

FINANCIAL REGULATIONS 2023-2024

The definition of the services and their terms:

Fee-paying tuition includes :

- First registration fees
- Tuition fees
- Additional costs

Other services include:

- ✓ Extracurricular activities
- ✓ Uniforms
- ✓ School catering
- ✓ Contribution to the AEN: Membership of this association is voluntary and the contribution is announced by a communication from the secretary of the AEN.
- ✓ School books: The CDI and the BCD make certain books available to students. In the event of non-return of the borrowed book within the time limit, the book will be invoiced at the replacement value. The book invoiced and paid for by the family is not refundable in the event that the book is found.
- ✓ School outings and outings with overnight stays: A contribution to the costs may be requested from families, and will be fixed according to the planned outing or activity.
- ✓ The correspondence book: At the start of the school year, a correspondence book will be given to students. In case of replacement (loss or damage), the sum of Rs 50 will be claimed from the family.

The rates for these services are established by the school's management and approved by the management committee during the annual approval of the budget. They are set for the school year, are communicated to families and are published on the website.

Class photos: The cost of the class photo is already included in the tuition fees. In case of absence of the child during the photo session, another session is scheduled for individual photos if the calendar allows it.

Textbooks and school supplies: a list of school supplies and textbooks is drawn up each year for each class. These are necessary to ensure the proper implementation of the teaching programs. The renewal and replacement of these supplies and manuals are the responsibility of the parents. Ecole du Nord uses approved service providers to negotiate the best price for families.

The scope of application :

Families who enrol their children in a school with a French program in Mauritius undertake to respect the financial regulations of the establishment after having read them carefully.

1. First registration (DPI) and re-registration fees

For families not residing in Mauritius, registration is only authorised and acquired when the first registration fees have been paid and the residence permit has been submitted.

Any new student and any former student returning to EDN after two years is liable for the full first registration fees for the current year. These first registration fees are payable upon registration.

First registration fees (*les droits de première inscription* - DPIs) are non-refundable.

Special situations (seconded staff from the AEFE do not benefit from these measures):

- ✓ Student coming as a continuation of an AEFE establishment in Mauritius = 20% of DPI to be paid
 - ✓ Child of staff (EDN-EDC-LDM) at least ½ time * = 50% of DPI to be paid
 - ✓ Child of staff (EDN-EDC-LDM) less than ½ time * = 75% of DPI to be paid
 - ✓ Registration for less than 6 months = 50% of DPI to be paid
 - ✓ Registration for more than 6 months = 100% of DPI to be paid
 - ✓ Student returning to EDN before 2 years = 50% of DPI to be paid
- * This reduction applies after one year of employment at the establishment

2. Tuition fees

The reception of a student is subject to the prior payment of tuition fees. Given the Mauritian status of the Association Ecole du Nord and the Agreement with the AEFE (secondment of staff and subsidies), tuition fees for French and Mauritian students are preferential.

Reductions for children of staff and large families cannot be combined.

For invoicing, these conditions apply:

- ✓ Fees for any month started are due. This applies to the 11 months of schooling, i.e. from August to June of the school year.
- ✓ In the event of prolonged illness of the child, a certificate of illness will be required in order to consider the temporary cessation of invoicing.

Special situations (not applicable to International Section tuition fees)

- Staff seconded from the AEFE do not benefit from these measures.
 - ✓ Child of full-time staff = 50% discount (EDN and LDM)
 - ✓ Child of part-time staff = reduction in proportion to full-time (EDN and LDM)
- Staff seconded from the AEFE also benefit from these measures.
 - ✓ Change of nationality (original required) = taken into account for the following quarter
 - ✓ Family with 3 children at EDN + LDM = 10% discount



✓ Family with 4 children and more at EDN + LDM = 15% discount

3. Additional costs

Additional costs include:

3.1 The trust fund

Set up and financed by the parents of students in order to finance the development of the establishment's infrastructures. Contributions to the deposit fund are repayable at the request of the parents when the student leaves Lycée des Mascareignes or when the student leaves EDN for another school.

The request for reimbursement must be presented within a maximum of one year following the date of the departure of the student. Following which, in the absence of a request for reimbursement, the funds will remain with EDN. The funds then contribute to the EDN solidarity fund which finances aid grants for families in financial difficulty.

3.2 Educational material

Package for educational games, teaching materials, photocopies, etc.

In the event of provisional registration for a period of schooling of less than 6 months, the child benefits from a 50% reduction on teaching materials. Beyond 6 months, 100% of the annual amount will be claimed.

3.3 Pre-primary school supplies

Package for: pencils, markers, glue, paper, etc.;

Any child registered after the February holidays benefits from a 50% reduction on pre-primary school supplies. In the event of provisional registration for a period of less than 6 months, the child benefits from a 50% reduction on pre-primary school supplies. Beyond 6 months, 100% of the annual amount will be claimed.

3.4 Insurance

24-hour coverage of all medical expenses up to a maximum of Rs 50,000 per accident occurring on Mauritian territory subject to a deductible of Rs 1,000 per accident. Families are strongly advised to take out additional insurance coverage in the medical field, civil liability, etc., at their own expense to cover all medical costs in the event of an accident.

3.5 Registration fees for the national Brevet diploma (for 3eme (Year 10) students only)

4. Calendar and invoicing rules

The annual invoice, the payment schedule and the tuition fee commitment form are sent in May-June for the coming school year.

