

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: **27 September 2021, 9 December 2021 and 13 March 2022.**

* Payment must be made to the school Finance Department.

* Students who are currently enrolled in the school until the end of the academic year 2020-2021 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 (2021-2022). The 250 BD deposit is due by 28 April 2021 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- Arrival during the school year

Any month commenced will be considered as due and no refundable.

4- 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 2022 are not eligible for refund.

5- 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 (FATHER) and/Or (MOTHER)
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 de Bahrain listed on the website:**

<https://preinscription.lycee-francais.net/v3/index.php?p=accueil&site=lyceemlfbahrein&lng=EN> and we are committed to abide by them without reservation."

Signature preceded by the handwritten words "Read and approved"

Date & Signature of Father / Guardian

Date & Signature of Mother / Guardian

Fees mentioned below are exclusive of tax**The above tuition fees may be liable to change in accordance with the Bahraini Ministry of Education.**

Registration fees – payment in Bahraini Dinar only	
Application fees (non-refundable)	80 BD
Admission into the MLF network fees (non-refundable)	320 BD
Tuition fees down-payment	250 BD

Tuition fees				
Levels	Classes	Annual tuition fees	Additional fees (Subjected VAT) (School supplies)	Additional fees (Textbooks, school outings, PE sessions,...)
Kindergarten school	PS - MS – GS <i>Nursery KG1 –KG2</i>	2223.460 BD	34.240 BD	96.300 BD
Elementary school	CP-CE1-CE2-CM1-CM2 <i>Grade 1-2-3-4-5</i>	2701.750 BD	34.240 BD	105.930 BD
Secondary school	6 ^{ème} _5 ^{ème} _ 4 ^{ème} _3 ^{ème} _ 2 ^{nde} 1 ^{ère} – Terminale <i>Grade 6-7-8-9-10-11-12</i>	4221.150 BD	34.240 BD	130.540 BD

The tuition fees are payable in three instalments: 1st (40% invoiced on 27/09/2021) - 2nd (30% invoiced on 9/12/2021) - 3rd (30% invoiced on 12/03/2022).

Payment deadlines: 1st (12/10/2021), 2nd (5/01/2022), 3rd (30/03/2022)

BEFORE THE 28TH APRIL 2021, a deposit of 250 BD will be required to secure a place for the following year. This deposit will be deducted from the invoice for the 1st Term 2022/2023.

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.

Exam Fees

Exam fees are not included in tuition fees. The families of the candidates (9th, 11th and 12th grade) will pay this to the cashier service of the school upon receipt the invoice.

School meal fees per term (Subjected VAT)

	1 st Term	2 nd Term	3 rd Term
Kindergarten/ Elementary	143.000	119.600	119.600
Secondary	201.000	171.000	171.000

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, Arad...	151.200	302.400	124.900	250.800	124.900	250.800
ZONE 2: Budaiya, Seef, Reef, Saar, Janabiya...	197.400	394.800	163.100	326.200	163.100	326.200
Damaged or Lost Badge : 7 BD						

Extra-curricular activities fees (Subjected VAT)

1st instalment: 45 BD 2nd instalment: 45 BD 3rd instalment: 45 BD

Homework help fees

1st instalment: 37 BD 2nd instalment: 37 BD 3rd instalment: 37 BD

PRIMARY SCHOOL: After-school care (Subjected to VAT) - An hour started will be charged in full

4 BD per hour

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.

Signature of Parents