

Association "APECEF"

JULES VERNE RIGA FRENCH SCHOOL

Financial Regulations Version No.3

**Terms and conditions about the payment of fees and reimbursement of costs
to the Educational institution**

Riga, January 31, 2024

1. General Provisions

1. Jules Verne Riga French School, Educational Institution Registration No 3912802830 (hereinafter - the Educational Institution), is an Educational Institution founded by the Association "APECEF", Reg.No 40008120468 (hereinafter - the Association). The members (founders) of the Association are the legal guardians of Students. In accordance with the International School Law, the activities of the Association and the Educational Institution shall be financed by the payments of the members (legal guardians of students).
2. The Regulations determine the fees to be paid by the Legal Guardian in order to ensure the financing of the activities of the Educational Institution, as well as the terms and conditions for the payment of these fees and reimbursement of costs.
3. By signing the Agreement for the education of the Student(s) in the Educational Institution (hereinafter referred to as the Agreement), the Legal Guardian undertakes to respect and comply with these Regulations.
4. All the payments referred to in the Regulations are exclusive of value added tax. If changes in legislation so require, value added tax may be applied to the services provided in accordance with the procedure laid down by law.
5. The Regulations are permanently available at the premises of the administration of the Educational Institution and are published on the website of the Educational Institution (www.ecolejulesverne.lv).

2. Registration fee (membership fee)

6. The Legal Guardian has an obligation to pay the registration fee in the amount set out in the Annex to these Regulations. The registration fee shall be payable for each academic year, and is payable per family, except for the first registration fee, which shall be payable for each child at the moment when the Legal Guardian first becomes a member of the Association or when he/she becomes a member of the Association anew if more than one year has elapsed since leaving the Association.

7. The registration fee is defined and approved as provided by the Statute of the Association¹. The registration fee is payable once a year before the respective school year, in accordance with the terms of the Agreement, and the payment is applied to the respective school year. If the Legal Guardian concludes the Agreement in the middle of the school year, the registration fee for the respective incomplete school year shall be paid in full.
8. The registration fee is non-refundable. If the registration fee has been paid but the Student(s) do not commence the studies in the planned time of commencement of the studies, the registration fee is not reduced or refunded and is not transferred (applied) to the next study year.
9. In exceptional cases, the Board of the Association may decide to reduce, transfer or refund the Registration Fee.
10. If the Legal Guardian is an employee of the Educational Institution, a 45% discount on the registration fee shall apply in accordance with the decision of the General Assembly of Association Members of April 25, 2013. Upon termination of the Legal Guardian's employment with the Educational Institution, the Legal Guardian shall pay all fees in full in accordance with the Annex to these Regulations (the 45% discount shall not apply) starting from the next month after termination of his/her employment with the Educational Institution.

3. Study fee

11. The Legal Guardian has an obligation to pay the study fee in the amount set out in the Annex to these Regulations. The tuition fee is the monthly fee for each month of the school year (September to June inclusive) and for each Student of the family.
12. The study fees are set and payable for each month and each Student regardless of the number of school days within the respective month, the form in which the learning takes place (face-to-face or distance) and the attendance of the Student(s) (regardless of the reason). In the event of absence of the Student(s), regardless of the reason, the study fee shall not be reduced and the Legal Guardian shall be obliged to pay it in full regardless of the number of lessons/days the Student(s) actually participated in the learning (face-to-face or distance).
13. The study fee, including the discounts, if they are applicable, shall be determined and approved in accordance with the Statute of the Association.²
14. If the Educational Institution is attended by several children of the same family, a discount is applied to study fee of the second and subsequent Students from the same family. A study fee discount may also be applied if the Legal Guardian prepays the tuition fee for a school trimester or half a school year by giving prior notice to the Educational Institution in accordance with the procedure established by the Educational Institution.
15. If the Legal Guardian is an employee of the Educational Institution, a 45% discount on the tuition fee shall apply in accordance with the decision of the General Assembly of Association Members of April 25, 2013. Upon termination of the Legal Guardian's employment with the Educational

¹ The amount of the registration fee is recommended by the Board of the Association, based on the costs of the educational benefits, and the fee is approved as provided by the Statute of the Association.

