



ÉTABLISSEMENT
EN GESTION DIRECTE



aefe
Agence pour
l'enseignement français
à l'étranger

Financial regulation of Lycée Français de Prague 2018/2019

Acceptance of these conditions is obligatory for new enrollments or re-enrollments.

Fees have been approved by the Agency for French Teaching Abroad.

They include:

- tuition fees
- application fees
- exam charges (Brevet National Diploma, preliminary Baccalaureate examinations, Baccalaureate).

Additional fees (such as field trips, school trips, etc.) might be required and are subject to a specific regulation.

1) Tuition fees

In secondary school, parents have to provide school supplies which are, therefore, not included in the tuition fees.

In case of termination of attendance before the end of month, tuition fees must be paid for the whole month. A written notice of termination during the academic year must be sent before the date of termination of attendance to the following addresses: inscriptions@lfp.cz and facturation@lfp.cz. Otherwise, tuition fees will be due with no regard to the termination.

When a child arrives once the academic term has already started, tuition fees are assessed and invoiced from 1st of the month of arrival (including annual invoices, the academic year being divided into 10 months).

In case of expulsion of child from school for longer than two consecutive weeks, a deduction will be made on the basis of the number of missed school days.

In case of exceptional closure of the school for longer than two consecutive weeks, a deduction will be made on the basis of the number of missed school days.

In case of absence of child due to an accident or illness for longer than four consecutive weeks (except for school holidays) supported by a medical certificate, an exceptional deduction will be granted to the family upon written request. A deduction will be calculated on the basis of the number of missed school days.

Tuition fees for the year 2018/2019 are as follows:

Rates	Kindergarten	Elementary School	Middle school	High School
All nationalities	CZK 162 000	CZK 162 000	CZK 210 000	CZK 230 000

Rates	CI	6 th grade	7 th /8 th /9 th grades	10 th /11 th /12 th grades
Pupils from Czech bilingual classes	CZK 86 000	CZK 58 000	CZK 101 000	CZK 115 000

Pupil can be enrolled to the Czech bilingual class since CI grade. Nevertheless, the enrollment to the 6th bilingual grade is possible. Admission consists in entrance test from different subjects. Pupils have to write in czech language. Only the pupils who have never studied at LFP are allowed to pass this test. As soon as the results are known, the list of successful pupils is prepared and they are invited to complete their enrollment to the school.

A pupil enrolled to the 6th bilingual grade will keep benefiting from a preferential rate until the end of his/her school years. A pupil who finishes CI grade and passes to the classic 6th grade won't keep benefiting from a preferential rate.

A pupil attending the Czech bilingual class will keep benefiting from a preferential rate until the end of his/her school years (see above the rates in the second table). In case of leaving Lycée Français de Prague for longer than three school terms, the pupil may no longer benefit from these rates upon his/her return. If the pupil leaves Lycée Français de Prague in the course of term, the period is calculated from the beginning of the following term.

2) Application fees

Admission of a pupil is conditioned by the payment of application fee. Thus, application fees are to be paid as soon as registration is requested, although they will only be invoiced with the first school fees' payment call.

Application fees are non-refundable unless registration is denied by the school (lack of capacity).

Application fees are to be paid once again if a child is absent from Lycée Français de Prague for longer than three school terms between the day of his/her departure and the day of his/her registration renewal. If a pupil leaves Lycée Français de Prague in the course of the academic term, the period is calculated from the beginning of the following term.

Application fees for the school year 2018/2019 are CZK 18 000.

3) Exam charges

Exam charges are as follows:

- **Baccalaureate (12th grade): CZK 11 000**
- **Preliminary Baccalaureate examinations (11th grade): CZK 5 500**
- **Brevet national diploma (9th grade): CZK 2 500**

These fees are to be paid by the second term of the academic year and they cover all the school costs except for the costs related to optional courses.

4) Solidarity fund donation

If the payer wishes to support families in difficult financial situation, he can make a contribution of 5 000 CZK, 10 000 CZK or 15 000 CZK to the school help fund. In that case, we ask him to tick the corresponding box below. He will be asked to pay this contribution upon the invoice in the beginning of the first term.

5) Payment terms

Invoices must be paid at each term (except for the annual invoices), within 15 days at the latest following receipt of the invoice. There are three terms: September-December (40% of the annual rate), January-March (30% of the annual rate) and April-June (30% of the annual rate).

The payers cannot affect the matching of their payments to the debt. Their payments are always deducted from the oldest debt.

In case of non-payment on due date, the persons in charge cannot refuse the compensation of the debt by the funds of allocated scholarship (including the travel grant or canteen grant).

The payments in euro are converted according to the official exchange rate of the French Ministry for the Economy and Finance (http://www.economie.gouv.fr/dgfip/taux_chancellerie_change_resultat/pays/CZ) valid on the date of the receipt of the payment (the rate may change every 1st and 16th day of the month).

In case of non-payment on due date, and after two reminders, the person in charge risks legal challenges and may pay the contractual fees for the prosecution as follows:

- 2 500 CZK + VAT in case of payment of the debt after receiving the reminder sent by the attorney at law
- Additional 10 000 CZK + VAT in case of payment of the debt after signing the acknowledgement of debt
- Additional 17 000 CZK + VAT in case of lawsuit and/or execution (absence of the acknowledgement of debt)
- Additional 7 000 CZK + VAT in case of execution due to non-payment pursuant to acknowledgement of debt.

Furthermore, it is at the discretion of Lycée Français de Prague to deny schooling to the child whose person in charge has not timely paid the tuition fees.

PLEASE COMPLETE ALL REQUIRED FIELDS

Surname and name of all siblings having the same legal representative and being enrolled in LFP:

The payer of school fees and registration fee is*:

*** Please do not mention more than one person/company**

The payer of exam enrolment fees is:

The payer wants to be invoiced: **annually (one invoice for the whole year)** **quarterly (one invoice for each term)**

The payer wants to make a donation of: **0 CZK** **5 000 CZK** **10 000 CZK** **15 000 CZK**

ONLY THE PAYER WILL HAVE ACCESS TO THE INVOICE.

Read and approved

Place and date

Signature of legal representative

Signature of payer (if different from legal representative)