

# FINANCIAL REGULATIONS – LFO - 2025/26

Approved: 19/12/2024

## 1. SCOPE OF THE LFO'S FINANCIAL REGULATIONS

The financial regulations of the Association du Lycée Français René Cassin d'Oslo (LFO) apply to the students and their legal guardians from preschool to high school for the 2025/26 school year. They apply from the time the registration form was sent on Eduka. The regulations were adopted by vote by the management board (Conseil d'Administration) on 19/12/2024. It is available for consultation on the LFO's website. In case of disagreement, the French PDF version prevails.

## 2. COMMON PROVISIONS

### 2.1 BILLING METHODS

The LFO sends invoices and any reminder by email. The LFO considers that the information provided for the families when enrolling students is up to date. **It is the responsibility of the families to verify the correctness of the information provided and to send any modifications to the school.**

**The Payment schedule:** Tuition and study fees are billed in 5 installments (September, November, January, March and May: invoice for 2 months of tuition). Other fees may be billed separately, the LFO does not issue monthly invoices.

#### **Payment terms:**

- All invoices will be sent 15 days before the due date.
- Payment from Norway is done on the account DNB 7877.08.28502 by using a KID number. For payments from abroad, use IBAN : NO0878770828502 and BIC : DNBANOKKXXX.
- Transaction fees are the responsibility of the payer. The invoice number and the name of the student must be indicated in the transaction. To facilitate the payment process, the LFO has put in place an automatic payment service for all Norwegian banks: AVTALEGIRO. It is up to the payer to start AVTALEGIRO with their own bank. The AVTALEGIRO only applies to the 5 tuition/study fees. Any other invoice is to be paid manually.
- Sending a copy of each invoice in paper format will be charged 600 NOK. The production of a payment certificate will be charged 600 NOK per certificate to the applicant.
- In case of difficulty paying, it is the responsibility of the families to contact the institution's management service to establish a possible contractual payment schedule.
- Unless otherwise stated by a court decision communicated to the LFO by the legal guardians of the child, they are jointly responsible for the debts owed to the school.

### 2.2 TERMS IN CASE OF NON-PAYMENT

**A first reminder**, in case of non-payment by the due date indicated on the invoice, will be sent by email to the payer granting an additional period of 15 days.

**In case of non-payment** after the second reminder and without any information received by the payer, the unpaid invoices will be automatically sent to the collections office which will proceed with the collection according to the laws in place. The payment will then be made to the collections office.

**The consequences of non-payments on the schooling of the child:** during the school year, the LFO management reserves the right to no longer grant access to lessons to the students concerned and the school will in no way be held responsible for the situation. It will be the responsibility of the legal guardians to ensure their duties and the registration of their child(ren) in another school.

**In the event of prolonged debt or financial litigation** during the year N, Management reserves the right not to prioritize the child's re-enrollment for the year N+1, or even not to re-enroll the student for the following school year. The school will not be held responsible for the situation.

### 2.3 SPECIAL FINANCIAL PROVISIONS

Students **admitted during the school year** according to availability will be billed school fees from the starting date set with the LFO and written on the enrollment form on Eduka.

In the event of a student's temporary absence during the school year, regardless of the reason, the payment of tuition fees remains mandatory to ensure the reservation of their place at LFO. No refund or reduction of fees will be granted for the months of temporary absence.

Any family able to prove that they do not benefit from a direct or indirect financial compensation, covering everything or part of the school fees, from their employer(s), is eligible to local fees (see §4.1.1) after consideration of the file. A false declaration will result in the French high school in Oslo to refuse by right the student's registration or will proceed with their withdrawal.

**Without this proof from the employer, the company fee will be automatically applied to any new student joining the school.**

## 3. INITIAL FEES

### 3.1 APPLICATION FEES FROM 'CP' TO 'TERMINALE'

Application fees corresponding to the examination of the application file by our services, amounting to 3,000 NOK, must be paid at the same time as filling in the online registration form. The enrollment will be processed only after reception of the payment. Those fees do not guarantee a place at the LFO and are non-refundable. They must be paid with each new application, even for students who have previously submitted an application.