² The amount of the study fee is recommended by the Board of the Association, based on the costs of the educational benefits, and the fee is approved as provided by the Statute of the Association.

Institution, the Legal Guardian shall pay all fees in full in accordance with the Annex to these Regulations (the 45% discount shall not apply) starting from the next month after termination of his/her employment with the Educational Institution.

16. Conditions for the payment of the study fee:
 - 16.1. The Legal Guardian shall pay the study fee for each month of the school year from September to June, included. The study fees are not payable for July and August (during summer holiday) except if the school calendar of the respective school year is changed (in such a case the Association informs the Legal Guardian about the changes in respect to the payment of study fee);
 - 16.2. If the Student/s use/s the service of supervised stay at school or camps during school holidays, including summer holiday, the Legal Guardian must pay the respective fees according to the tariffs announced in advance and according to the payment terms and due dates;
 - 16.3. The Legal Guardian shall pay the study fee every month. The Legal Guardian may pay the study fee in the form of pre-payment for the trimester or for the half of school year by paying a reduced study fee (discount) specified in the Annex of these Regulations. If the Legal Guardian impedes the term of payment of the study fee, study fee discount is cancelled but instead the Legal Guardian shall pay the monthly study fee in full amount
 - 16.4. The frequency of payment of the study fee chosen by the Legal Guardian (each month or in the form of prepayments for the trimester or half year) is indicated in the Agreement. If, during the course of the school year the Legal Guardian wishes to change the frequency of payment of study fees, the Legal Guardian shall inform the Educational institution thereof, and the Parties shall execute in writing an Amendment to the Agreement.
17. If a municipality's or state's financial support (co-funding) is granted for the Student/s' pre-school education, the study fee payable by the Legal Guardian is decreased by the amount of financial support (co-funding) paid by municipality and/or state. In other cases the study fee is reduced only if such study fee reduction is expressly specified in the external regulatory enactment or in the agreement which the Educational Institution has concluded with the institution granting financial support (co-funding).

4. Capital fee

18. The Legal Guardian has an obligation to pay the capital fee in the amount set out in the Annex to these Regulations. The capital fee shall be payable for each academic year, and is payable per family.
19. The capital fee is defined and approved as provided by the Statute of the Association³. The capital fee is payable once a year before the respective school year, in accordance with the terms of the Agreement, and the payment is applied to the respective school year. If the Legal Guardian concludes the Agreement in the middle of the school year, the capital fee for the respective incomplete school year shall be paid in full.

³ The amount of the capital fee is recommended by the Board of the Association, based on the costs of the educational benefits, and the fee is approved as provided by the Statute of the Association.

20. This fee shall be payable by the Legal Guardian in one instalment before the beginning of each school year in accordance with the invoice issued, but no later than by July 15.
21. The Legal Guardian shall have the right to request that the capital fee be split into several instalments and added to the study fee invoice in accordance with the study fee payment frequency (monthly, trimester or half-yearly) chosen in the Agreement, by sending such a request to the e-mail address directeur.financier@ecolejulesverne.lv no later than by June 15.
22. The capital fee is non-refundable.
23. In exceptional cases, the Board of the Association may decide to reduce, transfer or refund the capital Fee.

5. Costs of study materials

24. The Legal Guardian has the obligation to pay the costs of the study materials for the educational process⁴ in accordance with the Annex to this Regulation. The Legal Guardian shall pay these expenses for each Student.
25. These expenses shall be paid by the Legal Guardian in one instalment before the beginning of each school year in accordance with the provided invoice, but no later than by 15 July.
26. Purchased study materials remain at the disposal of the Educational Institution and are used to ensure the educational process.

