

## Financial regulations of Lycée Français de Prague school year 2025/2026

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

These financial regulations are approved for each school year, and their validity is limited to the current school year during which the student attends the Lycée français de Prague (school).

School fees are set annually by the Agence pour l'Enseignement français à l'étranger (AEFE). The current fees for the 2025/2026 school year, as shown below, include the following costs:

- **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 agreed for the current school year at the rate corresponding to the class actually attended by the student concerned. The tuition fees are applied according to the rule of "month invoice". Consequently, for any month started, regardless of the student's arrival or departure date, tuition fees are due in full.

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](mailto:secretariat@lfp.cz) and [facturation@lfp.cz](mailto:facturation@lfp.cz). The departure is not recorded without written notification to the above addresses, and the tuition fees are due in full.

In case of expulsion of the student 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 absence of a student 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 solely upon a written request. A deduction will be calculated 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 e.g. local or country authorities) and for longer than two consecutive weeks, a deduction from the tuition fees 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.

No other deduction or discount from the tuition fees is possible.

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

#### Indicative scale of the tuition fees for the school year 2025/2026:

| Rates             | Pre-school  | Elementary School | Middle school | Secondary School |
|-------------------|-------------|-------------------|---------------|------------------|
| All nationalities | 168 500 CZK | 187 100 CZK       | 241 600 CZK   | 264 000 CZK      |

| Rates                 |   | 4 <sup>th</sup> and 5 <sup>th</sup> grades IS | Middle school IS | Secondary School IS |
|-----------------------|---|---|------------------|---------------------|
| International section | - | 195 900 CZK                                   | 253 000 CZK      | 276 500 CZK         |

| Rates                               | CI Bilingual | 6 <sup>th</sup> grade | 7 <sup>th</sup> /8 <sup>th</sup> /9 <sup>th</sup> grades | 10 <sup>th</sup> /11 <sup>th</sup> /12 <sup>th</sup> grades |
|-------------------------------------|--------------|-----------------------|--|---|
| Pupils from Czech bilingual classes | 133 400 CZK  | 133 400 CZK           | 149 900 CZK  | 167 900 CZK   |

**A 5% reduction** of tuition fees, whatever the price, 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 to the first child but to the second and subsequent children and to the youngest of them.

**Bilingual section czech:** A student can be enrolled to the Czech bilingual class since CI grade (5<sup>th</sup> level) only and upon filling the entrance multi-disciplinary tests with success. Students 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 student who joined the Franco-Czech bilingual integration class before 2025 will continue to benefit from a preferential rate for the rest of his or her schooling, according to a scale of tuition fees established annually.

## 2) Application - inscription fees.

The enrolment of a student is conditioned by the clearance of all due amounts from the previous school years by legal and financial representatives (designated in this Regulation as "payers").

Admission of a new pupil is conditioned by the payment of the 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 the school (LFP) for longer than three subsequent school quarters (terms) between the day of his/her departure and the day of his/her registration renewal. If a student leaves LFP in the course of the academic term (quarter), the period is calculated from the beginning of the following term quarter.

The application fees cost is **CZK 28 380**.

## 3) Exam charges.

Exam charges are as follows:

- **Baccalaureate (12<sup>th</sup> grade) : CZK 7 800**
- **Preliminary Baccalaureate examinations (11<sup>th</sup> grade) : CZK 4 000**
- **Brevet national diploma (9<sup>th</sup> grade) : CZK 1 500**

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 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](mailto:facturation@lfp.cz).

The invoice will be sent to 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, as indicated on the invoice.

There are three terms (quarters): 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](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 16<sup>th</sup> 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:

- **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, and this 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 or to the Czech Personal Data Protection Office (ÚOOÚ), Pplk. Sochora 27, 170 00 Prague 7, Web: [www.uoou.cz](http://www.uoou.cz). 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.**

**I also undertake to respect the LFP's internal rules, which are available [on the LFP's website](#), and I will ensure that my child (the student) respects these rules.**

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

Name and surname of the student:

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Name and surname + signature of the legal representative:

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