

School Fees Regulations 2020/2021

(Extract of Tuition Contract)

1. GENERAL TERMS AND CONDITIONS

1.1. General

The LFJV charges school fees. By signing this contract, each parent and/or legal guardian accepts to pay all the applicable fees in full according to the conditions below.

The provision of education by the school is subject to the terms and conditions within this document together with the rules and regulations of the school. No application for enrolment/re-enrolment will be processed for the school year unless all fees for the previous school year have been paid in full.

Regardless of the school calendar, tuition and canteen fees are billed over a period of 10 (ten) months for the period from 1 September to 30 June as follows:

- The first term includes 4 months from 1 September to 31 December and represents 40% of annual tuition and canteen fees.
- The second term includes 3 months from 1 January to 31 March and represents 30% of annual tuition and canteen fees.
- The third term includes 3 months from 1 April to 30 June and represents 30% of annual tuition and canteen fees.

The school offers 3 payment plans for tuition and canteen fees:

- Annual payment (payment is made by parents)
- Payment per term (payment is made by parents)
- Monthly payment (payment, in Rand only, is made by automatic debit order put in place by the school). Payment by parents on a monthly basis is not possible.

Please note that the school may amend its policies and procedures from time to time.

1.2. Fees

1.2.1. Enrolment and re-enrolment fee and conditions

Annual Enrolment Fees Tariff 2020/2021

Enrolment Year	Pre-Primary Grades 000, 00, 0	Primary Grades 1, 2, 3, 4, 5	Middle School Grades 6, 7, 8, 9	High School Grades 10, 11, 12
Pupils enrolled in 2020/2021	R7 950.00	R27 550.00	R27 550.00	R27 550.00
Pupils enrolled in 2019/2020	R7 950.00	R27 550.00	R27 550.00	R27 550.00
Pupils enrolled in 2018/2019	R7 950.00	R27 550.00	R27 550.00	R27 550.00
Pupils enrolled in 2017/2018 or before	R0.00	R0.00	R0.00	R0.00

Applicants who have received written conditional acceptance by the school must pay the applicable enrolment/re-enrolment fees, details of the same are available on the website of the School: www.lyceejulesverne.com.

The school will not confirm enrolment/re-enrolment until such time that the enrolment fee (if applicable) has been paid and/or such other conditions (as has been communicated in writing to the parent/s or legal guardian/s) has been complied with.

Enrolment fees must be paid by no later than 10 (ten) days after the conditional acceptance has been communicated in writing by the school. *Re-enrolment fees*, if applicable, are due upon request. Proof of payment must be uploaded on the EDUKA online portal.

In the event of the first time enrolment fees applying, please record the learners name, surname and grade on the proof of payment and that such payment is in relation to “enrolment fees”. In respect of re-enrolment fees, kindly ensure that you record your **STUDENT or FAMILY CODE** on the proof of payment and that payment is in respect of re-enrolment fees.

Enrolment and re-enrolment fees are not refundable by the school and shall be forfeited should the application of any learner be withdrawn by a parent/legal guardian or in the event of the premature departure of the learner/s for any reason whatsoever or in the event of a breach of this agreement or the tuition agreement by the learner/s or parent/s or guardian/s.

Enrolment/Re-enrolment fees are currently due for three consecutive school years at the tariff applicable during the school year.

If a learner departs the school within the three year period referred to above:

- 1- and then returns to the school within a period of less than a full school year, then only the remaining enrolment fees for years not paid within that three-year period are due;
- 2- and then returns to the school within a period in excess of a full school year, then the enrolment fees become due and payable, as those applicable to a first-time applicant (i.e. the three year period starts afresh).

The school does reserve the right to amend its policy/ies from time to time.

1.2.2. Annual school tuition Fees

The applicable annual school tuition fees (“tuition fees”) are available on the Eduka online portal and on the school’s website. Tuition fees are payable in addition to the enrolment/re-enrolment fees (if applicable).

Annual school tuition Fees Tariff 2020/2021

Pre-Primary Grades 000, 00, 0	Primary Grades 1, 2, 3, 4, 5	Middle School Grades 6, 7, 8, 9	High School Grades 10, 11, 12
R71 750.00	R81 550.00	R88 000.00	R94 750.00

Tuition fees are invoiced once every term (term) regardless of the chosen payment method. Invoices are addressed exclusively to the parents/guardians who sign the tuition contract. It is the parent/s or guardian/s responsibility to send the invoice to their employer, should the employer be responsible for payment.

A discount of 50% on tuition fees exclusively, is applicable for the 4th child and following siblings.

