

FINANCIAL RULES

Academic year 2026-27

PREAMBLE

The French Cypriot School (EFC) is an AEFÉ-accredited educational institution. As a non-profit entity, the school relies on tuition fees to cover operational costs, staff salaries, maintenance of facilities, and continuous improvements to its educational services. The tuition fees are reviewed annually based on the financial needs of the institution.

These financial rules define the terms and conditions for the payment of tuition fees and other school-related charges for students enrolled in the institution for the 2026–2027 academic year.

By enrolling or re-enrolling their child(ren) at EFC, legal guardians acknowledge that they have read these financial rules, accept their terms, and undertake to comply with all resulting payment obligations.

EFC provides families with access to its website (www.efchypre.com), where they can consult all information relating to tuition fees for the current academic year, as well as other documents and forms. The school also communicates with families via email to provide financial, general, or individual information. Invoices are generated and can be accessed on the EDUKA platform (<https://efchypre.eduka.school>). Each invoice issued on EDUKA is accompanied by an email notification.

To facilitate effective communication, each family is required to designate a primary contact person and provide the school with their current email address and phone number. It is the responsibility of each family to ensure that their contact details are kept up to date on the Eduka platform. Any changes to these details should be promptly updated by the parents on Eduka and communicated in writing to the school.

Communication with the administration is primarily conducted by email:

- For general inquiries: secretariat@efchypre.com (Nicosia) or secretariat-lim@efchypre.com (Limassol)
- For accounting-related questions: accounting@efchypre.com

The Accounting Office is open to the public during the following hours: **Monday, Tuesday, Thursday, and Friday: 7:30–9:30 AM and 1:30–3:00 PM.** Please note that the office is *closed to the public on Wednesdays*.

A. FEES AND OTHER SCHOOL EXPENSES

1) REGISTRATION FEES & DEVELOPMENT FUND

a. FIRST REGISTRATION FEES

Any enrollment request requires the submission of a complete application through the EDUKA platform. Once acceptance is confirmed, the family has 15 days to proceed with the payment of the initial enrollment fee. This payment will confirm the child's enrollment, provided that all required supporting documents are submitted.

The initial enrollment fee is a one-time payment for students who remain continuously enrolled at the French Cypriot School. However, if a student discontinues their studies for more than one academic year outside the institution (for example, by attending another school abroad), the initial enrollment fee must be paid again upon re-enrollment.

The first registration fee is **non-refundable**, even if the student does not attend the school at the start of the academic year.

All registered students are expected to attend the first day of the school year. In the event of a justified absence during the first days, the student's family must inform the school in writing before the start of the school year. If a student does not attend school within 30 days of the start of the academic year and the school has not been informed, their enrollment may be canceled, and their place may be allocated to another student.

b. RE-ENROLLMENT FEES

Re-enrollments for a new academic year must be completed within the deadline specified in the re-enrollment campaign which takes place on Eduka.

The annual re-enrollment fee is non-refundable and non-deductible.

IMPORTANT: All outstanding balances must be cleared by the re-enrolment date. If an outstanding balance remains at the end of the current academic year (end of June), the re-enrolment for the following academic year will be considered invalid and will not be refunded.

All enrolled students are expected to attend the first day of the school year. If a student doesn't attend within 30 days of the start of the academic year and the school has not been informed, the student's place may be allocated to another student.

c. DEVELOPMENT FUND FEES

The Development Fund fee is an annual contribution designed to support the ongoing enhancement and modernization of the school's facilities. It is payable each year upon both first registration and re-enrollment, ensuring that the institution can continuously upgrade its facilities to meet the evolving needs of students. The fee is **mandatory** and **non-refundable**, regardless of attendance or withdrawal.

2) SCHOOL TUITION FEES

The annual tuition fees applicable for the 2026–2027 academic year are detailed in **Appendix I**.

Tuition fees are determined and may be revised annually as part of the budget approved by the General Assembly of the Parents' Association.

For the 2026–2027 academic year, the EFC tuition fee structure is organized into four fee levels corresponding to the following stages:

- kindergarten (maternelle);
- primary (élémentaire);
- middle school (collège);
- high school (lycée).