6. Catering costs

27. The Legal Guardian has the obligation to pay for the costs of catering for each Student⁵, consisting of a fixed and a variable part, payable in each subsequent month in respect of the preceding month:
 - 27.1. the amount of Fixed part of the costs - EUR 25 per month, payable in full regardless of attendance at the Educational Institution. In the event of absence of the Student(s), regardless of the reason, this fixed amount shall not be reduced and shall be payable in full by the Legal Guardian regardless of the number of hours/days the Student(s) actually attended the Educational Institution;
 - 27.2. the amount of the Variable part of the costs - the amount per day, based of catering contract, and taking into account the actual number of days of catering in the respective month when the Student(s) attended the Educational Institution. This amount per day is not divisible. These costs shall be calculated by adding the number of days the Student(s) attended the Educational Institution in the previous month and multiplying by the amount specified in this subparagraph or in the pricelist that is published on the website of the Educational Institution. For the school year 2024/2025, the amount of the variable part will be determined before the start of the school year in accordance with the outsourced service contract.

⁴ These costs are approved by the Board of Association for the provision of educational process based on the costs of benefits.

⁵ Costs of catering are determined based on the costs of the benefits and the prices set by the providers of the catering services. The amount of the fixed part of the expenses are determined by the Board of the Association.

28. The Legal Guardian is informed of any changes in these costs at least one month in advance.

7. Fee (costs) for final examinations of the educational cycle

29. The Legal Guardian has the obligation to pay the fees (costs) for the final exams for the primary, intermediate and secondary stages of education⁶ in accordance with the Annex to these Regulations.

8. Fees for additional services in the pedagogical area

30. If the Educational Institution finds it necessary to involve additional teacher(s) or other pedagogical personnel in the education of the Student(s), and/or assign additional lessons, it informs the Legal Guardian about it, providing reasons for such necessity, and the Parties shall agree on such additional service and its payment, as set out in the Annex to these Regulations.

31. If the Student(s) has/have not successfully completed the learning objectives of the Programme, the Legal Guardian is informed about the Student's failure to do so, and the Educational Institution has the right to assign additional lessons to ensure necessary academic progress, if necessary, setting an additional fee for this service. The Legal Guardian has an obligation to ensure the Student's attendance of such additional classes and pay for them.

9. Insurance fees

32. If the Legal Guardian at the signing of Agreement shall choose to ensure the Student's civil liability insurance and insurance against accidents through the Educational Institution, the Legal Guardian shall be liable to pay the cost of such insurance in accordance with the actual expenses as notified to the Legal Guardian by the Educational Institution.

10. Expenses for excursions and school trips

33. The Legal Guardian shall be liable to cover the costs of excursions and school trips organized within the educational framework, including transportation costs, in accordance with the actual amount of the costs notified by the Educational Institution prior to the event in question. If the excursion or school trip is directly related to the compulsory requirements of the curriculum, the expenses shall be covered by the Educational Institution.

11. Services of extracurricular activities (clubs)

34. The Educational Institution may offer optional interest education services by announcing the after school activities (clubs) programme for the respective trimester and the amount of the fee/s for such interest education services⁷. If the Legal Guardian shall apply for the participation of the Student(s) in the offered extracurricular activities (clubs), the Legal Guardian shall pay the fee for

⁶ These fees (costs) are approved by the Board of Association for the provision of educational process based on the costs of benefits.

⁷ These fees are approved by the Board of Association based on the costs of benefits.

the interest education services in accordance with the terms and conditions stipulated and announced by the Educational Institution.

12. Fees for supervised stay / recreational or sports camp during school holidays (if offered)

35. The Legal Guardian shall pay a fee for supervised stay of the Student(s) and/or recreational and sports camps during school holidays⁸, if such is/are offered by the Educational Institution and the Student's Legal Guardian applies for participation. The Educational Institution shall determine the fees for the supervised stay of the Student(s) at the Educational Institution or participation in a day camp organised by the Educational Institution during the school holidays according to terms and provisions of the Agreement and the Annex of these Regulations.

13. Contractual penalty for late collection of the Student(s)

36. If the Student(s) is/are collected from the Educational Institution after its working hours, the Legal Guardian has the obligation to pay the penalty⁹ at the request of the Educational Institution for each time and for each Student collected after the working hours of the Educational Institution. The contractual penalty shall be included in the following month's invoice.