Where a learner arrives or departs during the school term, each month for which the learner has attended school will be invoiced regardless of whether the arrival or departure occurred during the course of the month. The month will not be pro-rated.

Failure to pay tuition fees or late payment of tuition fees (without prior written agreement with the school) may result in the school suspending or terminating the tuition agreement.

Bank account payment details are provided for below in Article 3.

Examination fees are payable for the *examination grades* namely Grade 9 (*troisième*), Grade 11 (*première*) and Grade 12 (*terminale*).

1.2.2.1. ANNUAL PAYMENT: Yearly in advance in South African Rand or in Euros

General rules

The Annual tuition fees are invoiced per term, even for those who have chosen to pay the full amount yearly in advance.

During the first week of school, a proforma invoice for the full tuition fees for the year will be sent to all families, who may elect to make an annual payment. For the annual payment, the full amount as is reflected on the proforma invoice must be paid.

The annual proforma invoice is not visible on the Eduka online portal. Families need to check their emails during the first week of school (and check the spam folder or contact account2@lyceejulesverne-jhb.net in case the proforma invoice is not received).

The term invoices will be issued throughout the school year according to the fees calendar (in September, January and April) and will be settled by automatic allocations of the full payment made by families in the beginning of the school year.

5% Discount

For families who pay the total amount of the annual tuition fees before the 30th of September 2020 (date on which the funds reflect in the school's bank account), a 5% discount is granted under the following conditions:

- **Payment of 95% of annual fees received by the school no later than the 30th of September** (it is the payer's responsibility to take into account the working timeframe or delays of their bank and/or employer).
- The 5% discount is only applicable for tuition fees (example- canteen fees are excluded)
- All special requests (namely particular company requirements) must be sent in writing to account2@lyceejulesverne-jhb.net keeping in mind the above-mentioned payment deadline.

Late payment penalties

Payments received after 31 October 2020 will be subject to a 5% penalty fees (equivalent to 5% of the term). Should the full payment not be received by the 1st of November 2020, the payment method will automatically be changed to payments per term.

1.2.2.2. PAYMENT PER TERM: Each term in South African Rand or in Euros

Tuition fees are paid in three instalments, namely 40% of the annual tuition fees for the first term, 30% of the annual tuition fees for the second term, and 30% of the annual tuition fees for the third term. Payments are due on or before 31 October 2020, 28 February 2021 and 31 May 2021 respectively. A five percent (5%) penalty will be applicable for payments received after these dates (see table – Article 4).

1.2.2.3. MONTHLY PAYMENTS: Each month via Debit Order in South African Rand ONLY

Tuition fees are paid in ten (10) equal monthly instalments via a signed debit order in favour of the school on the the last day of each month from September 2020 to June 2021 and payable in South African Rand only. Should a debit order be rejected or be unpaid, the amount must be settled within five (5) days of such rejection. A five percent (5%) penalty will be applicable thereafter. In case of 3 rejected debit orders, the school will cancel the remaining debit orders and the payment method will be automatically change to payments per term. Please note that monthly payments made manually by the parent/s or legal guardian/s **will not be accepted**.

Families who have had 3 (three) or more unpaid debit orders during the previous school years are excluded from utilising this payment method, unless agreed in writing by the school.

1.2.3. International Section / OIB

All students enrolled in International Section (middle school) and OIB (high school), excluding students starting Grade 12 in 2020, are invoiced a specific annual OIB fee. This fee is non-refundable in case of departure during the school year. There will be no pro-rata for arrivals during the course of the school year.

- Middle School: R 8 800.00 per annum
- High School: R 9 500.00 per annum

1.2.4. Canteen Fees

At both campuses of the LFJV, in Johannesburg and in Pretoria, the canteen is compulsory for all learners from pre-primary to Grade 12 (*terminale*) regardless of the learners' timetables. No food from outside sources will be allowed in the canteen.

For pre-primary and primary school, the canteen tariff is fixed on a four (4) day basis from Monday to Thursday. For secondary school, the canteen tariff is fixed on a five (5) day basis from Monday to Friday. In both cases the canteen is compulsory.

Where a learner arrives or departs during the school term, each month for which the learner has attended school will be invoiced regardless of whether the arrival or departure occurred during the course of the month. The month will not be pro-rated.

Failure to pay canteen fees or late payment of tuition fees (without prior written agreement with the school) may result in the school suspending or terminating the tuition agreement.

Bank account payment details are provided for below in Article 3.

Diabetic pupils or pupils who suffer from food allergies may be monitored within the framework of the Individual Action Plan (P.A.I.: Procédure d'Accueil Individualisé) or may be exempted from the canteen by providing a medical certificate from an allergist or a medical specialist. If a relevant medical certificate is provided to the school, then the school will, on a case-by-case basis, confirm or waive the applicable canteen fees.