The school therefore applies a four-level fee structure (kindergarten, primary, middle school, high school), while operating within the Cypriot education system, which is structured into three cycles (kindergarten, primary, secondary).

Within the same cycle (kindergarten, primary, secondary), and for students already enrolled in the school, the annual increase in tuition fees shall not exceed 5%, in accordance with the commitments approved by the General Assembly of the Parents' Association of EFC.

For reenrolling students entering a new cycle (entry into kindergarten, primary, or secondary), as well as for any first-time enrollment from the 2026–2027 academic year onwards, the annual increase in tuition fees may be higher, but shall not exceed 10% per year over the duration of the relevant cycle.

These adjustments are determined annually by the management committee, in consultation with the school management, taking into account the financial situation, applicable regulatory constraints, and the need to ensure the continuity and long-term sustainability of the educational service. They are then submitted for approval to the General Assembly of the Parents' Association of EFC.

Only the tuition fees for the current academic year, as approved as part of the annual budget, shall have contractual value.

Enrollment of a student is concluded for a period of one academic year and does not constitute a commitment regarding the financial conditions applicable to subsequent academic years.

Tuition fees cover the instruction provided within the framework of the school curriculum. They do not include additional costs related to the student, including but not limited to: examination fees, after-school care (mini-club and garderie), extracurricular activities, homework support, school transport, school catering, or holiday programs.

Payment Terms for Tuition Fees

Annual tuition fees are payable according to the following schedule:

- **First term: 40%** of the annual tuition fees payable before **25 August**;
- **Second term: 30%** of the annual tuition fees payable before **15 January**;
- **Third term: 30%** of the annual tuition fees payable before **15 March**

Exceptional payment plans

Monthly payment plans may be granted on an **exceptional basis**, subject to approval by the school management.

Any request must be submitted **by email** to the Accounting department **no later than 15 June preceding the start of the academic year**.

If a monthly payment plan is approved, tuition fees shall be divided into **10 equal monthly installments**, payable in advance on the **15th of the preceding month**, starting in August.

Any monthly payment plan is valid only for the current academic year. Families concerned must submit a new request each year.

Compliance with payment deadlines

All payments must be made within the specified deadlines.

Any delay in payment may result in the application of penalties and may affect the student's continued enrollment at the school.

It is the responsibility of families to ensure that all fees are paid within the prescribed time limits.

3) OTHER SCHOOL FEES

a. Mandatory school fees depending on the student's situation

EXAMINATION FEES:

Registration for official examinations (Diplôme National du Brevet and Baccalauréat) entails the payment of fees charged by the AEFÉ.

These fees are invoiced during the first term of the academic year.

Examination fees are **non-refundable** once registration for the examinations has been confirmed, even if the student does not attend the examinations.

b. Additional services and activities

AFTER-SCHOOL CARE (Mini-Club & Garderie)

The school offers an after-school care service outside regular class hours for students in maternelle (Mini-Club) and elementary school (Garderie).

Registration Options

Families may choose from three usage options:

1. Full package

The student may attend the service every day of the school week.

Enrollment is valid for the entire term.

2. Wednesday-Only package

Families may enroll their child for **Wednesdays only**, for the duration of the term.

This option is limited to **one day of attendance per week (Wednesday)**.

Any request for **more than one day per week** requires subscription to the *full term package*.

3. Occasional use

Families may use the service on an occasional basis, subject to availability.

This service is **charged at the daily rate** indicated in **Appendix I**.

Parents must inform the school secretariat in advance.

Failing prior notification, the service may be invoiced based on the information provided by the supervising staff.

Registration procedure

Enrollment in the after-school care service is carried out according to the selected option:

Enrollment in term packages:

Enrollment in term packages (full package or Wednesday-only package) must be completed via the **EDUKA platform**, in accordance with the instructions provided by the school at the beginning of the academic year or prior to each term.

When enrolling in the Wednesday-only package, the student is registered for all Wednesdays of the term.

Enrollment is considered confirmed upon registration on the EDUKA platform and payment of the corresponding fees.

