

Financial Regulation

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

The school fees are validated in Hungarian Forint by the Trustees of the Foundation of Lycée français de Budapest, managing body of Lycée français Gustave Eiffel de Budapest (LFGEB) for each school year and are published on the school website: <https://lfb.hu/administration/tarifs/>

Article 1 - Registration fee

Admission of a new student is conditional upon payment of the registration fee and submission of the enrolment files. This fee is non-refundable. In case of re-enrollment after two consecutive school years spent in another institution, the registration fee is due once more.

Article 2 – Tuition fees

The tuition fees are billed according to the terms chosen by the payer in the Enrollment commitment form during the admission or re-admission process. These terms apply for the whole school year.

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

In case of **arrival during the course of a term**, the invoice is calculated starting with the 1st day of the month in which the student arrived.

In the event of **leaving the school during the course of the school year**, the school must be notified in writing at info@lfb.hu 15 working days before the departure date. Each quarter started is due in its entirety, even if the chosen payment term is monthly or yearly.

In the absence of a written notification to the above address, the departure is not made official and all remaining annual tuition fees are due.

In case of **absence for health 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.

Sibling discount: For families with 3 or more children at the school, a discount of 20% on the tuition fees is granted for the youngest third and subsequent children on condition that the first child has entered his/her 5th year at the school.

Fidelity discount: For families who have paid 25 or more years of tuition fees, a 20% discount is applied to the tuition fees of the youngest child enrolled in the establishment.

Discounts are non-cumulative.

Article 3 - Other fees

Daycare (garderie), supervised study (étude surveillée) and language support (FLSCO):

Daycare fees (*kindergarten and elementary school*), supervised study fees (*elementary school*) and language support fees (CP) are quarterly and calculated on the basis of one hour per week. Invoicing and payments are done on a quarterly basis as well. No modification (registration or withdrawal) is possible during the course of a term and subsequently no refunds will be made. Changes from one term to another must be requested in writing minimum 5 working days before the start of the following term at primaire@lfb.hu. In case of leaving the school during the course of a term, the whole term is due.

If the family needs one-time daycare and informs the school at primaire@lfb.hu before 10 a.m. on the day of the one-time daycare, the family will be charged a one-time fee of 2 500 HUF. After 10 a.m., the request must be communicated to the school by phone (+36 1 275 4296) and the one-time fee of 4 000 HUF will be applied.

Extra-curricular activities (AES):

Registrations are validated and become final for the whole school year at the end of AES registration period. The annual fee for each activity is payable in its entirety during the 1st term within invoice due date.

In case of withdrawal after AES registration period, no refund will be made even in case of a student leaving the school.

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

Music school (PCM):

Music school fees are annual and billed during the 1st quarter. The fees do not include school and music supplies, sheet music, workbooks, instrument rental or purchase.

For group lessons (music theory, musical awakening and choir), in the event of withdrawal, no refund will be made.

For individual lessons (instrumental practice), any withdrawal must be notified by e-mail to primary@lfb.hu. A pro rata refund for the remaining lessons will be possible with a penalty of 30,000 HUF.

Examination fees:

The examination fees are mandatory for the relevant classes (3^o, 1^o, T^o). They are billed during the 2nd quarter and due even if the student leaves the school during the 2nd term. Fees for the previous year can be found in the School fees table as an indication only. They can be modified at the beginning of the school year's 2nd term.

School Trips:

School trips organized by teachers and approved by a vote in the School Council can be proposed to the students. Participation in organized trips is possible if both parents sign the acceptance form. By signing the document, the parents accept the trip's payment terms and conditions. The charges for the organization of the trip are due and non-refundable.

Canteen and School transport:

Parents can sign a contract with the selected external companies: Delirest (canteen) and Premier (school transport). Invoices are prepared directly by those companies. For more information, please visit LFGEB's website at <https://lfb.hu/>.

Textbooks:

For students in elementary school (CP – CM2) school books are available at no cost. If a textbook is not returned at the end of the school year, or if the returned item is damaged, the price of the textbook will be invoiced to the family.

For students in middle school (Collège: 6^e – 3^e) textbooks are available against a HUF 15,000 deposit. The deposit is paid at the beginning of the first year of 'Collège' (6^e) and is returned at the end of the last year of 'Collège' (3^e) or if the student leaves our school. At the end of each school year, **all** textbooks must be returned without exception. Textbooks that have been damaged or lost are to be replaced or paid for by the family. If a student enters Middle School in the course of the school year, the deposit should be paid within the first days of schooling at LFGEB. Exercise books are provided by the school, their price is included in the tuition fee.

For students in high school (2^e, 1^e, T^e) families are in charge of providing the school books.

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

Special educational needs: All services related to special educational needs of the student are to be paid by the family (speech therapist, psychologist, student life assistant).

Article 4 – Billing and settlement

The invoices are prepared by the Foundation of Lycée français de Budapest (Budapesti Francia Líceum Alapítvány), managing body of Lycée français Gustave Eiffel de Budapest. The invoices are sent to the payers declared in the Enrollment Commitment. The guardians have to designate « the payer » for each type of school fee by filling out the Enrollment Commitment form during the registration or re-registration process.

The payer can be:

- One of the legal representatives (parent, guardian)
- Another private individual
- A legal entity (company, embassy)

(It is compulsory to sign the Agreement on assumption of school fees).

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 out the chosen currency in the Enrollment Commitment 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 enrollment or re-enrollment process, the payer of the tuition fees has to choose one of the billing and settlement terms in the Enrollment Commitment:

- **Yearly billing:** Single billing and single settlement mandatory before September 15th to benefit from a 3.5% discount on the total amount. This option is not possible for French scholarship students or students benefiting from the solidarity fund. In case of registration during the school year, single billing is possible for the rest of the school year, but no discount is provided.
- **Quarterly billing:**
 - 1st term (September – December): 40% invoiced in September
 - 2nd term (January – March): 30% invoiced in January
 - 3rd term (April – June): 30% invoiced in April
- **Monthly billing:** 10 settlements from September to June.

Payment details:

Forint settlement (HUF):

Bank: CIB Bank Zrt.
Account number: 10700024-72650646-51100005
IBAN: HU81 1070 0024 7265 0646 5110 0005 - BIC/SWIFT: CIBHHUHB
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: Foundation du Lycée Français de Budapest

Cash settlement:

Amount in cash deposited in a CIB Bank branch on the account of the Foundation stating the invoice number and the child's name.

Delinquency management:

The due date to be respected 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. After two payment reminders, the payer exposes himself to **court action**.

In the event of non-payment by the payer, the legal guardians are severally liable for the payment of school fees and must settle the debt. **No re-registration will be validated as long as an outstanding debt exists.** Re-registration will also be refused if the family is in debt to a business partner of the foundation (school catering, school transport, etc.). The Foundation can demand the payment of 20% of the tuition fees before the start of the school year if, for a student, the payer of the previous school year has accumulated more than 90 days of delay on these invoices.