

Application for the Solidarity fund - academic year 2020-2021

General conditions:

- The school Solidarity fund regards **only Hungarian or non-French children**. The parents must be **Hungarian tax residents**. (children with French-Hungarian dual citizenship can exclusively apply for a French scholarship at the Embassy of France).
- The application for the Solidarity fund is available on the school website (www.lfb.hu).
- **Scholarship application deadline: Wednesday, April 14th, 2021**. The application file must be fully completed, scanned and sent by email to gestion@lfb.hu. In case of missing documents, please provide a written explanation and justification. Otherwise, incomplete application will be automatically rejected.
- The maximum amount that can be awarded is of 50% until the end of « Collège » (*from CP to 3^{ème}*) and of 80% for the « Lycée » (*from 2nd to Terminale*).
- The scholarship **applies to tuition only** and does not cover optional school services (daycare, supervised studies, AES, etc.), food or school bus expenses. The school trips can be supported up to the amount voted by the Foundation's Board of Trustees.

Family name:

| Name of the children attending the Lycée français Gustave Eiffel de Budapest | Date of birth | Grade (2020-21) |
|--|---------------|-----------------|
| | | |
| | | |
| | | |

1. Family situation

| | |
|-----------------------|--|
| Father's name: | |
| Address: | |
| Phone: | |
| E-mail address: | |

Mother's name:

Address:

Phone:

E-mail address:

Marital status of the parents:

Married

Widow

Divorced

Single

In case of separation, which parent has custody of the child?

Dependent children, who do not attend the French School of Budapest:

| First name and Last name | Date of birth | Institution's name and address |
|--------------------------|---------------|--------------------------------|
| | | |
| | | |
| | | |

2. Living conditions

Are you a homeowner?

Yes

No

Does your employer provide you with
company housing?

Yes

No

Are you renting?

Yes

No

If you are renting, please indicate the
amount of total rent (utilities included):

→ For all above cases

| | | |
|---|------------------------------|-----------------------------|
| Number of people living in the household: | | |
| Living area (sq. meters): | | |
| Number of rooms: | | |
| Garden: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Swimming pool: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have another residence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | If Yes, | |
| Address: | | |
| Living area (sq. meters): | | |
| Number of rooms: | | |
| Garden: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Swimming pool: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

3. Profession

| | | |
|------------------------------------|--|--|
| <u>Father's occupation:</u> | | |
| Employer, address: | | |

Do you have another occupation apart from the one listed above? Yes No

If yes, what is it?

| | | |
|------------------------------------|--|--|
| <u>Mother's occupation:</u> | | |
| Employer, address: | | |

Do you have another occupation apart from the one listed above? Yes No

If yes, what is it?

Financial circumstances (calendar year 2019):

| <i>Annual figures</i> | Father | Mother | Other |
|--|---------------|---------------|--------------|
| Income | | | |
| Gross earnings (salaries, pensions, etc.) | | | |
| Expenses | | | |
| Alimony | | | |
| Dependent person with a disability | | | |
| Social security | | | |
| Income tax | | | |
| Pension contribution | | | |
| Other important expense worth to mention: | | | |

4. Property income

Do you own real estate that you rent out? Yes No

If yes, please indicate:

| | |
|--|--|
| Type of property: | |
| Address: | |
| Characteristics (area, garden, etc.): | |
| Total yearly income: | |

5. Other

1) Vehicles:

| | Number | Make, Model | Date of purchase |
|------------|---------------|--------------------|-------------------------|
| Car | | | |
| Motorcycle | | | |
| Boat | | | |
| Other | | | |

2) Fringe benefits or benefits in kind (from employer or relatives):

| | |
|---------------------------------|--|
| Vehicle: (company or lent) | |
| Housing: (company or lent) | |
| Phone: (company or lent) | |
| Contribution to housing: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | If yes, to what extent (%) or amount: |
| Contribution to schooling fees: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | If yes, to what extent (%) or amount: |

I hereby confirm that the information provided above with regard to the family income is true, accurate and I acknowledge that inaccurate data or any non-disclosure of information will immediately and permanently lead to rejection of the application.