### 3.2 ADMISSION FEES FOR THE ENROLLMENT IN 'CP' FOR STUDENTS COMING FROM KINDERGARTEN AT THE LFO

Pupils already enrolled in 2024/2025 in 'Grande Section' ('GS') in kindergarten at the LFO will be subject to a fee of 5,000 NOK when they go to 'CP'. These fees will be billed in September by the management service and are non-refundable.

### 3.3 ADMISSION FEES FROM 'CP' TO 'TERMINALE'

- Admission fees amounting to 2,000 NOK are applied to any student joining the school from 'CP' to 'Terminale'. They make it possible to establish the admission file for each child. The payment of these fees finalizes the enrollment and grants access to the class.

Payment deadline:

Once the invoice is issued, parents have 15 days to complete the payment of these fees.

Loss of place due to non-payment:

If the admission fees are not paid, the school reserves the right to cancel the enrollment, resulting in the loss of the reserved place for the student.

- These fees are billed once again for a former student wishing to become a student again after 10 months have passed between the date of departure and their effective return to the school.
- The admission fees are non-refundable.

### 3.4 SECURITY DEPOSIT

A security deposit amounting to 2,600 NOK will have to be paid after a place is attributed to the children from 'CP' to 'terminale'. This deposit is intended to ensure families' financial commitments are met and to cover any potential damages to materials provided by LFO.

The security deposit will only be refunded if the payer explicitly requests it in writing. The maximum deadline to request the refund is three years from the end of the student's enrollment at LFO. It will be refunded without interest, provided all tuition fees and other charges have been fully settled. It is the payer's responsibility to provide the school with the bank account details required for the refund.

### 3.5 RE-ENROLLMENT AND WITHDRAWAL

#### 3.5.1 RE-ENROLLMENT FOR THE NEXT SCHOOL YEAR

Students are automatically re-enrolled at the school for the following academic year upon mandatory acceptance of the 2025/2026 financial regulations. Each family must update their Eduka file.

#### 3.5.2 WITHDRAWAL

In the event of a withdrawal **during the school year**, including for the study hall, **a notice period of three months is required**, starting from the month following the date of receipt of the notification. This notification must be submitted only in writing to the following email addresses: [secretariat@lfo.no](mailto:secretariat@lfo.no) for secondary school and [ecole@lfo.no](mailto:ecole@lfo.no) for primary school. This notice period applies to tuition fees as well as other payable services. Upon departure, the "exeat" (certificate of withdrawal) will be issued upon request by the administration office via email, after all invoices have been settled.

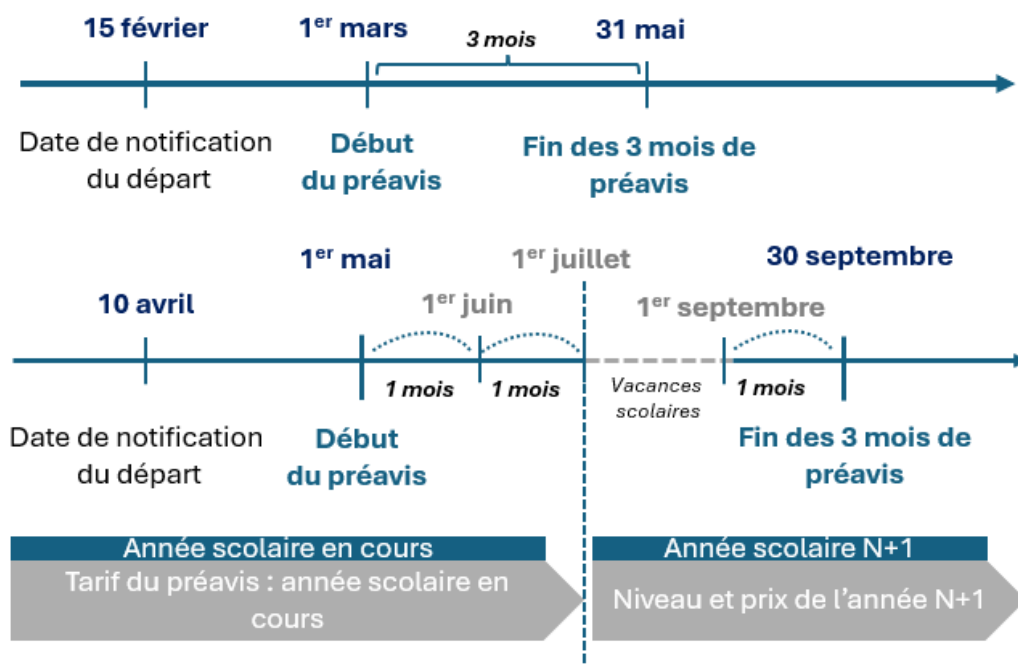
For **withdrawal at the end of the school year**, the withdrawal must be notified in writing to the services mentioned above no later than **March 31 of the current school year**.