Annual Canteen Fees Tariff 2020/2021

Pre-Primary Grades 000, 00, 0	Primary Grades 1, 2, 3, 4, 5	Middle School Grades 6, 7, 8, 9	High School Grades 10, 11, 12
R8 700.00		R10 650.00	

Canteen fees are invoiced once every term (term) regardless of the chosen payment method. Invoices are addressed exclusively to the parents/guardians who sign the tuition contract. It is the parent(s)/guardian(s) responsibility to send the invoices to their employer, should the employer be responsible for payment.

1.2.4.1. ANNUAL PAYMENT: Yearly in advance in South African Rand or in Euros

General rules

Annual canteen fees are **invoiced per term, irrespective** of whether the parent/guardian has paid the full amount in advance.

During the first week of school, a proforma invoice for the full canteen fees for the year will be sent to families, who may elect to make an annual payment. For the annual payment to apply, the full amount as reflected on the proforma invoice must be paid no later than 31 October 2020.

The annual proforma invoice is not available on the Eduka online portal. Families need to check their emails during the first week of school (and check the spam folder or contact account2@lyceejulesverne-jhb.net in case the proforma invoice is not received).

The term invoices will be issued throughout the school year according to the fees calendar (in September, January and April) and will be settled by automatic allocations of the full payment made by families in the beginning of the school year.

Late payment penalties

Payments received after 31 October 2020 will be subject to a 5% penalty fees (equivalent to 5% of the term). Should the full payment not be received by the 1st of November 2020, the payment method will automatically be changed to payments per term.

1.2.4.2. PAYMENT PER TERM: Each term in South African Rand or in Euros

Canteen fees are paid in three instalments, namely 40% of the annual tariff for the first term, 30% of the annual tariff for the second term, and 30% of the annual tariff for the third term. Payments are due on or before 31 October 2020, 28 February 2021 and 31 May 2021 respectively. A five percent (5%) penalty will be applicable for payments received after these dates (see table – Article 4)

1.2.4.3. MONTHLY PAYMENTS: Each month via Debit Order in South African Rand ONLY

Canteen fees are paid in ten (10) monthly equal instalments via a signed debit order in favour of the school on the 30th of each month from September 2020 to June 2021 in South African Rand only. Should a debit order be rejected/unpaid, the amount must be settled within five (5) days of such rejection. A five percent (5%) penalty will be applicable thereafter. In case of 3 rejected debit orders, the school will cancel the remaining debit orders and the payment method will be changed to payments per term. Please note that monthly payments made manually by the parent/s or legal guardian/s **will not be accepted**.

Families who have had 3 (three) or more unpaid debit orders during the previous school years are excluded from utilising this payment method, unless agreed in writing by the school.

1.2.5 Other fees

Other fees may include, but are not limited to:

- *Extra-curricular activities, aftercare and assisted study.* These are invoiced once every semester, namely in October 2020 and February 2021. Please note that registration for any activity/ies in the second semester will only be possible after the full payment for the first semester's activity/ies has been received by the school. Registration for activities and aftercare is for an entire semester. No credit note or refund will be issued for any reason whatsoever (weather, sickness, etc.).
- *Exam fees.* These are invoiced during the third term.
- *Replacement fees.* This relates to school books loaned to pupils from the library and are either not returned or returned in an unsatisfactory condition. This shall be invoiced as 'penalty fees', if applicable.
- *Loss of or damage to school property.* This will be invoiced as 'replacement fees' if applicable.
- *School trips.* An invoice will be issued if additional participation by the family is required.

These fees are invoiced as and when they arise and are due immediately upon invoicing (except when otherwise specified).

Failure to pay or late payments (without a prior written agreement with the school) may result in the school suspending or terminating the tuition agreement and/or may result in penalties and interest applying.

1.3. Payment methods

- Banking details of South African account (EFT or cash deposit):

Lycée Français Jules Verne
Nedbank
Branch : Benmore Gardens
Branch code 197305
Account n: 1973004089
Swift: NEDSZAJJ

- Bank details of French Euro account:

Lycée Français Jules Verne
Société Générale Paris
Agence Centrale
IBAN: FR76 30003 03010 00037292477 42
BIC-ADRESSE SWIFT: SOGEFRPP

Exchange Rate: *Payments in Euros must be made using the chancellerie exchange rate of the first day of the month of payment. Before making a payment, please check the applicable rate on the following website (official French Ministry of Finance): http://www.economie.gouv.fr/dgfip/taux_chancellerie_change_resultat/pays/ZA?language=en-gb*

- Card payments are accepted at the Johannesburg campus. A 3% transaction fee is charged for payments above R10 000 (ten thousand rand). An invoice may not be paid by using more than two card transactions.

