

## Financial regulation

*Acceptance of these regulations is compulsory for registration at the school.*

The **tuition fees** are validated in Hungarian Forints by the Trustees of the Foundation of the Lycée Français Gustave Eiffel de Budapest (LFGEB) for each school year and are **published on the school website**: <http://lfb.hu/en/general-information/school-fees/>

### **Article 1 - First Registration Fee**

Admission of a new pupil is conditional upon **payment of the first registration fee at the time of the submission of the registration**. Nevertheless, it is only invoiced with the first term fee in September. This fee is not reimbursable.

In case of re-enrollment of a student after two consecutive school years spent in another school, the First Registration Fee is due once more.

There is a specific fee for the first child of a household schooled in the LFGEB and a discounted fee for the other children of the same household.

### **Article 2 – Tuition fees**

The **tuition fees are billed according to the terms chosen by the payer** during the admission process in the Financial Commitment form, for the whole school year.

The tuition fees include the mandatory insurance covering the pupils in the course of all their school-related and extracurricular activities.

In the case of a **pupil arriving during the course of a term**, the invoice is calculated starting on the 1<sup>st</sup> day of the month in which the pupil begins.

In the event of a **pupil leaving the school during the course of the school year**, the school must be notified in writing **15 days before the departure date** ([info@lfb.hu](mailto:info@lfb.hu)). In the absence of a written notification to the specified address, the departure is not made official and all remaining annual tuition fees are due. **Any term started will be due in full and no refund is given in case of withdrawal.**

In case of **absence of a pupil for reasons such as illness or accident** for a period of at least one consecutive month (*supported by a medical certificate*), an exceptional rebate can be granted by the school's head master upon family request.

**For families with 3 or more children** at the school, a discount of **20% on the tuition fees** is granted from the third and subsequent children on condition that the first child has entered his 5<sup>th</sup> year at the school.

### **Article 3 - Other fees**

#### **Daycare (Garderie) and Supervised Study (Etudes):**

The Daycare fee (*nursery school and elementary school*) and Supervised study fee (*elementary school*) are annual and calculated on the basis of one hour per week. **Invoicing and payment are on a quarterly basis.**

**No registration or modification is possible during the course of a term.**

Changes from one term to the other must be **made in writing before the start of the following term** to [primaire@lfb.hu](mailto:primaire@lfb.hu).

In case of withdrawal during the course of a term, the whole term fee is due.

#### **Extra-curricular activities (AES):**

**Registrations** are validated and become **definitive September 20th** for the whole school year. The annual fee for each activity is payable in its entirety during the 1<sup>st</sup> term according to invoicing.

**In case of withdrawal after September 20th, no refund will be made** even in case of a pupil leaving the school.

In case of registration during the school year, the annual fee is due.

#### **Examination fees**

The examination fees are **mandatory for the relevant classes** (3<sup>o</sup>, 1<sup>o</sup>, T<sup>o</sup>). They are billed during the 2<sup>nd</sup> quarter and due even if the pupil leaves the school during this term. The previous year fees can be found in the Tuition fees table as an indication only. They can be modified at the beginning of the school year's 2<sup>nd</sup> term.

#### **School Trips:**

School trips organized by teachers and approved by a vote in the School Council can be proposed to the pupils. Participation in organized trips requires an acceptance form signed by the parents or legal representative. **Signature implies acceptance of the invoicing conditions of the trip.** The **charges for the organization of the trip are due and no reimbursement of these fees can be granted.**

#### **Canteen and School Transport:**

Parents are required to sign a contract with the selected external companies: Eurest (canteen) and Premier (school transport). Invoices are prepared directly by those companies. For more information, see the LFGEB internet site.

#### **Textbooks:**

**For pupils in Elementary School** (CP – CM2) books are available at no cost.

**For pupils in Middle School** (Collège: 6<sup>ème</sup> – 3<sup>ème</sup>) school books are available against a HUF 15,000 deposit. The deposit is paid at the beginning of the first year of 'Collège' (6<sup>ème</sup>) and is returned at the end of the last year (3<sup>ème</sup>). At the end of each school year, **all textbooks**

must be returned without exception. Books that have been damaged or lost are to be replaced or paid for by the family. In the case of a pupil entering Middle School in the course of the school year, the deposit should be paid within the first days of schooling at the LFGEB.

Exercise books are provided by the school for the corresponding fee.

**For students in Lycée (2<sup>nd</sup>, 1<sup>er</sup>, T<sup>o</sup>) families are in charge of providing the textbooks.**

#### **CNED:**

The fees for courses taught by the CNED (distance learning courses) are to be paid by the family.

#### **Article 5 – Billing terms and settlements**

The **invoices are prepared** by the Foundation of the Lycée français de Budapest (Budapesti Francia Líceum Alapítvány), management body of the Lycée français Gustave Eiffel de Budapest. The invoices are sent to the payers declared in the Financial Commitment.

#### **Invoice's payer:**

The guardians have to designate « **the payer** » for each type of fees by **filling the Financial commitment form during the registration or re-registration process.**

- The payer can be:
- One of the parents
  - Another private person
  - A legal entity (Contract of undertaking of the school fees compulsory).

#### **Billing and settlement currency:**

The school fees are set in two currencies, in Hungarian Forint (HUF) and in Euro (EUR).

**Each payer has to fill in the Financial Commitment the chosen currency** for all the fees he declares to be responsible for, for the whole school year.

#### **Billing and settlement terms specific to the tuition fees:**

During the admission process, the payer for the tuition fees has to pick one of the billing and settlement terms preferred on the Financial Commitment:

- **Yearly billing:** Single billing and single settlement mandatory before September 15th to benefit a 3.5% discount on the total amount. This option is not possible for French scholarship pupils or pupils granted a Solidarity fund.
- **Quarterly billing:**
  - 1<sup>st</sup> term (September – December): 40% invoiced in September
  - 2<sup>nd</sup> term (January – March): 30% invoiced in January
  - 3<sup>rd</sup> term (April – June): 30% invoiced in April
- **Monthly billing:** 10 settlements from September to June.

#### **Payment details:**

- **Forint settlement (HUF):**  
Bank: Sberbank Magyarország Zrt.  
Account number: 14100000-15389749-01000001  
IBAN: HU16 141000001538974901000001 - BIC/SWIFT: MAVOHUHB  
Beneficiary: Budapesti Francia Líceum Alapítvány
- **Euro settlement (EUR):**  
Bank: Banque Transatlantique  
Account number: 30568 19926 00020411301 37  
IBAN: FR76 3056 8199 2600 0204 1130 137 - BIC/SWIFT: CMCIFRPP  
Beneficiary: Fondation du Lycée Français de Budapest
- **Cash settlement:**  
Amount in cash deposited in a Sberbank branch on the account of the Foundation stating the name of the child and/or the invoice number.

#### **Delinquency management:**

The maturity date to respect is always mentioned on the invoice.

**Should a payer fail to comply with a due date for payment,** the Foundation reserves the right to **charge late payment interests** in accordance with applicable Hungarian regulations. In case of non-payment within the deadline and beyond two reminders, the person responsible expose themselves to court action. The administrative and legal costs will be charged to the debtor.

In case of non-payment from the payer, the parents are severally liable to pay the due amount. Please note that a **re-registration will not be considered as long as an outstanding debt exists.**