

#### FINANCIAL REGULATIONS OF THE FRENCH SCHOOL IN BELGRADE (FSB)

The annual registration of the student implies acceptance of tuition fees and additional expenses, as well as the terms adopted by the present Regulations. The amount of these fees is set for each school year by the decision of the Management Board.

1- TUITION FEES: The tuition fees are annual and their amount is based on the level of schooling of the students. The payment is done in 3 unequal instalments - 4/10, 3/10 and 3/10. No changes to the payment schedule or deadline can be granted by the Management Board. At the time of enrolment and / or re-enrolment, parents can opt for a one-time annual tuition fee settlement. In this case, upon request, an invoice with total amount is issued on June 30<sup>th</sup> previous to the year of attendance for payment before August 28<sup>th</sup>, 2018. A 2% discount is then applied.

1-1 Notice to parents and reminders: Each term is subject to the issuance of a notice of the amounts to be paid, transmitted to the family by electronic means. This invoice sets the deadline for the payment of the billed term. In case of non-payment on this date, the recovery proceedings are initiated.

If the payment is not made by the end of the school year:

- No new registration is possible until all the amounts due have been paid.
- The student is removed from the school without further notice;
- For re-enrolment, the payment of the 1<sup>st</sup> term and enrolment fees must be made before the first day of school.

#### 1-2 Enrolment fees:

i Initial Enrolment Fees (IEF) are due the year in which the student is enrolled for the first time in our institution. For the initial enrolment in Nursery (Très Petite Section or Petite Section), an equivalent amount will be deducted from the invoice of the first quarter.

ii The IEF are not payable in the following years, including in the event of interruption of schooling for one or more years. The Annual Enrolment Fees (AEF) are due from the second year of schooling in our institution.

iii The student will be enrolled and can attend classes only if the IEF and ARF payments are settled. The IEF and ARF are not refundable, whatever the reason, even in case of absence of the student at the beginning of the school year.

#### FINANSIJSKI PRAVILNIK FRANCUSKE ŠKOLE U BEOGRADU

Godišnji upis učenika podrazumeva prihvatanje troškova školarine i ostalih sporednih troškova kao i svih modaliteta usvojenih ovim pravilnikom. Iznos gorenavedenih troškova se, za svaku godinu, određuje odlukom Upravnog odbora.

1. TROŠKOVI ŠKOLARINE: Troškovi školarine su na godišnjem nivou i njihov iznos zavisi od razreda učenika. Njihova naplata se vrši u 3 nejednaka dela: 4/10-ine, 3/10-ine i 3/10-ine od godišnjeg iznosa. Upravni odbor ne može odobriti drugačiji raspored ili rok plaćanja. Pri upisu ili ponovnom upisu, roditelji učenika se mogu odlučiti za jednokratno plaćanje školarine za celu godinu. U tom slučaju, faktura sa celokupnim iznosom izdaje se, na zahtev, 30. juna koji prethodi upisu i mora biti izmirena pre 28. avgusta 2018. Kod ovakvog načina plaćanja, odobrava se popust od 2%.

1-1 Obaveštenje i podsetnik roditeljima: Za svaki period, izdaje se obaveštenje o iznosu za uplatu, koje se šalje porodici putem mejla, sa zadnjim rokom plaćanja. U slučaju da se do tog roka ne izvrši uplata, pokreće se postupak naplate.

Ukoliko se uplata ne izvrši do kraja školske godine:

- Nije moguće ponovo upisati učenika sve dok se kompletan dug ne izmiri.
- Učenik se ispisuje iz škole bez dopuskog upozorenja;
- Za ponovni upis, prva rata i troškovi upisa moraju biti uplaćeni pre početka školske godine.

#### 1-2 Troškovi upisa:

i Troškovi za Prvi Upis (TPU) se plaćaju na godišnjem nivou kada se učenik prvi put upisuje u našu ustanovu. Za prvi upis u Najmanju sekciju (TPS) ili u Malu sekciju (PS), ekvivalentan iznos se odbija od računa za prvo tromesečje.

ii Narednih godina, ti troškovi se više ne plaćaju čak ni u slučaju prekida školovanja u trajanju od jedne ili više godina.

Troškovi Godišnjeg Upisa (TGU) se plaćaju počevši od druge godine školovanja u našoj ustanovi.

iii Učenik će biti upisan i može pratiti nastavu samo ukoliko se izvrši uplata TPU-a ili TGU-a. Troškovi TPU-a i TGU-a neće biti refundirani, bez obzira na razlog, čak i ako se učenik ne pojavi na početku školske godine.

**1-3 Refund:** In the absence of payment after the deadline (as described in Article 1.1), the recovery proceedings are initiated. First, a registered warning letter with acknowledgment of receipt will be sent to the family. Then, if necessary, a second and final reminder (formal notice), will be sent by registered mail with acknowledgment of receipt. From the date of acknowledgment of receipt or the date of sending, if the family has not accepted or collected the mail, the establishment may initiate any legal proceedings to obtain the recovery of the sums due. The applicable statutory interest rate shall be calculated from the first day of delay.

**2- ARRIVAL OR DEPARTURE DURING THE SCHOOL YEAR:** In case of departure during the school year, a prorated charge will be applied for students leaving or arriving during a term in progress, not exceeding 50% of the amount due for the period.

**3- In case of extended stay (three months minimum) in another facility (apart from the DNA-AEFE exchange program), two options are presented to families:**

a) Upon payment of 50% of the tuition fees for the term, a place is reserved for the student who returns to our institution.

b) If the student leaves the school without paying 50% of the fees for the term, he / she can be re-enrolled as far as places are available, the school does not guarantee a place in this case. The family is charged a re-enrolment fee.