Place.....

Date

Signature of the applicant(s):

Supporting documents

- The following documents **must be attached**; their absence will lead to rejection of the application
- In case of divorce or separation, the application must be submitted by the parent living in the same household as the child.
- For the credibility of the evaluation, a recognized **Hungarian tax expert will examine the applications**, the authenticity of the documents, as well as the realistic nature of the reported earnings.

| | Family | Admin. |
|---|--------|--------|
| A completed and signed copy of the « Application for the Solidarity fund - academic year 2021-2022 » form | | |
| A signed copy of the « Regulation of the LFGEB's Solidarity fund committee » | | |
| Employer's declaration as to whether or not they contribute to schooling fees | | |
| A copy of the last three electricity, gas, water and mobile phone bills | | |
| A copy of a document confirming each family member's identity | | |
| A copy of the last three bank statements for all bank accounts | | |
| A copy of last year's tax return (2019) | | |

I – Family status

| | Family | Admin. |
|---|--------|--------|
| A school certificate for the children who do not attend the French School (for those children who attend a private school, a certificate regarding the annual tuition fees) | | |
| In case of a divorce, a copy of the court order regarding child custody and the amount of alimony, as well as copies of all documents attesting the separation | | |
| <u>If the child is under custody of a third person:</u> A copy of the court decision determining the guardianship | | |
| <u>In case of a parent's death:</u> A copy of the death certificate, as well as documents regarding widow allowance and orphan's benefits | | |
| <u>For those persons who provide for their families by themselves:</u> Declaration attesting that they live without a domestic partner | | |
| <u>If the spouse has no income:</u> Notification on behalf of the tax authorities attesting the non-existence of taxation | | |
| <u>For those persons who provide for a person or a family member with a disability:</u> Estimate of costs and verifying documents | | |

II – Living conditions

| | Family | Admin. |
|--|--------|--------|
| <u>For tenants:</u> The most recent copy of the rental agreement or A copy of the last three rental bills | | |
| <u>For homeowners:</u> Land registry office certificate | | |
| <u>For those who live in a company apartment:</u> Employer's certificate with characteristics and address of the property | | |
| <u>For those who live free of charge in another person's apartment:</u> Dwelling certificate | | |

III – Professional activity

| | Family | Admin. |
|---|--------|--------|
| A – Employees: | | |
| A copy of last year's last three pay slips (2020) or employer's certificate regarding the gross and net annual salary | | |
| Income certificate for the year 2019, certified by the tax authorities | | |
| Income documentation for the year 2020 | | |
| In case you dispose of any other form of income, please indicate the amount and provide the relevant documents. | | |
| B – Business owners, traders, members of LLCs or limited partnerships: | | |
| Company's statutes | | |
| Company's tax return (2019) | | |
| <u>If you are employed by your own company:</u> Income certificate for the year 2019, certified by the tax authorities Income documentation for the year 2020 | | |
| Last simplified annual report (or a certificate regarding the profit of the company signed by a certified accountant) | | |
| C – For non-working, retired, unemployed parents or parents on maternity: | | |
| Document certifying any of the above statuses | | |
| income certificate (maternity, retirement pension, etc.) | | |
| D – For those individuals who are receiving family allowance: | | |
| Proof of transfer | | |
| E – For parents with children in other schools or institutions: | | |
| certificate of school attendance for the ongoing academic year | | |
| If it's a paying school, proof of the amount of the tuition | | |
| Supporting documents for maintenance costs | | |

IV – Company car or own car

| | Family | Admin. |
|--------------------------|--------|--------|
| Copy of the registration | | |

V – Income property

| | Family | Admin. |
|--|--------|--------|
| Last notification regarding building tax and municipal tax (local taxes) | | |
| Tax return regarding the rental of the apartment | | |
| If, in the current year, you have income from the sale of real estate, a certificate issued by the tax authority | | |