Occasional use:

Occasional use of the after-school care service must be notified by email to the school secretariat prior to use of the service.

In the absence of prior notification, the student's attendance may be invoiced based on the information provided by the supervising staff.

Billing terms

Term packages (full package and Wednesday-only package) are invoiced **on a term basis** and must be paid at the beginning of each term. Term fees constitute a **fixed, non-divisible amount**, regardless of the student's actual attendance. Pricing details are provided in **Appendix I**.

Overtime charges

In the event of exceptional late pick-up beyond the scheduled time, an additional charge may be applied in accordance with the rates indicated in **Appendix I**. Repeated use beyond the selected schedule may result in the application of the rate corresponding to the higher time bracket.

Change of enrollment

The selected option is valid for **the duration of the term**.

Any change of option may only take effect **at the beginning of the following term**.

Suspension of the service

In the event of non-payment of the corresponding fees, the school reserves the right to suspend access to the after-school care service.

HOMEWORK SUPPORT

The school may offer a homework support service. The enrollment procedures, operating terms, and applicable fees are communicated to families at the beginning of the academic year or at the start of each period. The corresponding fees are invoiced via the EDUKA platform.

EXTRACURRICULAR ACTIVITIES

The school offers students a variety of extracurricular activities organized outside school hours. Information regarding the activities offered (content, schedule, supervision, and fees) is communicated to families at the beginning of each academic year. Access to activities is subject to availability.

Enrollment

Enrollment in extracurricular activities is carried out via the **EDUKA platform**, in accordance with the procedures communicated by the school.

Requests are processed in order of receipt, subject to availability of places.

Enrollment is considered confirmed upon validation on the EDUKA platform and payment of the corresponding fees.

Billing terms

Extracurricular activities are organized and invoiced **on a term basis**. The corresponding fees must be paid at the beginning of each term, in accordance with the terms indicated on the invoice. Applicable rates are communicated by the school at the time enrollment opens.

Commitment and refund policy

Enrollment in an extracurricular activity commits the family **for the entire term**. The corresponding fees are payable in full, regardless of the student's actual attendance. Refund requests may only be considered in cases of force majeure or duly justified medical reasons, as assessed by the administration.

Suspension of participation

In the event of non-payment of the corresponding fees, the school reserves the right to suspend the student's participation in the relevant activity until the situation is regularized.

Cancellation or modification of activities

The school reserves the right to modify or cancel an activity in the event of insufficient enrollment or for any organizational reason.

In the event of an exceptional cancellation of a session by the school or the activity provider (e.g., instructor absence, organizational constraints), no refund or credit will be granted for the cancellation of a single session within the term. If more than one session is cancelled during the same term, the school may grant a prorated credit or refund corresponding to the additional cancelled sessions. Such credit may be applied to another extracurricular activity or to the following term's invoice.

MEMBERSHIP IN THE SCHOOL SPORTS ASSOCIATION

Students may participate in activities offered as part of the school's **Sports Association (AS)**.

Participation in these activities is subject to payment of an **annual membership fee**, the amount of which is specified in **Appendix I**.

The membership fee is invoiced during the **first term of the academic year**.

This fee is **non-refundable**, even if the student ceases to participate in activities during the school year.

CAMPS AND HOLIDAY PROGRAMMES

The school may offer educational or sports programmes during school holiday periods (including summer camps, as well as autumn or winter programmes).

Information relating to these programmes, including enrollment procedures and applicable fees, is communicated to families prior to each relevant period.

Enrollment is considered confirmed upon receipt of payment of the corresponding fees, in accordance with the terms specified by the school.

c. Services provided by external providers

SCHOOL TRANSPORT (Nicosia only)

A school transport service is offered by an external provider and is available upon request. Interested families must register directly with the provider. The school administration may provide general information regarding this service, including areas served, enrollment procedures, and applicable fees.

Billing and payment for the transport service are entirely managed by the external provider and do not fall within the school's financial management.

SCHOOL CATERING

Catering services are fully outsourced. Payments must be made directly to the external provider, in accordance with its general terms and conditions. Families are responsible for settling all fees directly with the provider.

