



French European School in Podgorica
IX crnogorske
brigade 140,
Podgorica
T. +382 67 029 079
www.efep.me • info@efep.me

FINANCIAL REGULATIONS DOCUMENT 2022-2023

FEES

TUITION

Annual amounts

Maternelle (PS* et MS**)	3 700 €
Maternelle (GS***)	4 100 €
Élémentaire (CP, CE et CM)	5 150,00 €
Collège CNED (de la 6 ^{ème} à la 3 ^{ème})	5 400,00 € (CNED fees included, prices 2021-2022)
Lycée CNED (de la 2 ^{nde} à la T ^{ale})	5 500,00 € (CNED fees included, prices 2021-2022)

*children born on 2019.

**children born on 2018.

***children born on 2017.

First enrollment fee: The cost of the right to first enrollment is € 400.00 and is non-refundable, it has to be paid when submitting enrollment documents. If the invoice is not paid in time, the student will not be considered enrolled.

The costs of pedagogical material amount to EUR 100.00 and are invoiced at the beginning of the school year, together with the project fee of EUR 50.00.

Re-enrollment (in the next school year): When signing the contract for the next school year, a deposit of € 200.00 is paid, which will be deducted from tuition fees at the beginning of the school year.

Families with more children: 10% discount on tuition for 2nd child, 15% on tuition for 3rd child, 20% on tuition for 4th child, etc., provided that all children attend French School in Podgorica.

5% discount for the entire amount paid: In the case of payment of tuition for the whole year until September 16, a 5% discount on tuition is granted.

School lunch costs are calculated quarterly. The monthly price is published at the beginning of the school year. Parents pay the total monthly price, regardless of the number of meals consumed. NB: the price during the year may vary in relation to the financial policy of the supplier.

CNED enrollment costs (the entire amount is paid directly to CNED and is included in the price of tuition fees; tariffs 2021-2022)

Collège : 1 000,00 €	Lycée : 995,00 €
----------------------	------------------

NB: prices are valid for enrollment in the "regular class", additional costs may be imposed by the CNED in certain cases. These costs are invoiced to families during the first semester of the school year.

Insurance against all types of accidents and deaths is mandatory for all students, including scholarship holders. The cost of this insurance is invoiced to families during the first half of the school year: € 10.00. (Prices for 2021-2022 may vary).

Prices for exams in the examination center in Belgrade

The costs of taking the graduation exams are announced at the beginning of the second semester.

Extended stay on Wednesday (12h30-15h)

The extended stay will be organized in the form of various extracurricular activities and an afternoon break for the youngest. Monthly costs are € 30 and are invoiced quarterly. Parents pay the total monthly price, regardless of the number of visits to these activities.

Delays

Students whose parents are late after school will be placed under the supervision of a board member. This delay will automatically be charged € 15.

Scholars

Scholarship students receive an invoice that takes into account the scholarship rate received, which is reported by the school's accounting department as soon as it receives the elements related to the quotas of awarded scholarships.

INVOICING

Tuition costs are annual amounts. An invoice is issued for these costs every three months. Families will indicate in the School Agreement their choice of repayment terms: annual, quarterly or in 10 installments. Each started month is paid in full. In the case of the final discharge of the child before the end of the school year, parents are required to notify the school in writing 1 (one) month before the effective departure of the child from school. Otherwise, the school will not accept any reimbursement. A certificate of discharge can be issued to families only after all debts to the school have been settled.

TERMS OF PAYMENT

Parents will receive invoices via email.

Payment is made by bank transfer to the bank account of the school or in cash at the school premises, in euros (EUR). Payment must be made before the payment deadline specified on the invoice, ie 15 days after the invoice is issued. The costs of bank transfer are borne by the payer.

In case of non-payment within the given period of 15 days, the debtor will receive the first warning by e-mail. If the debtor does not make the payment within 5 days after receiving the first warning, the school will send the debtor a second warning whose amount will be increased by default interest in accordance with the Law on Default Interest, with a cover letter from the school administration informing the family access to the class will not be allowed if the payment is not made before the new deadline. After this deadline for payment and in the event that no payment is posted, the school administration will send a notice to the parents about the child's exclusion from school. In this notice, the date of exclusion coincides with the relevant school holidays and the child will be denied access to the school at the end of those school holidays, i.e. the child will no longer be considered an enrolled student. Eventually, the management will carry out all necessary procedures in accordance with the law to collect its claims. The costs incurred in the proceedings shall be borne by the debtor.

No student for whom there is a debt from the previous school year will be accepted at the beginning of the next school year.

In case of financial difficulties, the Board of Directors of the school invites families to get in touch with its representatives before the deadline for payment, all in order for both parties to agree on a new appropriate repayment plan. The family will receive the new repayment plan in writing, and they are obliged to strictly adhere to the new set payment deadlines.

Payment is made:

- Preferably, by bank transfer:

Account holder: NU « Prijatelji Francuske Škole u Podgorici »

Bank: Crnogorska Komercijalna Banka CKB

Local Transfer bank account number : 510-206586-15

Swift CKBCMEPG

IBAN ME2551000000020658615

When paying, state the name of the student.

- By cash in the Directorate for Finance and Administration, at a time agreed in advance.

The school reserves the right to suspend enrollment or refuse re-enrollment of any student if it deems that the actions of the parents or legal representatives of those students are contrary to all its regulations or materially interfere with the fulfillment of its educational obligations and damage its interest or reputation.

In case of a dispute and after all agreed funds have been exhausted, the courts in Podgorica have jurisdiction.