

Abu Dhabi, 17th March 2020

The Principal

to

All parents

Subject: Management of Parent Requests for Tuition and Other Fees – Institution Closed for Covid 19

1. General Position

The Lycée Louis Massignon, a direct management institution of the AEFE, applies the recommendations of the local authorities and the French Embassy. We are doing more than our best to preserve the health of students and staff.

The local authorities closed all schools from 8 March to 4 April 2020 as follows: two weeks of leave for children from 08 to 21 March instead of 29 March to 12 April, and two weeks of distance work and e-learning from 22 March to 04 April.

Since the pedagogical continuity is ensured through the exceptional mobilization of teachers and all staff, applications for tuition rebates are not admissible under the local guidelines* and the AEFE requests

** Will parents be entitled to a fee refund during this break?*

No, during this break, schools will continue to provide education in line with their academic plans. Schools have developed contingency plans and teachers are going to provide support to students during the two weeks of distance learning.

ADEK FAQ 05/03/2020

1. Method to handle parents' requests

The table below shows the different types of fees and the applicable discount terms.

Fees/ Billing	annual billings	Quarterly billings
Tuition fees with continuity of distance learning	At the student's departure (date of the Exeat) the discount is applied in view of the rules of procedure (point V) adopted in accordance with the instructions of the local authorities	At the student's departure (date of the Exeat) the discount is applied in view of the rules of procedure (point V) adopted in accordance with the instructions of the local authorities
Examination fees	No discount if student is enrolled in the institution at the beginning of Q3 (April 1, 2020)	No discount if student is enrolled in the institution at the beginning of Q3 (April 1, 2020)
School transport not provided by the school	Prorata temporis discount	Prorata temporis discount
Trip cancelled by the school	Full discount provided by the school to the families involved	Full discount provided by the school to the families involved
Student books, books, workbooks	No discount	No discount

Families are advised that Quarter 2 ends on March 31, 2020, Quarter 3 begins on April 1, 2020. An extract from the Rules of Procedure (point V) is attached. Facturation du trimestre 3

Third quarter billing is not in question. Adjustments related to discounts will be incorporated into the current April invoice.

For families receiving an annual invoice and whose fees have been paid, applicable discounts will be made for each fee and according to the type of billing. **The finance manager and the accounting services remain available for any additional problems or difficulties you may come across.**

Issues related to extra-curricular activities and school canteen are handled directly by external service providers (Sports in Action asc@sports-action.net and Ansamble guillaume.leveque@ansamble-int.com). Families are invited to contact these service providers directly for any questions concerning applicable discount arrangements in particular.



The Principal

Gilles Lasserrade