VI – Other kind of assistance - Persons who receive help from their families:

| | Family | Admin. |
|---------------------------------------|--------|--------|
| A declaration of assistance | | |
| Bank documents as proof of assistance | | |

➔ **The absence of documents must be justified in writing with a Sworn statement.**

➔ **The original documents will be returned after examination of the scholarship application.**

Regulation of the LFGEB's Solidarity fund committee

Permanent members:

- The President of the Foundation of the Gustave Eiffel French School of Budapest (LFGEB),
- The Treasurer of the Foundation of the Gustave Eiffel French School of Budapest (LFGEB),
- The Principal headmaster of the LFGEB,
- The Headmaster of the Primary School of the LFGEB,
- The Head of Finance and Administration of the LFGEB,
- The Deputy director for the Secondary and Senior Education Advisor of the LFGEB

Members have the right to vote. In case of absence of the majority, the vote of the Principal or that of his designated representative is predominant.

1. Budget Allocation of the Commission

Within the framework of the budgeting of the Foundation of the LFGEB, the School Board fixes an overall envelope assigned to "scholarships". This amount is allocated into two accounts:

- The scholarships themselves
- Support for school trips

The scholarships are awarded by distribution within the limits of the amounts assigned by the Board of the Foundation for this endowment for the budgetary year. This justifies that the theoretical quota basis can be revised downwards in order to take into account the real number of eligible applications.

2. Eligibility for scholarships

Only families whose children do not have the French nationality and having their tax domicile in Hungary can file a scholarship application for their child/ren enrolled in the LFGEB.

Consequently, French and binational children (French – third nationality) are not entitled to it.

The families cannot claim a scholarship during the first four years of attendance.

The grant cannot be allowed more than four times for one child during the whole schooling in the French school of Budapest, except in exceptional cases.

Specific cases of employees' children:

The scholarship can be granted to a Foundation employee's child provided that he is working under a permanent contract at the time of the application and meets the allocation criteria, namely, actual and consistent presence of the child in the school.

The granting of a scholarship is not compulsory for the Foundation employees. However, the percentage granted to an employee's child cannot be reduced during his school cursus unless a significant change in the financial situation arises or other exceptional case linked to default attendance default from the child.

Expenses or taxes related to the possible granting of a scholarship and/or of a specific financial support for the children of the staff are included in the budget of the scholarships.

3. Approval of Rules and Regulations

Families wishing to file an application for scholarships approve internal regulations of the scholarship committee and sign them.

4. Solidarity fund restrictions

If the Committee, by any means whatsoever, realized, during the school year, that a family has made false statements, it may cancel the awarded scholarship and claim to the family the full rightful tuition fees. This family may no longer require scholarships to the Foundation.

In case of non-payment of the invoices issued by the Foundation by their due dates, the Committee may cancel the awarded scholarship and claim to the family the full rightful tuition fees. This family may no longer require scholarships to the Foundation.

5. Preparation of the committee meeting

Families will find on the school's website the campaign schedule concerning the scholarships, the downloadable files necessary for the applications, as well as these rules and procedures to follow.

The timetable available on the school website has to be respected. Any application not submitted in time will be automatically rejected.

The application file must be fully completed, scanned and sent by email to gestion@lfb.hu. In case of missing documents, please provide a written explanation and justification. Otherwise, incomplete application will be automatically rejected.

Applications delivered on time are subject to accounting and tax expertise conducted by the Accounting Firm of the Foundation.

In the case of doubt concerning the sincerity of the declaration, a visit could be made before the commission meets.

Not later than one week prior to the committee meeting, the application files of the families, as well as the synthesis tables preparing the committee meeting are made available to members of the Committee for consultation.

6. Committee meeting

At the opening of the session, members have the minutes of the previous committee, the application files of the families and the synthesis table showing the proposed schedule for the new scholarship season and indicating, for each applicant, the theoretically calculated quota.