No cash payments are accepted at the school.

Reference of payment.

We request that you kindly provide the correct reference when making a payment in order for us to identify payments correctly and timeously. Please only use your **STUDENT or FAMILY CODE** as a reference. Without this information, we will not be able to identify your payment and therefore it will not be considered.

Proof of payment

Proof of payment may be sent to account2@lyceejulesverne-jhb.net.

1.4. Payment modalities & Schedule | Late payment & Failure to pay

1.4.1 Payment Modalities & Schedule.

1.4.1.1 **Late Arrivals:** In case of a learner arriving during the school year, the first payment must be made no later than 30 days after the invoice date. All payments thereafter shall be made according to the payment schedule table below.

1.4.1.2 **Late payments or a Failure to pay:** will result in inter alia, the school being entitled to suspend or terminate the tuition agreement and claim all amounts outstanding with immediate effect.

Fees	Payment method	Invoicing Date	Period	Payment Due Date	Late payment fee	Currency
Tuition & Canteen	Annual	Early September	Full school year	30 September	5% of term fee	Rand/Euros
	Per Term	Invoiced in the beginning of each financial term (September, January and April)	Term 1 (Sept to Dec)	31 October	5% of term fee 5% of term fee 5% of term fee	Rand/Euros
			Term 2 (Jan to March)	28 February		
			Term 3 (April to June)	31 May		
	Monthly Debit Order	Invoiced in the beginning of each financial term (September, January and April)	September	30 September	5% of monthly fee	Rand only
			October	31 October		
			November	30 November		
			December	31 December		
			January	31 January		
			February	28 February		
March			31 March			
April			30 April			
May	31 May					
June	30 June					
OIB Fees	Full Payment	Early September	Full school year	According to due date on the invoice		Rand/Euros
Extracurricular activities, aftercare and assisted study	Full Payment	October	Semester 1 (Sept to Jan)	According to due date on the invoice	Suspension of the activity(ies)	Rand/Euros
		February	Semester 2 (Feb to June)			
Other fees	Full payment	-	-	According to due date on the invoice	-	Rand/Euros

1.4.2 Failure to pay

A failure to pay occurs when the payment of the due amount, in whole or in part, is not paid according to the schedule in the table.

In the event of failure to pay, the school may, in addition to taking steps to recover amounts due:

- 1.4.2.1 Suspend or terminate the tuition agreement with or without notice; and/or
- 1.4.2.2 Register the name/s of the person/s liable for payment of the fees with a South African credit bureau for the purposes of credit tracing and blacklisting; and/or
- 1.4.2.3 Refer the name and contact details of the person/s liable for payment to a debt recovery agency; and/or
- 1.4.2.4 Take such other legal action against the parent/s and/or legal guardian/s that may be deemed necessary by the school and/or the board. The parent/s and legal guardian/s agree that in such case, they will be liable for the payment of the school's legal costs on the scale as between attorney and own client; and
- 1.4.2.5 The exeat (certificate of financial clearance) will not be released; and/or
- 1.4.2.6 Such other further steps, not specifically mentioned herein.

Where there have been three late payments (in respect of any fee and/or in relation to any payment method) during the previous school year, the school reserves its right to not re-enrol the learner/s for any subsequent school years.

The parent/s or legal guardian/s agree to be liable for all legal costs incurred on the scale as between attorney and own client as a result of late payments or a failure to pay. This will include the costs of the attorney, counsel, tracer, sheriff fees, collection commission and such other costs that may have been incurred in the collection of payments due and owing to the school.

Any account that is not paid up to date at the end of the school year will result in the learner/s not being enrolled in the new school year and the learner/s will lose priority on the class list. Once the account has been settled in full, the learner may only, with the written consent of the school be permitted to enrol in the school, subject to conditions deemed appropriate by the school including *inter alia* space being available in the class.

1.5 Other financial rules

Any requests for financial information, statements and/or queries or complaints must be addressed to the school in writing within a period of 24 months. Queries, complaints and request for further information after this period will not be entertained.

Payments that are received by the school but which cannot be allocated to a particular learners account (due to no reference, incorrect reference or such other reason) and which remain unallocated for a period in excess of 24 months, will automatically be transferred to the school Social Fund in order to assist families with school fees (tuition, canteen, trips, etc.) on an ad-hoc basis.

As such, please utilise the correct reference provided and regularly check the correctness of the invoices issued by the school to ensure that your payment has been received and that it was accurately allocated.