If the withdrawal notification is received after March 31, a three-month notice period will still apply (including study hall), even if it extends beyond the end of the current school year. In such cases, the initial months of the following academic year will be billed to cover this notice period, with the fees corresponding to the level the student would have joined.

For families with multiple children, the notice period will only be charged once, regardless of the number of children affected. The amount will be calculated based on the highest grade level among the children.

The notice period begins in the month following the receipt of the withdrawal notification.

**Special Case for Students in "3ème":** If the notice period extends into the following academic year, tuition fees will be charged at the 3ème level, rather than at the high school rate.



#### 4. SCHOOLING FEES FOR 2025-2026

##### 4.1 THE SCHOOL, MIDDLE SCHOOL AND HIGH SCHOOL

##### 4.1.1 THE ANNUAL SCHOOLING FEES (IN NORWEGIAN KRONER)

	Local rate / eldest child	Local rate / second child - 15%	Local rate / third and other child - 30%	Company rate / employer
Elementary school	42,700	36,295	29,890	89,000
Middle school '6e'	47,100	40,035	32,970	111,000
Middle school '5e'	46,800	39,780	32,760	111,000
Middle school '4e'	46,900	39,865	32,830	111,000
Middle school '3e'	48,800	41,480	34,160	111,000
High school 2nde*	169,600	144,160	118,720	240,000
High school 1ère*	168,800	143,480	118,160	240,000
High school Terminale*	168,600	143,310	118,020	240,000

\* cf. 5.2.2

Basic school supplies are included in the tuition fees and are provided by the school (see details in paragraph 4.2.2).

##### 4.1.2 STUDY HALL FOR CHILDREN IN ELEMENTARY

Study hall is scheduled after school for students from 'CP' to 'CM2'.

The annual fee for study hall for 2025/26 is:

- 24,000 NOK for students from 'CP' to 'CE2' (covered by the Oslo municipality after registration)

- 20,300 NOK for students from 'CM1' to 'CM2'.

Enrollment in the Study hall is done through Eduka at the beginning of the school year. As stated in paragraph 3.5.2, any withdrawal during the school year will incur a three-month notice period.

The legal guardians for students from 'CP' to 'CE2', having previously registered them for study hall, will benefit from them for free, the municipality taking care of the fees.

**Any unregistered student wishing to benefit from a one-off study period will be billed 300 NOK.**

**In the event the legal guardians are missing after class, the student will be put in study hall.** The legal guardians who didn't register the child(ren) beforehand to study hall, **will be billed 300 NOK** such as a one-off study period.

**In case of delay at the end of study hall, penalties will be billed: 150 NOK for every ¼ hour of delay per child.**

For children who are not registered to study hall and who are participating in extra-curricular activities (AES) of the school:

- They will be accepted into study hall free of charge before the beginning of the AES but will be billed if they come back after the end of the activity.
- In the event the activity is cancelled, the student will be accepted into study hall free of charge if the cancellation was sent the day of but will be billed if the information was sent the day before or prior.