14. Payment of fees and expenses and penalty

37. By the 7th day of each month, an electronic invoice is sent to the e-mail address indicated by the Legal Guardian, indicating the fees and expenses payable in accordance with the Agreement and the present Regulations and its Annexes.
38. The Legal Guardian has an obligation to pay the invoice within the deadline indicated thereon, but no later than within 5 (five) days from the day of receiving the invoice, executing a money transfer to the account indicated on the invoice. The Legal Guardian is deemed to have received the invoice on the day of its sending, unless the Legal Guardian until the end day of the respective month has notified the Administration of the Educational Institution that the invoice has not been received. The payment day of the fees stipulated by the current Agreement is the day when the money is received in the bank account indicated on the invoice.
39. If the issued invoice is erroneous, the Legal Guardian has a right to request rectification of the shortcomings, giving the justification for that request.
40. In the event of delay in the payment of fees and expenses specified in the Agreement, the present Regulations and its Annexes, a penalty of 10% of the amount not paid in due time may be imposed.
41. Due to late payment of services provided by third parties, the Legal Guardian pays for both the services rendered and the contractual penalty or default interest determined by the respective service provider.
42. If the Legal Guardian shall encounter financial difficulties impeding payment of fees and expenses to the Educational Institution, the Legal Guardian is obliged to enter into a dialogue with the

⁸ These fees are determined by the Board of Association based on the costs of benefits.

⁹ The contractual penalty is determined by the Board of the Association. The contractual penalty in force at the time of approval of the current Regulations for late collection of the student after the working hours of Educational Institution is 15 euro for each Student and for each time of late collection.

Educational Institution in a timely manner in order to agree on a solution (e.g. setting up a debt repayment schedule).

Approved at the Management Board meeting on January 30, 2024.

Association APECEF

Chairman of the Management Board

Dagnis POSUMS

/signature/

APPROVED:

Head of School

Gaëlle BARFETY

/signature/

January 31, 2024

Study fees and costs of the study year 2024/2025

Payment	Amount	Payment due	Notes
Registration fee	1st year - 1000 €	1x / year (Re-enrolment fee due by 04.03.2024)	First registration fee, per pupil / for the first child if several children per family are registered
	1st year - 700 €		First registration fee for each additional child if several children of the same family are registered for the same school year
	Further years - 600€		Registration fee for existing families (one fee per family)
Capital Fee	300 €	1x / year	Annual contribution to the capital reserve fund, per family. Payable by 15th July.
FLE French as a foreign language (for non-french speakers 6ème-Terminale)	150 €	1x / month	Monthly supplement to tuition fee payment for intensive French lessons for pupils with no prior knowledge of French, in their first year of study (or longer by decision of the educational team)
Costs of study materials for educational process:			
Kindergarden (TPS-GS)	165 €	1x / year	Payment for school supplies, per pupil, per year. Payable before the school year, due by 15th July
Primary school (CP-CM2)	165 €		
College (6-ème -3 -ème)	275 €		
Lyceum (2 -nde – Terminale)	275 €		
Fee for final exam of the educational cycle:			
DNB Exam (Collège - 3-ème)	130 €	1x	Fee for Examen DNB
Intermediate Baccalauréat exams (Lycée - 1ère)	150 €		Fee for Epreuves anticipées du Baccalauréat

Baccalauréat exams (Lycée - Terminale)	300 €		Fee for Baccalauréat
<u>Catering costs – variable part *</u>	Costs for 2024/25 will be announced before the start of the school year	1x / month	Cost per day ; the fee for the current month is included in the invoice of the next month ; Payable for the days when the Student/s has/have actually attended the Educational Institution
<u>Catering costs – fixed part</u>	25,00 €	1x / month	Payable for the current month for each Student
<u>Services of interest education (clubs)</u>	Additional cost according to the prices announced by the Education Institution	1x / trimester	Interest education lessons - clubs according to the offer at the Educational Institution (eg., additional English, Russian, Art, Music, Dance, Athletics, Chess, etc.)
<u>Supervised stay of a child at the school premises or in the camp during school holidays, if offered</u>	17 €	Per day; excludes catering	A fee per day for one child to ensure a supervised stay at the school premises or in the camp during the holidays, with an exception of summer holiday
	200 €	Per week (non divisible); excludes catering	A fee per week for one child to ensure a supervised stay at the school premises or in the camp during the summer holiday (for preschool age 2-6)