**4- REFUND IN CASE OF ABSENCE:** There is no refund in case of absence, whether because of the temporary absence of teachers (sick leave without substitute, participation in continuing education activities, regular absence permissions, normal exercise of the right to strike ...) or the student's absence (illness, temporary exclusion...). However, an exception to the rule may be granted, following a decision of the Management Board, only in the case when the student is absent due to illness or accident for a continuous period exceeding 30 days (absence justified by medical certificate).

#### **5- SCHOLARSHIPS (FOR FRENCH CITIZENS)**

For the eventual granting of aid for the schooling of students of French nationality, families should apply for scholarships under the conditions and calendar prescribed by the AEFE (Agency for French Education Abroad) and consular services of the French Embassy. The remaining part possibly borne by the family is to be paid under the same conditions as indicated under item 1. In the event of a family appealing against the decision on schooling aid, this appeal does not suspend the payment of tuition fees and additional expenses due. If the decision made at the end of the appeal process leads to find that an overpayment has been made by the family, it will be refunded or charged for the settlement of the outstanding amounts for the current school year.

**1-3 Naplata:** U odsustvu plaćanja do određenog roka (datog u članu 1.1.), započinje se sa postupkom naplate. Prvo se porodici šalje preporučeno pismo opomene sa povratnicom. Zatim, ukoliko je potrebno, šalje se drugo pismo opomene (poslednji poziv na ispunjenje obaveza) povratnicom. Počevši od datuma povratnice ili datuma slanja pisma opomene, ukoliko porodica ne preuzme ili odbije poštu, ustanova stiče puno pravo na pokretanje postupka prisilne naplate iznosa dugovanja. Važeća zakonska kamata se obračunava od prvog dana kašnjenja.

**2- DOLAZAK ILI ODLAZAK U TOKU GODINE:** U slučaju odlaska učenika u toku školske godine, primenjuje se obračun pro rata za učenike koji dolaze ili odlaze u toku tekućeg tromesečja, u maksimalnom iznosu od 50% od cene tromesečja.

**3- U slučaju produženog boravka (minimum jedno tromesečje) u drugoj ustanovi (izvan programa za razmenu učenika ADN u okviru AEFE), porodici se nude dve mogućnosti:**

- Plaćanjem 50% troškova školarine za tromesečje, rezerviše se mesto za učenika koji se vraća u našu ustanovu.

- U slučaju da učenik napusti ustanovu bez plaćanja 50% troškova za tromesečje, može se ponovo upisati u zavisnosti od slobodnih mesta, budući da mu ustanova tada ne garantuje mesto. Porodici se naplaćuju troškovi ponovnog upisa.

**4- POVRAĆAJ NOVCA U SLUČAJU ODSUSTVA:** Povraćaj sredstava nije moguć, bilo da je reč o privremenom odsustvu nastave (bolovanje nastavnika bez zamene, odlazak nastavnika na seminar, regularna dozvoljena odsustva, osustvo zbog štrajka...) ili o odsustvu učenika (bolest, privremeno isključenje...). Ipak, izuzetak od pravila može biti odobren, po odluci Upravnog odbora, jedino u slučaju kada je učenik odsutan zbog bolesti ili nesreće u neprekidnom periodu dužem od 30 dana (uz lekarsko uverenje).

#### **5- STIPENDIJE (ZA UČENIKE SA FRANCUSKIM DRŽAVLJANSTVOM)**

Za eventualnu dodelu pomoći za školovanje učenika sa francuskim državljanstvom, porodice treba da podnesu zahtev za stipendije

po uslovima i kalendaru propisanim od strane AEFE i konzularne službe Francuske Ambasade. Deo koji eventualno preuzimaju porodice, plaća se pod istim uslovima kao pod tačkom 1. U slučaju da se porodica žali na odluku u vezi sa dodeljenom pomoći za učenike, to nikako ne isključuje plaćanje troškova školarine i sporednih troškova. Ukoliko se posle žalbe ustanovi da je porodica u pretplati, pretplaćeni iznos će joj biti vraćen ili će se izdvojiti za plaćanje preostalog dugovanja za tekuću školsku godinu.

6- TERMS OF PAYMENT Parents may pay tuition fees and additional expenses by bank transfer in accordance with applicable legislation. The cash payment is limited to 200 Euros or its equivalent in RSD, coins are not accepted.

I/we undersigned

.....

Person(s) responsible for the student

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I (we) acknowledge that I (we) have read, understood and accepted all the provisions contained in these Financial Regulations. I (We) also acknowledge owing the FSB the amount of tuition fees and additional expenses based on price tables.

The legal guardians indicated in the enrolment and / or re-enrolment file must sign these Financial Regulations.

Date ...../...../.....

SURNAME Name of the father

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SURNAME Name of the mother

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6- NAČIN PLAĆANJA: Roditelji mogu da izvrše plaćanje troškova školarine i sporednih troškova bankarskim virmanom, u skladu sa važećim zakonima. Plaćanje gotovinom na kasi ograničeno ja na iznos od 200 evra ili na istu sumu u dinarskoj protivvrednosti, kovani novac se ne prima.

Ja, dole potpisani(a)

.....

Odgovoran za učenika (ime i prezime djaka)

.....

Potvrđujem da sam upoznat(a) sa predmetnim finansijskim pravilnikom i da ga prihvatam u celosti. Takođe, priznajem da dugujem Francuskoj školi u Beogradu iznos za troškove školarine i sporedne troškove na osnovu tarifnih tabela.

Neophodno je da zakonski staratelji navedeni u dokumentaciji za upis ili/i ponovni upis potpišu ovaj finansijski pravilnik.

Datum ...../...../.....

Ime i PREZIME oca

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Ime i PREZIME majke

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