginning of school year → 31.12.20	1.826,00 €	1.666,40 €	2.137,60 €	2.856,80 €
01.01.2021 → 02.04.2021	1.369,50 €	1.249,80 €	1.603,20 €	2.142,60 €
19.04.2021 → end of school year	1.369,50 €	1.249,80 €	1.603,20 €	2.142,60 €

TUITION REDUCTION SCALE (APPLICABLE ONLY TO THE REDUCED FAMILY RATE)

5 % for the third child at the LfdD
10 % for the fourth child at the LfdD
20 % for the fifth child at the LfdD
30 % for every other child at the LfdD

First registration (all levels)	800 €
Re-registration	150 €
Examination fee (Première)	75 €
Examination fee (Terminale)	120 €

The staff employed in the establishment by the Association of Parents of Pupils, with the exception of persons doing a part-time job corresponding to the German description of "Mini-Job", benefits from a reduction of 30% per child. This reduction is calculated according to their employment time in relation to a full-time job. Active employees of the Parents' Association are exempt from the registration and re-registration fee.

Consent to these terms is a prerequisite for registration and re-registration.

The fees were decided at the General Assembly of the Parents' Association on 12 March 2020 and are composed as follows:

- **Tuition fees** (class trips in the Düsseldorf region included)
- **Registration and re-registration fees**

Additional expenses (lunch, school materials and books, special excursions, school trips, etc.) are not included in the fees and will be billed separately after prior consultation with the parents. The fee for the final exams (première and terminales) is charged in addition to the tuition fees.

1- TUITION FEES

Any family wishing to take advantage of the reduced "family rate" must justify the fact that the school fees are not paid by their employer. For this purpose, the employer has to fill in, sign and stamp the attached form "Certification of non-coverage of tuition fees". The certificate should be sent via email to the accounting department or together with the (re-)registration form(s) (1 form per child) to the administrative office. If both parents are employed, a certificate should be submitted for each. Otherwise the regular school fees at the "company rate" will apply for all registrations.

> Regular "company rate":

If the "Certification of non-coverage of tuition fees" by the employer has not been submitted to the accounting department until the deadline or in the case of a company taking over the school fees, an annual invoice will be issued two months before the start of the school year (end of June) and sent by post (or email) to the company or the parents. It must be paid no later than 20 days after receipt of the invoice.

> "Family rate" with two payment methods:

We encourage everyone registered for the reduced "family rate" to opt for the monthly direct debit.

a) Monthly direct debit

The monthly direct debit is made over a period of ten months for school and canteen fees (excluding registration and re-registration fees), always on the first working day of each month. For this purpose, the "Direct Debit Authorisation" section at the end of the document should be completed, signed and sent to the administrative office, preferably via email.

- The first invoice covers the school fees for the first trimester. It will be debited from your account in September, October, November and December respectively.
- The second invoice covers the school fees for the second trimester and the canteen fees for the entire school year. It will be debited from your account in January, February and March respectively.
- The third invoice covers the school fees for the third trimester. It will be debited from your account in April, May and June respectively.

If the monthly direct debit has not been chosen, school fees must be paid at the beginning of the school year or before each quarter, no later than 20 days after receipt of the invoice.

b) On account and independent transfer, either quarterly or annually

b.1) Annual invoice: Payment of school fees no later than 20 days after receipt of the invoice.

The annual invoice is issued two months before the start of the school year (end of June) and sent by post (or email) to the parents.

b.2) Quarterly invoices: Payment of school fees no later than 20 days after receipt of the invoice.

The three quarterly invoices are issued two months before the beginning of each quarter (end of June, end of November, end of February).

- The first invoice covers the school fees for the first quarter.
- The second invoice covers the school fees for the second quarter and the canteen fees for the entire school year.
- The third invoice covers the school fees for the third quarter.

In the event of non-payment within the given payment period, legal measures are initiated after two reminders. The costs relating to this recovery will be borne by the responsible party/parties (legal representatives and signatories of this contract.). The school reserves the right to exclude students whose tuition fees have not been paid.

□ In case of registration in the course of the school year:

> Regular "company rate" and reduced "family rate":

Tuition fees are generally to be paid at the 1st of the month of arrival. The first invoice will be sent by email upon registration and must be paid within 20 days of the invoice date.

□ In case of departure during the school year:

Due to administrative organization, any departure during the year must be the subject of a written notice to the administrative office at least one month in advance.

> Reduced "family rate": Tuition fees must be paid for the entire current trimester.

> Regular "company rate": No request for reimbursement can be accepted without presentation of proof of professional transfer. The reimbursement will only be established on the basis of the months that have not yet started.

□ In case of exclusion of the student for disciplinary reasons:

> If the student is excluded for disciplinary reasons exceeding two weeks, the tuition fee will be reduced proportionately.

□ In the event of an unusual closure of the school :

> in the event of an unusual closure of the school that exceeds two weeks, the tuition fee will be reduced proportionately.

> in the event that the LfdD is forced to remain closed temporarily due to circumstances beyond its control, no reimbursement of expenses (not even a partial one) will be made, as the LfdD undertakes to ensure pedagogical continuity for all students.

2- REGISTRATION AND RE-REGISTRATION FEES

Payment of the registration or re-registration fee is a prerequisite for registration or re-registration of a student in the LfdD.

The registration fee:

- is payable upon receipt of the documents sent by email from the administrative office.
- is generally to be paid in full (€ 800), regardless of the (re-)entry date of the student.
- is also required for students who want to re-register at the LfdD after not having attended the LfdD for at least one year.

The re-registration fee:

- is payable upon receipt of the documents sent by email from the administrative office.
- is generally to be paid in full (€ 150).

The registration and re-registration fee will only be reimbursed in the event of a rejection by the school.

3- CONFIRMATION OF REGISTRATION BY EMAIL

The registration will be confirmed after reception (by post or email preferably) of the following documents:

- "Conditions of payment at the Lycée français de Düsseldorf" for the school year 2020/21, completed and signed by the legal representative(s)
- "Certification of non-coverage of tuition fees", completed, signed and sealed by the employer (one form for each parent)
- additionally required documents (see attachment)
- payment of the registration fee

The reduced "family rate" can only be granted after receipt (by post or email preferably) of the following document:

- "Certification of non-coverage of tuition fees", completed, signed and sealed by the employer.

Student's last and first name:		Class school year 2020/21.....	
Parent/Legal representative 1		Parent/Legal representative 2	
Last name:		Last name:	
First name:		First name:	
Signature:		Signature:	

Name of the payer of the tuition fee, the registration and re-registration fee:
Fee options and desired payment method
<input type="checkbox"/> regular "company rate" - payment on annual accounts
<input type="checkbox"/> reduced "family rate" - monthly direct debit
<input type="checkbox"/> reduced "family rate" - payment on annual accounts
<input type="checkbox"/> reduced "family rate" - payment on quarterly invoices

I, the undersigned, hereby undertake to pay the tuition fees, registration and re-registration fees.

The place of jurisdiction is Düsseldorf.

Place and date

Signature of the payer

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