

FINANCIAL REGULATIONS – LFO MATERNELLE- 2025/26

Approved: 19/12/2024

1. SCOPE OF THE LFO'S FINANCIAL REGULATIONS

The financial regulations of the LFO Maternelle AS apply to the students and their legal guardians of the kindergarten for the 2025/26 school year. They apply from the time the registration form was sent. 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 Maternelle AS sends invoices and any reminder by email. The LFO Maternelle AS 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 Maternelle AS 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 1506.88.99726 by using a KID number. For payments from abroad, use IBAN : NO9015068899726 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 Maternelle AS 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 kindergarten.

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 Maternelle AS 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 Maternelle AS 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 Maternelle AS. No refund or reduction of fees will be granted for the months of temporary absence.

3. INITIAL FEES

3.1 SECURITY DEPOSIT

A security deposit amounting to 2,600 NOK will have to be paid after a place is attributed to the children in the kindergarten. 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 address: ecole@lfo.no. 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.

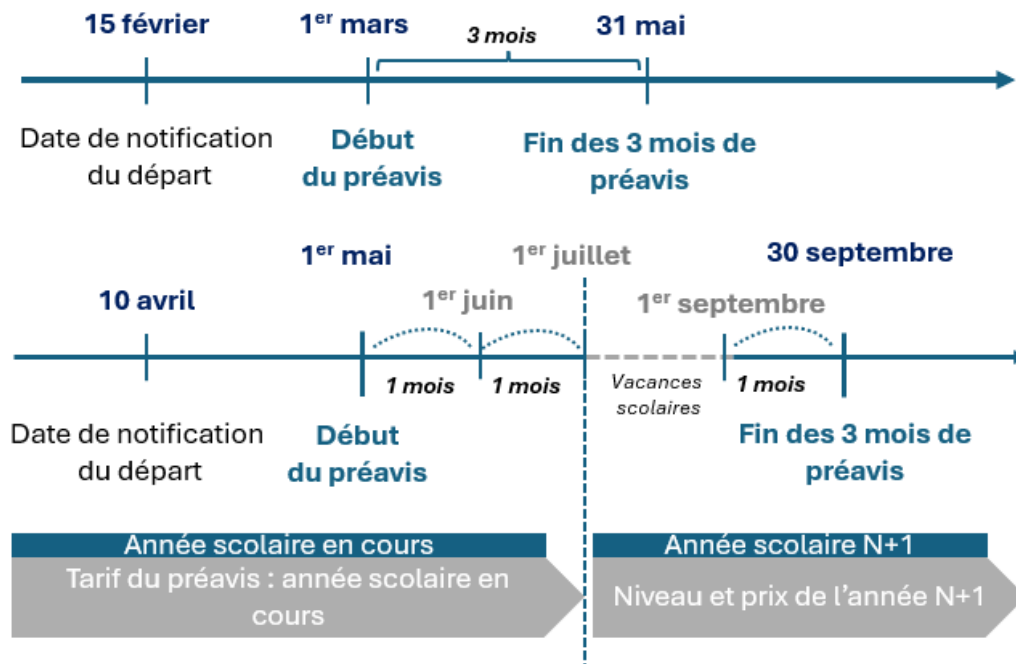
For **withdrawal at the end of the school year**, the withdrawal must be notified in writing to the service mentioned above no later than **March 31 of the current school year**.

If the withdrawal notification is received after March 31, a three-month notice period will still apply, 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.



4. SCHOOLING FEES LFO MATERNELLE AS FOR 2025-2026

4.1 THE ANNUAL SCHOOLING FEES (IN NORWEGIAN KRONER)

The kindergarten fees correspond to the "makspris" set by the Parliament. These fees may change during the year. Discounts may apply according to the conditions defined by the municipality of Oslo.

The "makspris" rate is 2,000 NOK per month. The price indicated is calculated based on the "makspris" in effect as of 01/08/2024, according to government information.

An email will be sent to families by the administration at the start of the school year regarding kindergarten pricing and the discounts applied by the municipality of Oslo. The systems described below may change depending on decisions made by the municipality of Oslo.

All kindergarten registrations must also be completed on the municipality's website:

oslo.kommune.no > [barnehage](#) > [søke eller bytte barnehageplass](#)

Withdrawal from kindergarten must also be notified on the municipality's website:

oslo.kommune.no > [barnehage](#) > [oppsigelse og permisjon](#)

All kindergarten students benefit from a daycare service included in the tuition fees during school hours (from 7:45 AM until the start of class, then from 2:45 PM to 4:40 PM).

Note: The daycare hours (2:45 PM - 4:40 PM) may vary on the day before holidays.

Kindergarten services are offered during the school's vacation periods, for a maximum of 46 weeks per year, according to the calendar approved by the school board.

To use the kindergarten service during school vacation, families must register with the administration by the deadlines notified by email.

Throughout the year, parents are required to pick up their child(ren) on time at the end of daycare/kindergarten. In case of delay, penalties will apply and be charged: 150 NOK for every 1/4 hour of delay per child.

4.2 OTHER FEES

4.2.1 PARTICIPATION FEES FOR SCHOOL TRIPS AND/OR EDUCATIONAL ACTIVITIES

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

4.2.2 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. The loss of books will result in a charge of 350 NOK per book.

5. SCHOLARSHIP HELP

5.1 SCHOLARSHIP AID FROM NORWEGIAN AUTHORITIES

Sibling Discount ("Søskenmoderasjon")

Families can benefit from the "Søskenmoderasjon" (discount rate covered by the municipality of Oslo) when two or more children from the same family are attending kindergarten at LFO Maternelle AS or any other "barnehage" in the municipality of Oslo.

- For a family with two children in kindergarten, a 30% discount is applied to the younger child.
- For a family with three or more children in kindergarten, a 100% discount is applied to the youngest child, and a 30% discount is applied to the second child.

It is the responsibility of families to inform the administration service by email and provide the necessary documentation if they have an older child enrolled in another kindergarten than ours.

Reduced Fee

Families with an annual income below a threshold set by "Oslo Kommune" may be eligible for a reduced fee. The amount of the reduced fee is determined by "Oslo Kommune". It is the responsibility of the legal representatives to make the request to "Oslo Kommune". For French families, this request must be made before applying for a grant from the French government.

Tuition fees will be due at 100% until the municipality's decision is received, which will then result in an adjustment to the billing.

We encourage you to consult the website:

<https://www.udir.no/regelverk-og-tilsyn/barnehage/foreldrebetaling/>

You can submit your application on the site:

<https://www.oslo.kommune.no/barnehage/pris-og-betaling/>

Norwegian Tax Deduction for Kindergarten Tuition

Kindergarten tuition fees may qualify for a tax deduction per child for individuals paying taxes in Norway. The amount is capped.

The school submits a tax declaration each year to the Norwegian authorities for the amounts billed (for each payer in Eduka) per calendar year. It is essential for the legal representative (payer) to enter their "personnummer" (Norwegian identification number) in Eduka to benefit from this. Legal representatives can declare these amounts themselves in their tax return by downloading them.

You can find more information about this tax provision on the following site:

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

5.2 SCHOLARSHIP AID FROM FRENCH AUTHORITIES

Students with the French nationality enrolled at the LFO Maternelle AS 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.