

**FINANCIAL REGULATIONS FOR CHARLES DE GAULLE FRENCH SCHOOL (submitted on 02/04/2021 for information to CE)
Updated on 01/27/2023**

Access to the educational offerings by Ankara Charles de Gaulle French School (LCDG) is contingent upon the timely payment of the established tuition fees. The annual enrollment of a student indicates their acceptance of the tuition and any other additional fees, as well as the terms and conditions outlined in this Regulation. The determination of these fees is based on decisions made by the AEFÉ authorities each academic year.

The relevant regulatory framework includes the following texts:

- Articles D452-1 through D452-21 of the Educational Act governing the operations of AEFÉ;
- Decree No. 2012-246, dated November 7, 2012, pertaining to the management of public budgets and accounting;
- AEFÉ Circular No. 1088, issued on March 16, 2015, concerning the procedures for the payment of tuition fees.

1 – TUITION FEES, INITIAL ENROLLMENT, AND EXAMINATION FEES

Tuition fees are fixed and established on an annual basis, with variations in amount based on the educational level and nationality of students.

- Families with dependent children enrolled concurrently at the French school in Ankara are eligible for the following discounts on tuition fees, applicable to all families regardless of nationality:
 - A discount of 20% for the second child
 - A discount of 25% for the third child
 - A discount of 30% for the fourth and any other additional children thereafter.
- Legal personnel employed by the organization for a minimum of six months under either an undetermined contract duration (CDI) or a determined contract duration (CDD) are eligible for specific benefits for the initial enrollment of their dependent children, arising from the exemption from educational duties, in addition to the provision of a family allowance for a minimum 50% quota:
 - 100% for employees under an undetermined contract duration (CDI) employed prior to September 1, 2008, with at least a 50% quota;
 - 80% for employees under an undetermined contract duration (CDI) employed prior to September 1, 2008, with at least a 50% quota;
 - 80% for employees under a determined contract duration of (CDD) of at least six months, with at least a 50% quota. This entitlement ceases upon the expiration of the contract.
- The definition of a dependent child is determined according to the criteria set forth for the disbursement of family allowances as specified in Articles L. 513-1 and L. 521-2 of the French Social Security Code.
- The following conditions exclude the applicability of this provision for either the employee or their spouse:
 - Receipt of either partial or full coverage of annual tuition fees and initial enrollment fees;
 - Entitlement to family allowance for resident staff or enhanced family allowances for foreign personnel;
- Foreign nationals and residents who benefit from the annual tuition fee and/or initial enrollment fee (such as family allowance increases or family allowances) are ineligible to request any discounts or exemptions related to these fees.
- Any forms of exemptions or discounts, whether they are individual or exceptional in nature, require a separate decision by the AEFÉ director.

Tuition fees are established annually on a EUR basis, following recommendations provided by the Board of Directors of AEFÉ to the school board. This decision is communicated through a formal publication. **Payments are processed upon receipt of the invoice, which is issued on a quarterly basis covering a three-month period.**

Invoicing Periods	
1 st quarter	September-December
2 nd quarter	January-March
3 rd quarter	April-June

Any other arrangements (such as the establishment of payment schedules and the identification of payment dates) fall under the purview of the organization's accounting executive.

1-1 **Notifications and Reminders for Families:** Every three months, families receive a notification regarding the amounts due via the Skolengo invoicing software accessed through the family portal. If a payment is not made within 15 calendar days of receiving this notification, the first reminder will be dispatched to both parents regarding the payment deadline. Should the payment remain outstanding after this initial reminder, a written warning will follow under the same conditions. If necessary, a final reminder, labeled "Pre-Proceeding Notification," will be sent through return receipt requested mail to document delivery. Should no arrangements be finalized within the timeframe outlined in the written warning, the organization will proceed to initiate legal actions in accordance with Circular No. 1088, dated March 16, 2015. If re-enrollment is not completed by the designated deadline, the student may be removed from the enrollment roster without prior notification. Additionally, re-enrollment will not be permitted until all outstanding debts have been fully resolved.

Families are fully accountable for the payment of tuition fees and any additional costs incurred. The terms outlined in the contract between families and employers, as well as the specific policies of the employers, are not enforceable against the Charles de Gaulle French School. In instances where school fees and potential additional charges are to be reimbursed by employers, it is imperative that families verify timely payment of the invoices.

1-2 **Change of Nationality:** The fee structure, which is established during the enrollment or renewal of the enrollment process based on the student's declared and validated nationality, shall remain in effect for the entirety of the academic year. In the event that a student acquires a new citizenship, such change will be considered only if the parents formally notify the institution. Moreover, any adjustments to the school fees corresponding to the new nationality will take effect only at the commencement of the subsequent academic year, contingent upon the submission of valid proof of the new nationality.

