

**GENERAL CONDITIONS OF PAYMENT OF THE LYCÉE FRANÇAIS DE DÜSSELDORF FOR THE SCHOOL YEAR 2021/22**

Fees	Pre-school (PS-GS)	Primary school (CP-CM2)	Middle school (6ème-3ème)	High school (2nde-Terminal)
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**

	Pre-school (PS-GS)	Primary school (CP-CM2)	Middle school (6ème-3ème)	High school (2nde-Terminal)
Beginning of school year → 31.12.21	1.826,00 €	1.666,40 €	2.137,60 €	2.856,80 €
01.01.2022 → 02.04.2022	1.369,50 €	1.249,80 €	1.603,20 €	2.142,60 €
19.04.2022 → 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	0 €
Examination fees (Première)	75 €
Examination fees (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 25 March 2021 and are composed as follows:

- **Tuition fees** (class trips in the Düsseldorf region included)
- **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 legal representatives. The fees for the final exams (première and terminals) is charged in addition to the tuition fees.

## **TUITION FEES**

### **1. Regular “company rate”**

- Full coverage  
If the employer covers the school fees in full, an annual invoice is issued two months before the beginning of the school year (end of June) and sent via email to the employer or the legal guardian. It must be paid no later than 20 days after the invoice date.
- Partial coverage  
If the employer covers part of the tuition fees, the following terms of payment are applicable:  
annual invoice, quarterly invoices or monthly direct debit.

### **2. Reduced “family rate“**

#### PREREQUISITES

To benefit from the family rate, each legal representative must send us one of the following certificates:

- 1- If he or she is in employment: the certificate of non-coverage of tuition fees, signed and sealed by the employer
- 2- If he or she is an employee of the Land NRW or a civil servant: a proof of employment
- 3- If he or she is without income: a declaration on oath (an email will do)
- 4- If he or she is unemployed: an unemployment certificate from the “Bundesagentur für Arbeit”
- 5- If he or she is self-employed: a confirmation via email that the tuition fees are not listed in the tax declaration of the independent business/company
- 6- If you have applied for a scholarship: a proof of application

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

#### TERMS OF PAYMENT

##### **a) Monthly direct debit**

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

- The first invoice covers the tuition fees for the first trimester. It will be debited from your account in September, October, November and December respectively.
- The second invoice covers the tuition 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 tuition 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, tuition 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 tuition 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 to the legal representatives via email.

b.2) Quarterly invoices: Payment of tuition 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 October, end of January).

- The first invoice covers the tuition fees for the first quarter.
- The second invoice covers the tuition fees for the second quarter and the canteen fees for the entire school year.
- The third invoice covers the tuition 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 head of 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 via 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 organisation, 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 fees 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 fees 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.

**REGISTRATION AND RE-REGISTRATION FEES**

Payment of the registration fees is a prerequisite for registration of a student in the LfdD.

**The registration fees:**

- Is payable upon receipt of the documents sent via email from the administrative office.
- Is generally to be paid in full (€ 800), regardless of the 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 school year.

**The re-registration fees:**

**On 25 March 2021 the General Assembly voted in favour of dispensing with re-registration fees for the school year 2021/2022.**

**The registration fees will only be reimbursed if the head of school refuses to admit the child.**

**CONFIRMATION OF REGISTRATION VIA EMAIL**

**The registration will be confirmed after reception of:**

- "Conditions of payment at the Lycée français de Düsseldorf" for the school year 2021/22, completed and signed by the legal representative(s)
- Relevant proof depending on the rate
- Additionally required documents (see Documents needed for the registration)
- Payment of the registration fees

<b>Student's last and first name:</b>	<input type="text"/>	<b>Class 2021/22:</b>	<input type="text"/>
<b>Legal representative 1</b>		<b>Legal representative 2</b>	
<b>Last name:</b>	<input type="text"/>	<b>Last name:</b>	<input type="text"/>
<b>First name:</b>	<input type="text"/>	<b>First name:</b>	<input type="text"/>
<b>Signature:</b>	<input type="text"/>	<b>Signature:</b>	<input type="text"/>

<b>Name of the payer of the tuition fees and the registration fees:</b>	<input type="text"/>
<b>Rate and payment options</b>	
<input type="checkbox"/> Regular "company rate/full coverage" - payment on annual invoice	
<input type="checkbox"/> Regular "company rate/partial coverage"	
<b>Payment option:</b> <input type="checkbox"/> annual invoice <input type="checkbox"/> quarterly invoices or <input type="checkbox"/> monthly direct debit	
<input type="checkbox"/> Reduced "family rate"	
<b>Payment option:</b> <input type="checkbox"/> annual invoice <input type="checkbox"/> quarterly invoices or <input type="checkbox"/> monthly direct debit	
<input type="checkbox"/> Special rate for scholarships	

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

The place of jurisdiction is Düsseldorf.

Place and date

Signature of the payer

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