



Financial regulations of Lycée Français de Prague school year 2023/2024

Acceptance of these conditions is mandatory for new enrolments or re-enrolments.

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

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

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

1) Tuition fees.

The tuition fees are applied according to the rule of "month invoice".

In case of schooling starting during the month, or 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 (at least one week before) to the following addresses: secretariat@lfp.cz, inscriptions@lfp.cz and facturation@lfp.cz. Otherwise, tuition fees will be due with no regard to the termination.

In case of expulsion of the child from school for disciplinary reasons and 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, decided by the head direction of the school (except external decision, coming from for ex. local or country authorities) and for longer than two consecutive weeks, a deduction will be made. This deduction may apply only in case when no distance schooling is followed and will be calculated 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.

The back-to-school supplies for secondary school (classes 6e – 3e) are not included in the school fees (are at the expense of parents).

Tuition fees are as following:

Rates	Kindergarten	Elementary School	Middle school	High School
All nationalities	CZK 157 500	CZK 174 900	CZK 227 900	CZK 249 100

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 115 000	CZK 115 000	CZK 137 500	CZK 154 000

A **5% reduction** of fees is granted while at least 2 children of the same family are present at the LFP. The notion of 'family' means a household formed of one or more legal guardians of siblings. This reduction does not apply for the first child but for the second and subsequent children, and to the youngest of them.

Bilingual section: Pupil can be enrolled to the Czech bilingual class since CI grade only and upon filling the entrance multi-disciplinary tests with success. 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 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 following school trimesters, 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 - inscription fees.

Re-enrolment of a pupil is conditioned by the clearance of all due amounts from the previous school years by legal representatives or payers, designated in the previous Financial regulation document.

Admission of a new pupil is conditioned by the payment of application fee. Thus, application fees are to be paid as soon as registration is requested.

Application fees are non-refundable unless registration is denied by the school (in case of 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 subsequent 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 cost is CZK 21 830.

3) **Exam charges.** Exam charges are as follows:

- **Baccalaureate (12th grade) : CZK 11 300**
- **Preliminary Baccalaureate examinations (11th grade) : CZK 5 600**
- **Brevet national diploma (9th grade) : CZK 2 600**

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 to the school solidarity fund. In that case, this donation will be used in particular to finance the participation of pupils in school trips organized by the Lyceum.

The donation can be sent to the following bank account number: 105160166/0100, with the message for the recipient stating "Donation to the LFP solidarity fund".

5) **Invoicing.**

Communication regarding financial issues is conducted with the student's legal representative, who is specified in the Financial regulations by his signature. Information of a financial nature is sent by the school to the email addresses listed in the student's online file.

The legal representatives must ensure the e-mail address is valid for the entire period of the child's studies and until all the school fee invoices have been paid. In the event of a change of email address, the parent is held to notify the school of this change.

Any financial communication between legal representatives and the school must be done via e-mail facturation@lfp.cz.

The invoice will be sent to you electronically to the e-mail address provided by the legal representative and will also be downloadable on the parent financial online platform.

6) **Payment of the invoices.**

Invoices are to be paid annually or quarterly, 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 require to assign their payments to the specific debts. Their payments are always deducted from the oldest debt.

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 charges and may pay the contractual fees for the prosecution as follows (example):

- **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.
- (This list is not exhaustive).

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, also during the school year.

***Data protection:** In application of articles 12 and 13 of the European Regulation 2016-679 of April 27, 2016, relative to the protection of personal data and the amended 'Computer Processing of data and freedom' Act, we inform you that the Lycée Français de Prague in its capacity as Manager of Processing collects data about you for purposes of administrative and financial management of students' schooling and to compile statistics. Your data will be strictly reserved for the administrative and financial management services and will be kept at the French School of Prague for the time necessary to ensure this management. Under our Data Protection Policy, we are committed to protecting your data from harm. In accordance with the art.15 to 22 of the European Regulation 2016-679 of April 27, 2016, relative to the protection of personal data, you can request at any time and free access to your data, rectify or erase, to the LFP Data Protection Officer (RGPD@lfp.cz)*



or the CNIL in the absence of a satisfactory answer within one month. The agent may also oppose the treatment concerning him for legitimate reasons.

I acknowledge that I have read the Financial regulations of the Lycée français de Prague and accept without reservation the principles and obligations arising therefrom.

Date..... At.....

Name and surname of the student:

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Name and surname + signature of the legal representative:

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