

FINANCIAL RULES & REGULATIONS

1- Introduction to the Mission Laïque Française

- * The **Mission laïque française (MLF)**, is a non-profit organization founded in 1902 and governed by the French law of 1901. Recognized by the French Government as a public-interest association in 1907, the MLF works to spread and promote the French language and culture by creating and running schools worldwide. It welcomes French students as well as students from the host country or from any other country, starting from kindergarten to high school.
- * The Lycée Français MLF of Bahrain, like several other MLF institutions around the world is a self-funded institution, that means it receives no external subsidies, neither from the French Government, nor from any other organization. Its only resources come from tuition fees. Therefore, these fees should cover all operation and investment costs.
- * The enrolment of a student in the Lycée français MLF of Bahrain implies full adherence to the MLF values and its administrative and financial regulations.

2- Payment terms and conditions

- * For new students, the initial registration fees as well as the down-payment are due within 15 days after receiving an offer of a place (decision taken by school management), in order to secure it. Beyond this date, the offer of a place will be cancelled.
- * School fees are payable termly in advance, and accounts must be settled in full within 15 days after the invoice of each term. Annual fees will be split and invoiced as follows: **12 September 2019, 11 December 2019 and 10 March 2020.**
- * Payment must be made to the school Finance Department.
- * Students who are currently enrolled in the school (academic year 2018-2019) are not subject to either the application or the admission fees. **However, re-registration will require the payment of a 250 BD advance on the first term school fees for the next school year (2019-2020). The 250 BD deposit is due by 4 April 2019 in order to confirm the re-registration.**
- * **No student shall be re-admitted into the school if all fees have not been settled in full from the previous completed academic year.**
- * For all bank transfer payments, please provide proof of transfer (screen copy accepted) to the school Finance Department.

3- Sibling discount

For parents with three or more children in the school, **a discount only on tuition fees** is granted on the youngest of their children as follows:

- 15% on the 3rd enrolled child;
- 20% on the 4th enrolled child and subsequently enrolled children.

4- Arrival during the school year

For all arrivals during the school year the "all months started is due" rule applies

5- Early departure due to Force Majeure

A three-month commitment period is due from the first day of school. Once this three-month period is over, any month started shall be due in full. The calculation is pro-rated to the number of months, based on a 10-month year (n/10). Departures after 30 April are not eligible for refund.

6- Commitment

By signing the application form of their child, legal guardians are deemed to accept without reservation all provisions of the Financial Regulation and must meet all the costs of their child's education at the school.

In case of non-payment of tuition fees within the required deadlines, over the course of the school year, the school reserves the right to exclude the student from class.

We, the undersigned Mr and Mrs
(father / mother/ legal Guardian) of the student , declare: "We have read, understood and accept **the financial regulation, the school rules** and all other policies of the Lycée Français MLF of Bahrain listed on the website: <https://www.lyceefrancaisbahrein.com/accueil/inscriptions-vie-pratique/> and we are committed to respecting them."

Signature preceded by the handwritten words "Read and approved"

Date & Signature of Father / Guardian

Date & Signature of Mother / Guardian

LYCEE FRANÇAIS MLF BAHREIN

Fees mentioned below are exclusive of tax

Registration fees – payment in Bahraini Dinar only	
Application fees (non-refundable)	75 BD
Admission into the MLF network fees (non-refundable)	300 BD
Tuition fees down-payment	250 BD

Tuition fees				
Levels	Classes	Annual tuition fees	Additional fees (School supplies)	Additional fees (Textbooks, school outings, PE sessions,...)
Kindergarten school	PS - MS – GS Nursery KG1 –KG2	2078 BD	32 BD	90 BD
Elementary school	CP-CE1-CE2-CM1-CM2 Grade 1-2-3-4-5	2525 BD	32 BD	99 BD
Secondary school	6 ^{ème} –5 ^{ème} –4 ^{ème} –3 ^{ème} –2 ^{nde} 1 ^{ère} – Terminale Grade 6-7-8-9-10-11-12	3945 BD	32 BD	122 BD

The tuition fees are payable in three instalments: 1st (40% invoiced on 12/09/2019) - 2nd (30% invoiced on 11/12/2020) - 3rd (30% invoiced on 10/03/2020).
Payment deadlines: 1st (3/10/2019), 2nd (7/01/2020), 3rd (31/03/2020)
To secure a place for the following year, a deposit of 250 BD will be required along with the 3rd instalment. This deposit will be deductible from the 1st invoice for the tuition fees of the school year 2020-2021.
The above tuition fees have been approved by the Bahraini Ministry of Education.

Third party contribution to tuition fees (Companies)
A written document with the name of the employer will be required when the company covers a child's school fees. It must mention the financial contribution terms. In all cases, the legal guardian is solely and ultimately responsible for the payment of fees.

School meal fees per term			
	1 st Term	2 nd Term	3 rd Term
Kindergarten/ Elementary	112.200	96.800	94.600
Secondary	156.000	132.000	129.600

School bus fees per term						
	1 st Term		2 nd Term		3 rd Term	
	One way (pick-up OR drop off)	Return (pick-up AND drop off)	One way (pick-up OR drop off)	Return (pick-up AND drop off)	One way (pick-up OR drop off)	Return (pick-up AND drop off)
ZONE 1 : Busaiteen, Amwaj, Manama, Juffair	144	288	108	216	108	216
ZONE 2: Budaiya, Seef, Reef, Saar, Jasra	188	376	141	282	141	282

Extra-curricular activities fees (including VAT)		
1 st instalment: 46 BD	2 nd instalment: 35 BD	3 rd instalment: 35 BD
Homework help fees (not subject to VAT)		
1 st instalment: 44 BD	2 nd instalment: 33 BD	3 rd instalment: 33 BD

Term Registrations for school meals, extracurricular activities and buses involve a firm commitment of families and are not eligible for any refund in case of cancellation.

Please initial