Rates, payment methods, and invoicing are determined by the provider and communicated at the beginning of the academic year.

d. Other fees

Certain fees may be charged during the academic year in connection with the student's schooling (including, but not limited to, educational trips, school supplies, or replacement of lost or damaged materials). These fees are communicated to families at the time they are introduced and are invoiced via the EDUKA platform, unless otherwise specified. Families are required to pay these fees within the deadlines indicated on the corresponding invoice.

Duplicate copies of school and administrative documents

Report cards, academic records, and other documents related to students' schooling are made available to families in digital format via the educational platforms used by the school (notably Educartable and Pronote) throughout the student's schooling. **It is the responsibility of families to ensure that these documents are properly saved for their personal records.**

Any request for the issuance or printing of duplicate copies of school or administrative documents may be subject to a fee charged by the school, in accordance with the rates indicated in **Appendix I.**

B. DISCOUNTS

All discounts listed below are subject to **compliance with payment deadlines.** In the event of late payment, these benefits may be withdrawn.

- **Large family discount (tuition fees)**

A discount on tuition fees is granted to large families: 30% for the third child and 50% from the fourth child onward. This discount is granted subject to timely payment of fees and applies to the youngest child.

- **First registration fees – twins**

A 50% discount on the first registration fee applies to the simultaneous registration of twins.

C. INVOICING AND PAYMENT TERMS

1) General invoicing principles

For invoicing purposes, the academic year is divided into three billing periods:

- **First term:** September – December (40% of annual tuition fees)
- **Second term:** January – March (30% of annual tuition fees)
- **Third term:** April – June (30% of annual tuition fees)

All fees related to enrollment, re-enrollment, tuition, after-school services, examination fees, as well as any other applicable charges, are invoiced directly via the EDUKA platform. Families receive an email notification each time a new invoice is issued, ensuring transparency and accessibility of payment details.

Invoices are issued in accordance with the financial rules in force.

It is the responsibility of each family to regularly check their EDUKA account and email notifications in order to remain informed of outstanding payments. **Failure to receive an invoice does not exempt families from their obligation to comply with the terms of these financial rules and to ensure timely payment of all fees.**

2) Payment Methods

All payments must be made in **euros (€)**.

Invoices issued via the EDUKA platform must be paid using one of the following methods:

Bank transfer

Payments may be made by transfer to one of the school's bank accounts:

BANK of CYPRUS

Account number: 357 010 549138

IBAN: CY56 0020 0195 0000 3570 1054 9138

Beneficiary: ASSOC.PAR.ST. ECOLE FRANCO-CHYPRIOTE

(20 Kavafi Str. 2121 AGLANTZIA – NICOSIA, CYPRUS).

SOCIETE GENERALE CYPRUS

Account number: 22 001 360 010002 01 6

IBAN: CY67 0120 0002 2001 3600 1000 2016

Beneficiary: ECOLE FRANCO-CHYPRIOTE PR.SCHOOL

(20 Kavafi Str. 2121 AGLANTZIA – NICOSIA, CYPRUS).

SOCIETE GENERALE FRANCE

Account number: 30003 03010 00037292253 35

IBAN: FR76 30003 03010 00037292253 35

Beneficiary: ECOLE FRANCO-CHYPRIOTE (20 Kavafi Str. 2121 AGLANTZIA – NICOSIA, CYPRUS).

Bank transfer fees are borne **by the payer**.

Payment by credit card

Payments may also be made by credit card at the accounting office during opening hours.

Cash payments

In order to ensure the security and traceability of financial transactions, **the school does not accept cash payments on its premises** for invoices issued via the EDUKA platform.

Families wishing to pay in cash may do so by **depositing funds directly into one of the school's bank accounts at the relevant bank**.

Payment identification

In order to ensure proper identification of payments, families must indicate the following details in the reference of any *bank transfer* or *cash deposit*:

- **the student's name**
- **the class**
- **the invoice number**

In the absence of this information, the school cannot guarantee the immediate allocation of the payment to the relevant family account. Any payment received without identifiable reference may be temporarily recorded as an **unallocated payment** until the payer's identity is confirmed. Families are responsible for retaining proof of payment and providing it to the school if necessary.