By agreeing to participate to the local scholarship committee meeting, each participant agrees to comply with the principle of confidentiality governing the proceedings, and in particular, not to divulge any components of the examined individual files, and not to repeat any views expressed during the discussions.

Decisions of the Committee shall be taken by a majority of the members present at the meeting, except in exceptional cases listed.

7. Examination of the application files

The scholarship is for eligible families who enroll their child/ren in the LFGE as described in article 2 indicated above.

The scholarship is awarded exclusively on tuition fees and school trips. Other ancillary costs are not subject to any specific financial assistance from the Committee.

The granting of a scholarship depends on the financial and asset situation of the child's legal representative(s).

The committee examines the application files according to the same method of calculation which is used for scholarships awarded by the French government, namely:

- The definition of a real net family quota:

$$Q_f = ((R_n - F_s) / P) \times (100 / IPA),$$

where:

- **Q_f** is the real family quota of the tuition fees (expressed in €Paris);
 - **R_n** is the net income;
 - **F_s** is the tuition fees (in the strict sense, excluding extracellular costs);
 - **P** is the number of units associated with the size of the family (2,5 units for a couple with one child, 2 units for a single parent with one child, 0,5 unit per additional child);
 - **IPA** is the index of purchasing power parity.
- The rule for calculating the quota:
 - The theoretical quota which can be granted as a scholarship for a family depends on the real net tuition fees quota of the family:
 - if the quota is bigger than 6.300.000 HUF, the family is not eligible for a scholarship.

- if the quota is less than one seventh of the maximum quota, that is to say 900.000, the family receives a scholarship covering 80 % of the tuition fees.
 - if the quota is between 3.000 €Paris and 21.000 €Paris, the quota of the scholarship granted to the family is proportional to its own quota.
- ➔ **$X\% = 1 - (QF - 3.000) / (21.000 - 3.000)$**

The maximum amount that can be awarded is of 50% until the end of « Collège » (from CP to 3^{ème}) and of 80% for the « Lycée » (from 2nd to Terminale).

The committee may make an exception to these rules. In this case, the committee must justify and write down the reasons of the exceptional decision in the minutes of the meeting, and also indicate the uniqueness of the case. The exceptional cases can only be accepted by unanimity of the members of the committee.

The applicant must complete a scholarship application form and provide all the documents supporting his/her applying for the scholarship.

Various cases:

- a) The application file is clear and complete concerning the required supporting documents, the committee does not express any reservations in relation to the family: the theoretical quota proposed on the synthesis table is validated by the Committee.
- b) The application file is incomplete: it will be automatically adjourned. At the end of the meeting, the committee will send a letter of request for additional documents to be submitted in 8 days. The file will be then discussed in a second committee meeting. If after reviewing the file and the provided documents, the application is considered complete and compliant, the Committee can give a valid opinion and accept the application. If the provided documents do not comply, the application is definitively rejected by the Committee for the school year.
- c) If after examining the application file, it shows an inconsistency between the declared income and the noticed living standards: the application is rejected, or accepted with revision of the theoretical quota, or adjourned during the first committee meeting and a letter requesting additional information is sent to the family.
- d) If a recent or very near change in the financial situation is proved: in the first committee meeting, the theoretical quota is maintained with the possibility to review the file during the second committee meeting by stating in the minutes all the elements justifying this proposal.

8. Minutes of the committee meeting

The minutes are signed by the President of the Foundation and the School Principal of the LFGEB after review and approval of all the permanent members of the committee and after having listened to the opinion of the consultant member.

In the week following each committee meeting, families are informed by mail of the decision concerning their scholarship application. This letter indicates the date of the second committee meeting which examines adjourned application files or other applications on appeal from the decision of the first committee, and fixes the deadline for submission of additional documents.

| | |
|-------------|---|
| Date | Signature of the applicant(s) <i>(preceded by the handwritten words: "Read and approved")</i> |
| Place | |

To be attached to the application file to the scholarship of the LFGEB.