



Ecole franco-chypriote de Nicosie
20 Kavafi Street 2121 Aglantzia
P.O. Box 22091 1517 Nicosie Chypre
Tél. : + (357) 22 66 53 18
Mél : secretariat@efcn.info



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Agence pour
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à l'étranger

FINANCIAL RULES

Every family who registers their children at the French Cypriot School of Nicosia (EFCN) is informed of the school fees and is obliged to pay them.

Communication with the school will take place preferably via email. EFCN's email is: secretariat@efcn.info. For that reason, the families must provide the school with an account that the families should check on a regular basis. Notification for payment of the school fees and related charges is sent by EFCN secretary via email directly to the families.

A. FEES AND OTHER SCHOOL EXPENSES

They consist of:

- 1) An annual registration fee.
- 2) The school fees.
- 3) Other fees related to the class the student is enrolled in (examination fees, supplies, literature books...).

1) ANNUAL REGISTRATION FEES (ARF)

Every student registered is expected to be present the first day of the school year. If, however, a student is not able to attend the first day(s) of school for valid reasons (administrative formalities or other), the family is required to notify the school officially in writing no later than the first day of the school year. Failing to do so will lead to the student's name being withdrawn from the list of students.

a. PREREGISTRATION, FIRST REGISTRATION FEES

The first registration at the French Cypriot School of Nicosia starts when the family provides the school with a duly completed preregistration form. If a place is offered, then the registration becomes final when the accounting department of the school receives the payment of the registration fees, which is non refundable.

The preregistration fees must be paid at the time of the first registration at the French Cypriot School of Nicosia or if the student is returning to the school following an absence exceeding two years.

b. RE-REGISTRATION FEES

The re-registration of a student for the next school year is subject to the payment of the re-registration fees. The re-registration fee must be paid no later than the end of the second trimester (January-March). This fee is also non-refundable.

IMPORTANT: To re-register their child(ren), the family has to clear its overdue balances by the re-registration day. If an outstanding balance remains at the end of the current academic year (e.g. end of June), the re-registration for the next school year will be considered invalid and will not be refunded.

2) SCHOOL FEES

The school fees are annual fees. For practical reasons, the payment is usually spread over three periods (trimesters). The three installments corresponding to the three periods must be paid at the beginning of each term or monthly:

- 1st period (trimester): September, October, November, and December
- 1st Trimester settlement maximum by 30th September
- 2nd period (trimester): January, February and March
- 2nd Trimester settlement by 31st of December
- 3rd period (trimester): April, May and June
- 3rd Trimester settlement by 30th of March



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Payment must be made according to the deadlines set by the school management committee and approved by the board.

Following the agreement between the Ministry of Labour, Employers and Industrialist Federation (OEV & KEVE) and the Cyprus Workers' Confederation (SEK & PEO) for reintroducing of ATA, the school fees will automatically readjust each academic season according to the Consumer Price Index as released by the official Cyprus statistical department.

The school fees do not include the following:

- School catering
- Examination fees
- Transportation expenses
- Extra-curricular activities
- Fees charged for the purposes of educational school trips

3) OTHER FEES

a. EXAMINATION FEES

Registration for examinations (Brevet and Baccalauréat) involves payment of a fee. The examination fees are invoiced during the first term (September-December). They are non refundable after the school has already paid these registration fees to third parties.

b. DAYCARE

A daycare service is provided to kindergarten students for a fee. Detailed information is provided by the secretary of the school.

c. SCHOOL TRANSPORT

A collective pick-up system for students is provided by a transportation company subject to an annual contractual agreement. The transportation fees are determined at the beginning of every school year based on the number of students using the bus service. The fees are due at the beginning of every term, and will be invoiced in the same way as the school fees. For more information on the costs and mode of payment, please contact the school secretary.

d. MINI CLUB

Access to the mini-club requires a membership fee. Fees are detailed in the appendix.

e. EXTRA CURRICULAR ACTIVITIES (ECA)

For more information on the costs and mode of payment of extra curricular activities, please contact the school secretary.

B. SCHOLARSHIPS

Every year, the AEFÉ grants scholarships to the French families registered in the Consulate who present their applications to the consular department. Application forms for scholarship are available at the secretary's office or on the website of the French embassy. These scholarships are granted based on income and patrimony.

C. MONTHLY INSTALLMENTS OF THE SCHOOL FEES

Families have the option of paying the school fees in monthly installments subject to providing relevant written documentation to the school. Requests for scheduling the payment of school and transportation fees must be submitted during the preceding term, as no such requests will be considered when payment is already due. Consequently, any such requests may only refer to the following term or the next school year if they are submitted during the third term.



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For Monthly installments, the school requires that each monthly installment be made at the beginning of each retrospective month. In this respect 1st installment should be made within first week of September and last installment no later than 1st of June of each school year.

| Instalment | Settled by | Instalment | Settled by |
|------------|---------------------------|------------|--------------------------|
| 1 | 5 th September | 6 | 1 st February |
| 2 | 1 st October | 7 | 1 st March |
| 3 | 1 st November | 8 | 1 st April |
| 4 | 1 st December | 9 | 1 st May |
| 5 | 1 st January | 10 | 1 st June |

D. DUE DATES OF PAYMENTS

The school fees are due by the first day of each term. Families are personally liable for paying these fees and any other related charges. A contractual agreement between the families and their employer covering school costs is accepted. In such cases, the school urges the family to make sure the payments are effected within the school deadlines.