Study fee, if the payment is made once per month:

<u>Study fee, Preschool 2-6 years</u> (TPS, PS, MS, GS, CP) ¹⁰	1st child - 830 €	1x / month	Study fee per Student (*but not less than the amount of the municipality's co-financing)
	2nd child - 761 €		
	3rd child - 468 €		
	From 4th child – 405 €* ¹¹		
<u>Study fee, Primary school 7-10 years</u> (CE1, CE2, CM1, CM2) ¹¹	1st child - 650 €	1x / month	Study fee per Student
	2nd child - 595 €		
	3rd child – 379 €		

¹⁰ Approved by the General Assembly on March 9, 2023.

¹¹ Approved by the General Assembly on March 9, 2023.

	From 4th child – 300 €		
Study fee, Middle school 11-14 years (6ème, 5ème, 4ème, 3ème) ¹²	1st child - 680 €	1x / month	Study fee per Student
	2nd child - 620 €		
	3rd child - 395 €		
	From 4th child – 313 €		
Study fee, Highschool 15-17 years (2nde – Terminale) ¹³	1st child - 816 €	1x / month	Study fee per Student
	2nd child - 744 €		
	3rd child - 516 €		
	From 4th child – 396 €		

Study fee, if the payment is made once per trimester (2% discount):

Study fee, Preschool 2-6 years (TPS, PS, MS, GS, CP)	1st child - 2711 €	1x trimester (September, December and March)	Study fee per Student (*but not less than the amount of the municipality's co-financing)
	2nd child - 2486 €		
	3rd - 1529 €		
	From 4th child – 1323 €* ¹³		
Study fee, Primary school 7-10 years (CE1, CE2, CM1, CM2)	1st child - 2123 €	1x trimester (September, December and March)	Study fee per Student
	2nd child - 1944 €		
	3rd child - 1238 €		
	From 4th child – 980 €		
Study fee, Middle school 11-14 years (6ème, 5ème, 4ème, 3ème)	1st child - 2221 €	1x trimester (September, December and March)	Study fee per Student
	2nd child - 2025 €		
	3rd child - 1290 €		
	From 4th child - 1022 €		
Study fee, Highschool 15-17 years (2nde – Terminale)	1st child - 2666 €	1x trimester (September, December and March)	Study fee per Student
	2nd child - 2430 €		
	3rd child – 1686 €		
	From 4th child - 1294 €		

Study fee, if the payment is made once per half a school year (3% discount):

Study fee, student age 2-6 years (TPS, PS, MS, GS, CP)	1st child - 4026 €	1x per half school year (September)	Study fee per Student (*but not less than the amount of the municipality's co-financing)
	2nd child - 3691 €		
	3rd child - 2270 €		
	From 4th child – 1964 €* ¹³		

¹² Approved by the General Assembly on March 9, 2023.

¹³ Approved by the General Assembly on March 9, 2023.

		and February)	
Study fee, student age 7-14 years (CE1-3ème)	1st child - 3153 €	1x per half school year (September and February)	Study fee per Student
	2nd child – 2886 €		
	3rd child - 1838 €		
	From 4th child – 1455 €		
Study fee, Middle school 11-14 years (6ème, 5ème, 4ème, 3 ^{ème})	1st child - 3298 €	1x per half school year (September and February)	Study fee per Student
	2nd child - 3007 €		
	3rd child - 1916 €		
	From 4th child - 1518 €		
Study fee, Lycée (2 ^{nde} – Terminale)	1st child - 3958 €	1x per half school year (September and February)	Study fee per Student
	2nd child - 3608 €		
	3rd child - 2503 €		
	From 4th child - 1921 €		