Cash payment at the cash desk is prohibited. Any fees or commission claimed by banking institutions to make payments is the responsibility of the families.

The options for paying tuition fees are as follows:

- **annual** – to be paid in advance at the start of the school year, either by bank transfer, credit card or cheque. Families who choose this option will benefit from a 3% discount.

- **quarterly** – to be paid in advance before the start of the quarter, either by bank transfer, credit card or cheque. This method is retained for any registration of less than 6 months. The following dates must be respected:
 - **July** for the period from August to October;
 - **October** for the period from November to January;
 - **January** for the period from February to April;
 - **April** for the period from May to June.
- **monthly** – the monthly payment is authorised only in the form of direct debit to be paid in advance on the 1st of each month as follows:
 - ✓ July 1st = additional costs
 - ✓ August 1st until June 1st 1/11 = 1/11th of tuition fees

It is up to the families to check with their bank that the direct debit has been honoured.

Registration fees for the national Brevet diploma (3eme (Year 10) students):

Must be paid in February of the current year.

5. Failure to pay tuition fees

Any family that encounters a one-off or exceptional difficulty is invited to contact Ecole du Nord's management team without delay to explain their situation and **discuss a deferral agreement**.

Unpaid bills & bank charges: 3% penalties are applied to all late payments, except for families who have submitted a scholarship application (AEFE or EDN) or requested a deferral from management.

Timetable and measures (unless deferral agreement):

Calendar	Courrier n°	Actions
D-Day (M-1)		1st day of the month (M-1), date on which payment is due.
D-Day + 2 or +3 ... (M-1)		Beginning of the finding of unpaid invoices.
D-Day +15 (M-1)	1	This results in a reminder email being sent.
D+30 Day (M-1)	2	This triggers the sending of a registered letter and the automatic application of 3% penalties on the amounts due.
Last working day before each school holiday (5 periods) (M-1)	3	This triggers the sending of a solicitor's letter giving formal notice and announcing the refusal of schooling of the student on return from school holidays.
Last working day during school holidays (5 periods) (M-1)	4	Duly recorded non-payment triggers a reminder email to the family.
On return from school holidays D+1 (M-1)		Refusal of schooling of the student

Unpaid for the period :	No return to schooling from holidays :
August - October	All Saints
November – Décembre	Christmas
January – February	February
March – April	Easter
May – June	No re-registration possible before payment of the balance

The embassy and the consulate will be informed by the head of school of the progress of any cases of French families in need.

6. Departures

- ✓ Definitive departures from primary and middle school must be notified in writing to the head of school (either by letter or email to the following address: secretariat.eleves@ecoledunord.net).
- ✓ A departure form must be completed and sent to EDN for this purpose, which can be downloaded from the school's website.
- ✓ A certificate of cancellation (*un certificat de radiation* - EXEAT) will be given to the family for registration in another establishment only if the student is in good standing administratively and financially on the day of their departure.
- ✓ It is up to the family to contact their bank in order to have the bank transfer stopped, if they have chosen direct debit as their preferred method of payment.
- ✓ It is up to the family to ensure that the child is 'potty-trained' before entering pre-primary. Otherwise, the child will be temporarily asked to leave the school.

7. Methods of reimbursement of the deposit fund

- ✓ The sums paid under the deposit fund are refundable only on request and at the time of the departure of the student from EDN or Lycée des Mascareignes. The reimbursement document can be downloaded from the school's website.
- ✓ The deposit fund is returned to the families without interest.
- ✓ EDN is entitled to withhold, at the time of reimbursement of the deposit fund, the charges remaining for any reason whatsoever, and, in particular, to settle any outstanding tuition fees.

8. Special cases: French government scholarship holders

- ✓ Families who have applied for a scholarship from the AEFÉ must inform the Accounting and Financial Department when registering or re-registering;
- ✓ Maintenance and transport grants are paid to the families concerned according to a schedule established at the beginning of the school year;
- ✓ The transport grant is paid on proof of expenditure;
- ✓ The half-board scholarship is not paid to families. It is paid directly to the school canteen;



- ✓ The unused balance of a grant awarded to a family is donated to the AEFE at the end of the school year;
- ✓ First commission (April – results in June-July): Families whose cases have been processed in the first commission and who have not obtained a 100% scholarship must pay the balance of the quota granted since the start of the school year in August.
- ✓ Second commission (October – results in December): the first registration fees as well as the additional costs and tuition fees must be paid before the end of September unless we receive confirmation by the Consular Service that a complete and satisfactory scholarship file has been submitted. Families who have not obtained a 100% scholarship must pay the balance of the quota granted since the start of the school year in August.
- ✓ Ex Gratia appeal: an appeal to the AEFE is possible. If required, EDN will make the necessary adjustments as soon as the result of the appeal is obtained.
- ✓ Deposit fund: families who benefit from a 100% French government scholarship do not pay the deposit fund.

9. Special cases: Institution scholarship holders

In the event of temporary difficulties, after examining the individual case, the school can help Mauritian families from time to time thanks to a solidarity fund. The school's scholarship campaign is decided by the school management and the management committee. The affected families are then notified.

10. Other services

The other services (extra-curricular activities, uniforms and school catering) are subject to specific financial and internal regulations. Their rules are available on our website.