IMPORTANT : For the proper management of the school, it is recommended that every family adheres to the deadlines mentioned above otherwise, the headmaster is entitled to withhold the re-registration of the student for the next school year.

Administration Charge of €50.00

An Administration Charge of €50.00 will be applied if payment is not made by the applicable term fee deadline. All payments whether bank transfer, direct payment to the bank or cash payment must be received in the school's bank account by the above dates to avoid this charge being imposed. This applies to all three term deadlines during the academic year with a maximum total of €150 or monthly payments with a maximum total of €500.

E. METHODS OF PAYMENT

Payment must be made in EURO, in cash, by check or by bank transfer. The bank transfer charges are covered by the payer.

Bank transfers can be made to either of the following accounts:

Beneficiary name: ECOLE FRANCO-CHYPRIOTE (20 Kavafi Str. 2121 AGLANTZIA – NICOSIA, CYPRUS)

BANK of CYPRUS

Account number: 357 010 549138
IBAN: CY56 0020 0195 0000 3570 1054 9138

SOCIETE GENERALE CHYPRE

Account number: 22 001 360 010002 01 6
IBAN: CY67 0120 0002 2001 3600 1000 2016



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SOCIETE GENERALE France

Account number: 30003 03010 00037292253 35

IBAN: FR76 30003 03010 00037292253 35

F. PROCEDURE FOR REMINDERS

The school fees are established and must be paid according to the calendar mentioned on the invoice sent by the accountant at the beginning of the academic year. In case the payment is still outstanding after the deadline, the school sends two reminders to the family by mail. The second reminder fixes a final notice for settlement of the invoice. At this stage, the re-registration for the next school year is blocked.

By the end of the school year, if the payment of overdue amount has not been made, the student's position for the next school year is lost and may be given to another candidate, without further notice.

G. INSTRUCTIONS IN CASE OF DEFAULTING ON PAYMENTS

In case of defaulting on payments, legal action may be taken against the family. They are notified by a letter or email, at the last known address or email address of the parents. If no response or payment is forthcoming, legal actions take effect.

IMPORTANT: Similarly, the re-registration of the student is invalid until the total debt due in the previous year is settled in full at the beginning of the next school year, i.e. at the beginning of September of each calendar year.

H. OTHER INSTRUCTIONS

Joining or leaving the school during term

a. Annual registration fee (ARF)

In the case a student leaves the school during term, the annual registration fee is not refundable, irrespective of the date of leaving the school.

b. School fees

The school and transportation fees are calculated on a prorata basis, the general rule being that every month started is due in full.

In case of a final departure, the families concerned ought to notify the school at least one month in advance so that the required procedures can take place on time, these are:

- Settling their account with the accounting department;
- Requesting a "certificat de radiation" from the secretary (this document will be required for the admission of the student to other schools);
- Returning to the library all borrowed books no later than two days prior to departure;
- Preparation of the academic transcripts of the student.

In case of outstanding payments, and unless settled with the school, the Finance department will not clear the process for issuance of the "certificat de radiation".

I. GENERAL RULE

The present financial rules are valid and applicable during the full scholarship of all children of each family and or custodian persons. **Enrolment at the school means understanding and respect of the School financial rules.**

The management committee



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APPENDIX

School fees (in Euros) valid for the academic year 2019-2020

A. Fees and other school expenses

- Preregistration fee € **500** (a 50% discount applies for twins)
- ARF or re-registration fee € **150**
- School transportation; please contact the school secretary.
- Monthly fees for child minder service for primary school and college (from CP till 3e): €**20** for one hour from 2:30PM until 3:30PM, €**30** for two hours from 2:30PM until 4:30PM. For more convenience, a daily ticket for the price of €**4** is available.

Incentive Package for the New Academic Year

• Any parents choosing to pay in advance for the next academic year will receive 6% discount if full payment is received by the 5th July 2019 and 4% discount if full payment is received by 30th September 2019.

Other discounts

A discount applies on school fees for large families: 30% for the 3rd child and 50% for the 4th child.
The school also contributes €200 of the total cost of CNED registration fees (paper version for Lyceum).

B. School fees

| Period | Term 1 Sept to Dec | Term 2 Jan to Mar | Term 3 Apr to Jun | Total |
|--------------------------------------------------|-----------------------|----------------------|----------------------|----------------|
| Maturity by date | September 30 | January 15 | April 15 | |
| Kindergarten (TPS, PS, MS, GS) | 1,435 | 1,050 | 1,050 | 3,535 € |
| CP/CE/CM | 1,885 | 1,400 | 1,400 | 4,685 € |
| College (6, 5, 4, 3) | 2,000 | 1,500 | 1,500 | 5000 € |
| Lyceum (2 ^{nde} , 1 ^{ere} , T) | 2,245 | 1,700 | 1,700 | 5,645 € |

C. Mini-club membership fees (Kindergarten)

- Monthly amount until 2:30 PM €50
- Monthly amount until 4:15 PM €100
- Daily amount until 4:15 PM €8

A 50% discount applies for the second child of the same family.

If a child is a member of the mini-club until 2:30 PM and has to **exceptionally** stay until 4:15 PM, the family must send an advance notice to the school secretary and pay a €5.00 charge for overtime.

Furthermore, in exceptional cases, the school accepts one (1) overtime of no more than half an hour. Recurring overtime will be invoiced at the appropriate daily or monthly rate.



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EFCN Management Committee (June 2019)