Allocation of payments

Any payment received by the school will be allocated as a priority to the **oldest outstanding invoice**, unless otherwise specified and accepted by the accounting department.

This rule is applied to ensure consistent management of family accounts and to avoid the accumulation of arrears.

Reconciliation of payments

Payments are matched with the corresponding invoices during accounting processing. An administrative delay may occur between receipt of payment and its recording in the family's EDUKA account.

Reference to Appendices

The amounts applicable to the various fees mentioned in these financial rules for the 2026–2027 academic year are specified in **Appendix I**, which forms an integral part of these financial rules.

In the event of any discrepancy between the provisions of these rules and the amounts indicated in Appendix I, the amounts set out in that appendix shall prevail.

Any information or documents provided by the school outside these Financial Rules (including, but not limited to, emails, website content, brochures, or verbal communications) are for informational purposes only and shall not constitute contractual commitments.

D. PENALTIES AND CONSEQUENCES IN THE EVENT OF LATE PAYMENT

All school fees must be paid within the specified deadlines.

In the event of a payment delay exceeding **30 days**, the school may apply administrative late fees and issue a reminder to the families concerned.

If the delay exceeds **60 days** and the outstanding amount is **greater than €1,000**, the school reserves the right to suspend access to after-school services (Mini-Club, Garderie, extracurricular activities, homework support), as well as autumn, winter, or summer school programmes, until the situation has been regularized.

The school may take any appropriate administrative measures, which may include:

- exclusion of the student during the current academic year;
- refusal to re-enroll the student for the following academic year;
- initiation of debt recovery procedures or legal action.

The issuance of certain non-mandatory administrative documents may also be suspended until all outstanding amounts owed to the school have been settled.

Any re-enrollment for the following academic year is conditional upon full settlement of all amounts due by the family.

In the event of recourse to debt recovery procedures, any administrative, legal, or recovery costs incurred by the school may be charged to the debtor family, within the limits provided by applicable legislation.

E. ARRIVAL OR DEPARTURE DURING THE ACADEMIC YEAR

First registration and re-enrollment fees

First registration fees, annual re-enrollment fees, and the development fund contribution are payable in full. They are **non-refundable and non-transferable**, regardless of the student's date of entry, departure, or actual attendance.

General principle – reservation of a place

Any enrollment constitutes the reservation of a place within the school for the relevant period. Accordingly, tuition fees are due from the start of the agreed enrollment period, regardless of the student's actual date of arrival, attendance, or participation.

Tuition fees

Tuition fees are payable in full for any term commenced, regardless of the student's date of entry or departure during that term. No refund shall be granted for any term commenced.

Delayed arrival

In the event of a delayed arrival of the student compared to the agreed start date, for any reason whatsoever, tuition fees shall remain fully due from the beginning of the enrollment period. No reduction or refund shall be granted, unless expressly agreed in writing by the school.

Notice of withdrawal

Parents or legal guardians must notify the school in writing of their intention to withdraw their child **at least one full academic term in advance**. Failure to comply with this notice period will result in the tuition fees corresponding to the **following term remaining fully due**, whether relating to the current academic year or the following one.

Withdrawal procedure

Any withdrawal request entails:

- full settlement of all outstanding amounts due to the school;
- return of all property belonging to the school (books, equipment, badges, keys, etc.);
- preparation of administrative and academic documents (school leaving certificate, transcripts, student file).

The school leaving certificate will only be issued once all outstanding amounts have been fully settled.

Fees for terms not yet commenced

Tuition fees corresponding to terms not yet commenced shall not be due where the required notice period has been respected. However, any amounts already paid for such periods are non-refundable.

Exceptional circumstances

In cases of force majeure or duly justified exceptional circumstances recognized by the school, a partial refund of tuition fees relating to periods not yet commenced may be considered. Any such decision:

- shall be at the sole discretion of the school;
- shall be assessed on a case-by-case basis;
- shall not constitute a precedent.