## 4.2 OTHER FEES

### 4.2.1 EXAM FEES

Exam fees must be paid as follows:

- Brevet des collèges (3e) : 750 NOK
- Épreuve anticipée du Baccalauréat de Français (1ère) : 1,500 NOK
- Baccalauréat (Terminale) : 3,500 NOK
- French exams for independent candidates: 7,000 NOK
- Linguistic certifications (prices set by the reference organizations)

### 4.2.2 GROUP PURCHASES

Basic school supplies are included in the tuition fees. The rates are based on an estimate of the supply consumption for each grade level, considering their specific needs.

The actual annual amount spent on supplies per grade level (already included in the tuition fees) is as follows :

NOK	2024-2025	2025-2026
	Annual amount / level	Revised amount with the annual inflation rate
Middle School 6 <sup>e</sup>	750	780
Middle School 5 <sup>e</sup>	530	550
Middle School 4 <sup>e</sup>	560	580
Middle School 3 <sup>e</sup>	300	310

High School 2nde	1,100	1,140
High School 1ère	270	280
High School Terminale	150	180

#### 4.2.3 PARTICIPATION FEES FOR SCHOOL TRIPS AND/OR EDUCATIONAL ACTIVITIES

Students' participation in school trips and/or educational activities organized by the LFO will result in a billing to families.

#### 4.2.4 RETURN OF SCHOOL EQUIPMENT/DAMAGE

Educational and logistical equipment is graciously loaned to your child(ren). They have the obligation to return this equipment in good condition at the end of the year. Any damage or loss of equipment will result in a fine. It should be noted that the fee associated with the keycards for Vulkan is 150 NOK. Any intentional or unintentional damage will be investigated and may be subject to billing.

The following fees will be applied:

- 500 NOK / textbook
- 350 NOK / book (school library BCD-CDI)
- 2,400 NOK for the entirety of the textbooks

## 5. SCHOLARSHIP HELP

### 5.1 SCHOLARSHIP AID FROM FRENCH AUTHORITIES

Students with the French nationality enrolled at the LFO may benefit from financial aid from the French government (school scholarship) under certain income conditions. Applications are processed by the scholarship commission within the French Embassy in Oslo. The decision to grant scholarships is made by the national scholarship commission in Paris.

For new students applying for scholarships, the application form can be downloaded from the website of the French Embassy. Tuition fees will be due in full until a decision is made by the national scholarship commission.

After notification, the tuition fees will be adjusted to consider the scholarships for the entire school year.

### 5.2 SCHOLARSHIP AID FROM NORWEGIAN AUTHORITIES

#### 5.2.1 NORWEGIAN TAX DEDUCTION FOR STUDENTS IN PRIMARY SCHOOL

Studies in primary school can give right to a tax deduction per child for people paying their taxes in Norway. The amount is capped.

The school fills out a tax declaration every year to the Norwegian authorities of the amounts invoiced (for every payer in Eduka) per civil year. It is essential to fill in the "*personnummer*" / Norwegian identification number in Eduka to benefit from it. The parents can declare themselves in their tax declaration by downloading them.

You can find information on this tax declaration on the following website:

<https://www.skatteetaten.no/person/skatt/hjelp-til-riktig-skatt/familie-og-helse/barn/foreldrefradrag/>

#### 5.2.2 HIGH SCHOOL

Students in high school (2e, 1e, terminale) can benefit, under certain conditions, from an aid from the Norwegian government (*Lånekassen*) if the legal guardians are taxed in Norway and are nationals of the European Economic Area.

Starting mid-July of the year N, families are asked to connect to the website: <https://lanekassen.no/> to start the procedure.

At the end of the school year N-1, the LFO sends to the students concerned and their legal guardians related forms. It is then up to the family to send these at the start of the year N to the head of the LFO who will transfer them to the Lånekassen organization.

See website: <https://lanekassen.no/>