

## 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.

The tuition fees include the mandatory examination fees (brevet 3<sup>e</sup>, baccalauréat 1<sup>er</sup>, baccalauréat Tle).

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

In the event of **leaving the school during the school year**, the school must be notified in writing at [info@lfb.hu](mailto: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 5<sup>th</sup> 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):**

Fees are **yearly** and calculated on the basis of one hour per week. Invoicing is yearly and invoices are issued during the first term of the school year.

During the school year, any new registration must be requested in writing minimum 5 working days before the start of the following term at [periscolaire@lfb.hu](mailto:periscolaire@lfb.hu). No new registration is possible during an ongoing term. The new registration will be invoiced starting from the 1<sup>st</sup> day of the next term. In case of withdrawal, no refunds will be made.

In case of arrival during a term, invoices are issued starting from the 1<sup>st</sup> day of the month when the new student joins the school.

In case of leaving the school during the school year, the yearly fee is due.

If the family needs one-time daycare and informs the school at [periscolaire@lfb.hu](mailto:periscolaire@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), Sport Association (AS):**

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

In case of withdrawal after the 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, choir etc.), in the event of withdrawal, no refund will be made.

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

#### **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° – 3°) textbooks are available against a 50 000 HUF deposit. The deposit is paid before the first year of 'Collège' (6°) and is returned at the end of the last year of 'Collège' (3°) 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°, 1°, T°) 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:**
  - 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: CIB Bank Zrt.  
Address: H-1024 Budapest, Petrezselyem utca 2-8.  
Account number: 10700024-72650646-51100005  
IBAN: HU81 1070 0024 7265 0646 5110 0005 - BIC/SWIFT: CIBHUUH  
Beneficiary: Budapesti Francia Líceum Alapítvány

##### **Euro settlement (EUR):**

Bank: Banque Transatlantique  
Address: 26, avenue Franklin Roosevelt 75372 Paris Cedex 08 France  
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 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.