Where applicable, any discounts, financial aid, or preferential conditions previously granted may be adjusted accordingly.

Other fees

Fees related to extracurricular services (after-school care, activities, homework support) and seasonal programs (autumn, winter, and summer) are payable in accordance with their specific terms. They are **non-refundable**, including in cases of withdrawal or delayed arrival.

Withdrawal at the initiative of the school

In the event of withdrawal at the initiative of the school, tuition fees shall remain payable for any period commenced, in accordance with the provisions of these regulations. No refund will be made for any period of schooling already commenced, except in exceptional circumstances at the discretion of the school.

F. AMENDMENTS AND UPDATES

The school reserves the right to modify its operational arrangements, ancillary financial conditions, any applicable discounts, and any provisions of these Financial Rules, excluding tuition fees determined annually.

Tuition fees are determined annually as part of the budget approved by the General Assembly and may not be modified during an ongoing academic year, except where required by applicable laws or regulations.

Any amendments to these Financial Rules shall be communicated to families within a reasonable period prior to their entry into force.

In the event of exceptional circumstances or force majeure affecting the operation of the school (including, but not limited to, health crises, administrative decisions, security events, or any situation beyond the school's control), the school may temporarily adapt the organization of its services and, where appropriate, the applicable billing arrangements, in compliance with applicable legal provisions.

G. INTERPRETATION OF THE FINANCIAL RULES

In the event of any difficulty in interpreting these financial rules, the school reserves the right to clarify their application, in compliance with applicable legal provisions and in the interest of the proper functioning of the educational service.

APPENDIX I

School fees for the 2026–2027 academic year

First registration, annual re-enrollment fees & development fund

	Total amount	Due date
First registration fees	850 € (650€ registration + 200€ development fund)	within 15 days following confirmation of admission
Annual re-enrollment fees	262,50 € (162,50€ registration + 100€ development fund)	before 15 February of the preceding academic year

Annual tuition fees

	1 st trimester due before 25/08	2 nd trimester due before 15/01	3 ^{ème} trimester due before 15/03	Annual amount
Maternelle (TPS-GS)	1723 €	1291 €	1291€	4305 €
Élémentaire (CP-CM2)	2184 €	1638 €	1638 €	5460€
Collège (6 ^{ème} - 3 ^{ème})	2314 €	1736 €	1736 €	5786 €
Lycée (2 ^{nde} , 1 ^{ère} , Terminale)	2920 €	2189 €	2189 €	7298 €

Other Fees

- **Examination fees:**
 - Diplôme national du brevet (3^{ème}) : 120€
 - Epreuves anticipées du baccalauréat (1^{ère}) : 120€
 - Diplôme du baccalauréat (Terminale) : 400€
- **Sports Association membership: 15€**
- **After-school care (Mini-Club / Maternelle & Garderie / Elementary)**

		MINI-CLUB (maternelle)			GARDERIE (élémentaire)		
		1 st trimester	2 nd trimester	3 rd trimester	1 st trimester	2 nd trimester	3 rd trimester
Until 3:30 pm	Full package	220 €	160 €	160 €	130 €	100 €	100 €
	Wednesday only package	110 €	80 €	80 €	65 €	50 €	50 €
Until 4:30 pm	Full package	430 €	325 €	325 €	220 €	160 €	160 €
	Wednesday only package	215 €	163 €	163 €	110 €	80 €	80 €
Occasional use (per day)		13€/day until 3:30 p.m. 18€/day until 4:30 p.m.			13€/day		
Late pick-up fee		10€			10€		

- **Homework support (term-based fees):** fees are communicated by the school at the beginning of the academic year.
- **Extracurricular activities (term-based fees):** fees vary depending on the activity and are communicated by the school at the beginning of the academic year.
- **Other fees:**
 - Loss or damage of a book: **15€ to 50€ depending on the book**
 - Loss of locker key: **6€**
 - Damage caused intentionally or through negligence by the student: **replacement cost**
 - Duplicate copies of school reports or administrative documents: **1€ per page**