1-3 **Leaves and Resumes in a Year:** In the event of an involuntary or unintentional leave within the academic year, the full month's tuition applicable at the commencement of the leave shall be collected. Additionally, if a student resumes their enrollment within the academic year, the tuition for the entire month corresponding to their registration will be required for payment.

2 – ADDITIONAL CHARGES

2-1 The initial enrollment fees, referred to as DPI, are required at the time of a student's initial enrollment with the school. Payment of the DPI is expected prior to the commencement of the academic year. This payment serves as confirmation of enrollment and is essential for the student's admission into their designated classes. These fees are generally non-refundable, except in instances of force majeure, which must be substantiated with valid medical documentation, such as a medical report or equivalent supporting evidence.

Requests for refunds must be formally submitted to the executive of the organization in writing.

2-2 Examination Fees: The fees for licensure, early examinations, and DNB are established on an annual basis, require the endorsement of the AEFÉ manager, and are included in the invoice for the third quarter. Refunds shall not be issued except in cases of force majeure.

2-3 Travel allowances and associated charges, including costs for optional school trips and extracurricular activities: The costs for trips, optional school trips, and extracurricular activities will be invoiced to families who are duly registered with the school after determined based on a decision made by the president following a vote by the school board. By signing the commitment letter, families agree to cover any supplementary expenses incurred, which are non-refundable except in cases of force majeure.

3 - Solidarity Fund:

Participation in the Solidarity Fund is voluntary for families, with contributions being at their discretion. In the event of definitive departure from the organization, and with explicit from the families involved, any remaining monetary advances (including tuition fees, travel expenses, and costs related to extracurricular activities) may be reallocated to the Solidarity Fund. Families experiencing temporary financial hardships can submit a completed application form, which will be assessed against specified social criteria to determine eligibility for a one-time financial aid package.

Aid distributed through the Solidarity Fund may be provided as a one-time support, taking into consideration available loan options. This assistance may cover the following categories of expenses:

- Costs covered by families for exam fees;
- Participation in optional school excursions and extracurricular programs; and
- Additional costs incurred for necessities (such as food and transportation).

4 - Re-enrollment:

The re-enrollment of students occurs via the family portal within the Skolengo invoicing software. This process is subject to two primary conditions as follows:

- 4-1 Adherence to deadlines established in the academic calendar disseminated by the president to parents; and
- 4-2 Confirmation that tuition fees are up to date at the time of re-enrollment.

5 - SCHOLARSHIPS (French students)

5-1 Any possible allocations for school grants or additional financial support for the education of French students are subject to applications submitted by families based on the conditions and timelines established by the central services of AEFÉ and scholarship services of the Embassy of France in Ankara.

In the event that the family contests the decision made by AEFÉ, such a challenge will not suspend the obligation to pay tuition fees and any other ancillary fees. Should it be determined that any overpayments occur as a result of a resolution following the objection, those excess amounts will be either refunded or applied as a deduction from any outstanding balances for the current academic year.

Care aids are disbursed directly to the parents by the organization.

Transportation aids are also paid directly to the parents by the organization upon the submission of necessary supporting documentation. Families are required to remit the full transportation fees to the designated transporter.

Half-board grants are directly paid to service providers by the organization.



6 – INSTRUMENTS OF PAYMENTS

6-1 The currency designated for the payment of DPI and school-related charges by families is the Euro.

Payment in local currency is permissible only for families whose salaries are disbursed in Turkish liras. It is essential to take into consideration a chancellery rate, which is established by the French Ministry of Economy and Finance and is subject to monthly review and is published on the organization's official website: <https://lcdgankara.com/inscription/>

6-2 The payment of tuition fees, along with any additional charges, must be made via bank transfer to the organization's account at the KIZILAY Branch of Garanti Bank or to the TGE account in France (the following RIB).

In France: Public Treasure
Account Title: LYCEE FRANÇAIS D'ANKARA
Domiciliation TPNANTES TGE
IBAN : FR76 1007 1449 0000 0010 2067 212
SWIFT/BIC : TRPUFRP1

In Türkiye: GARANTİ BANK
Account Title: LYCEE FRANÇAIS CHARLES DE GAULLE
SWIFT/BIC: TGBATRISXXX

€ IBAN account: TR67 0006 2000 0820 0004 0999 74
TL IBAN account: TR94 0006 2000 0820 0001 2999 71

Signatures of both legal representatives preceded by the handwritten words 'read and approved':

At _____ on _____

Signature of legal representative 1:

Signature of legal representative 2: