

FINANCIAL REGULATIONS

These financial regulations supersede any and all previous financial regulations
In case there is any discrepancy between the French and English versions, French version shall prevail.

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Preamble

The Lycée Français de Shanghai is a private school and includes two legal entities in their own right under Chinese Law: Shanghai French School and Shanghai Yangpu French School.

These Financial Regulations are in force in the Lycée Français de Shanghai, whatever campus the student is assigned to. The Lycée Français de Shanghai is a member of the “Agence pour l’enseignement français à l’étranger” (AEFE) network.

The Lycée Français de Shanghai is managed by the Association of Parents of Students of the Lycée Français de Shanghai, which elects a Board of Directors whose President is the legal representative of Chinese entities.

The Management Committee of the Shanghai French School and Shanghai Yangpu French School reserves the right to modify the following financial regulations in line with their competence, at any time.

The registration or re-registration of a student at the Shanghai French School and Shanghai Yangpu French School implies full acceptance of the following financial regulations.

Article 1 – Definitions

In these financial regulations, the following terms have the following meaning, whether used in the singular or plural forms, unless the context explicitly refers to a different meaning.

1.1 – Down payment

This term defines the amount which is invoiced to Families and Companies during the school year (n) as advance payment on school fees for the following school year (n+1). Its amount is annually determined in the Shanghai French School and Shanghai Yangpu French School’s tariffs which are published on their website.

1.2 – Payment Certificate of school fees

The Payment Certificate of school fees is the document that indicates:

- who shall pay the following Fees
 - o First Registration Fees or Subsequent Registration Fees
 - o School Fees and Construction Fees
 - o Section fees
 - o Transport fees
 - o French language additional Program/Intensive French Program for schooling
- Billing name and address
- families are financially responsible for admin fees and additional costs related to extra activities

This Payment Certificate of school fees is the supporting document used to bill the Fees.

The Payment Certificate of school fees must be signed by both of the legal guardians of the student even though Fees are fully paid by a Company. It is valid for the commitment of the family and / or company which accepts the financial settlement.

There is one certificate per campus, if a child changes campus a new certificate must be signed.

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1.3 – Due Date

This term defines the last date by which Invoices must be paid. The Due Date is mentioned on the Invoices sent by the Shanghai French School and Shanghai Yangpu French School. The Due Date is the starting date of the Dunning process as described in the article “Dunning process”.

1.4 – Registration Fees

The term “Registration Fees” refers to one or the other following Registration Fees.

1.4.1 – First Registration Fees

The First Registration Fees are invoiced when a student is registered for the first time at the Shanghai French School or Shanghai Yangpu French School.

1.4.2 – Subsequent Registration Fees

When a student has withdrawn their application from Shanghai French School or Shanghai Yangpu French School - as described in the article “Withdrawal of Registration – Date of Withdrawal of Registration”, and later a re-registration process is launched, Subsequent Registration Fees are invoiced by the Shanghai French School or Shanghai Yangpu French School.

The amount of the Subsequent Registration Fees is identical to the amount of the First Registration Fees. These Subsequent Registration Fees are due irrespective of the length of time during which the registration of a child was withdrawn from the Shanghai French School or Shanghai Yangpu French School.

1.5 – Invoice – Credit note

The term Invoice defines the document sent by Shanghai French School or Shanghai Yangpu French School which informs Families and Companies of the amount of Fees to be paid.

The term Credit Note defines the document sent by Shanghai French School or Shanghai Yangpu French School which informs Families and Companies that an Invoice has been partially or totally cancelled.

The Invoice or Credit Note will be issued in the name of a Company or in the names of the legal guardians of the child as mentioned under the eduka portal. For a company payer only one name can be registered. These documents are available on LFS On Line for Families and Companies who should download them.

Families or Companies are contacted by e-mail when an Invoice or a Credit note is to be downloaded from Eduka system. The recipients of the e-mail are the legal representatives or the contact indicated on the Payment Certificate of school fees for a company payer.

1.6 – Family

The term refers to the legal guardians of the student. The names of the legal guardians are indicated on the Payment Certificate of school fees.

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1.7 - Fapiao

The term refers to the official Chinese receipts. They are only issued when payment has been received by the Shanghai French School or Shanghai Yangpu French School. The Fapiao is issued under the same name as the one that appears on the Invoice. It cannot be issued in the name of a third-party.

1.8 – Fees

The term Fees unless otherwise noted, concerns any and all the Fees listed thereafter.

1.8.1 – Admin Fees

Admin Fees are used to cover the management expense of registration. Payment must be made at the time of registration. Exemptions cannot be made. Payment cannot be reimbursed even in the event that

- the Lycée Français de Shanghai is unable to offer a place to a student
- the Family finally decides not to register their child or children at Shanghai French School or Shanghai Yangpu French School

Admin fees are due for each child that is to be registered separately.

1.8.2 - School Fees

School Fees refers to the fees to be paid for the schooling of a child for one academic year for all sections. These fees are invoiced according to the rules defined in the article "Billing and Payment methods".

1.8.3 - Construction Fees

Construction fees are used to finance the school's investments and are reimbursed when the student leaves when all invoices issued are paid.

The terms for reimbursement of construction fees are described in the article "Reimbursement of construction fees".


1.8.4 - Fees for French language additional program/ French language intensive Program for schooling (FLSCO)

For the students wishing to enroll or reenroll at the Lycée Français de Shanghai, if the pedagogical team evaluate that they need support in French, to enable them to follow the French school curriculum in good conditions, will be asked to join according to their level, either the French language additional program or the French language intensive Program for schooling. This program has an extra fee.

The FLSCO Program is proposed from the kindergarten section (GS), but for any entry into pre-k 1 or pre-k 2 (PS/MS), the family will meet the principal of the primary school and will be told the conditions of continuity in the school for a non-French speaking child: if at the end of the pre-k 2 (MS) the child has not acquired the required level of French, he will have to join the FLSCO program.

When proposed, this program is compulsory for the student to be accepted into the Lycée Français de Shanghai or for the step up to the next level to be authorized.

The agreement of the FLSCO program fee is signed in the tuition fees payment certificate (see appendix of this document). A specific charter for joining the FLSCO program must be signed by the family.

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These French program fees, intensive or additional program, are non-refundable regardless of the number of hours the student needs in this French program. The fees for the intensive program are per year independently of the arriving or leaving date. The initial duration is expected to be for 2 years. At the end of the 1st year, after an educational assessment, the family will be informed whether it is necessary for the student to continue for one more year. The family will have to pay the lump sum for the second year. At the end of the second year, an educational assessment is carried out in order to determine if an extension to a third year is necessary. This extension is also chargeable.

For the additional program an amount will be invoiced for the school semester regardless the number or hours required. This program can be renewed according to the student's needs and will be chargeable.

1.8.5 – Section Fees

Registration in, International, European or Oriental sections, or in any other language section except for General, leads to an additional Invoice on top of the School Fees Invoice. These are referred to as Section Fees.

Registration in a language section is based on the sole assessment of the Pedagogic team.

For students who will change section during a school year, please refer to the article "Specific case – linguistic section".

1.8.6 – Transport Fees

Transport Fees refers to the fees to be paid for school transportation. Please refer to the article "Registration for school transportation" for rules pertaining to school transportation.

1.8.7 - Fees for Sports and Cultural Activities

Sports and Cultural Activities are optional. Students must register for these activities. There are specific financial regulations for Sport and Cultural Activities detailed in article 7. Registration for these activities lead to specific billing according to the tariffs for Sport and Cultural Activities.

1.8.8 - Additional Costs

1.8.8.1 – Additional academic activities

Based on the class level in which a student is registered, additional academic activities may be offered, specifically examination preparation courses. These are optional and require additional payment. The invoice is issued to legal representative's name. Families are informed of all costs before these activities begin. **Registration is firm and definitive** and payment is due upon registration. No Credit note will be issued in case of absence of a student or complete withdrawal from all such programs.

1.8.8.2 – CNED additional program

These programs only concern the Première and Terminale cycles. These are compulsory specialty modules that would not be offered at the Lycée Français de Shanghai. They are considered as tuition fees but are subject to additional billing. Students are registered by the school, which pays for the

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modules with the CNED organization. These modules are then re-invoiced at cost level to the payer of the tuition fees.

Any other CNED module that the family subscribes to is not supported by the Lycée Français de Shanghai.

1.8.8.3 – Non-restitution of school textbooks and/or library books

The non-restitution of school textbooks or library books or their return in a damaged state leads to an Invoice.

Textbooks are billed at a lump-sum of 300 CNY.

Books from the library are billed at cost value with a 20% markup for administrative costs and customs clearance costs.

1.9 – Day

This term refers to a calendar day.

1.10 - Academic Terms

The academic school year is divided into two Academic Terms:

- First Term: from the first day of school to December 31st. The first period is referred to as “September – December” whatever the date of the first day of school and even if the first day of school is in August.
- Second Term: from January 1st to the last day of classes. This period is referred to as “January-June” whatever the date of the last day of school even if the last day of classes is in July.

1.11 - Payment Plan

This term refers to the document that defines the amount to be paid on a monthly basis for the Fees that can be paid in instalments. This document must be signed by the same legal guardian as the one indicated on the Payment Certificate of school fees. If Families are interested in Payment Plans please refer to the article Payment in Instalments”.

1.12- Withdrawal of Registration – Date of Withdrawal of Registration

The Withdrawal of Registration from school procedure is administered by the Admissions Department.

The Date of Withdrawal of Registration is the date on which the Admission Department **receives the Withdrawal of Registration form**. Any other form of communication to anyone else (teachers, pedagogical team, student affairs or any other department) will not be recognized as an official Withdrawal of Registration. The Withdrawal of Registration form must be signed by the legal guardians.

The withdrawal process is detailed under the parent portal <https://online.lfshanghai.com/> under « departure » category.

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Under no circumstance is a company – whether or not in charge of payment of full or part of the fees - allowed to cancel a student’s school registration

1.13 - Company

The term Company refers to the company which is responsible for payment of all or part of the Fees due for the children of their employees, managers or executives.

1.14 – Subsidized School Meals

The term Subsidized School Meals refers to the amount that is credited on the access card for the Shanghai French School or Shanghai Yangpu French School. The sum is equal to the amount indicated for the set menu on the school website, multiplied by the number of school days.

The card is prepaid for students at the beginning of each month.

The amount leftover on a student’s card on their last day of school cannot be transferred to the student, Family, Company or any other person.

Article 2 –Tariffs

Education at the Shanghai French School and Shanghai Yangpu French School is subject to payment. Fees for each academic year is determined at the General Assembly of Parents of Students of the previous year. The tariffs are published on the school website:

[v https://www.lyceeshanghai.com/financial-information/?lang=en](https://www.lyceeshanghai.com/financial-information/?lang=en)

Fees and Registration Fees are non-negotiable, under no circumstance will the Shanghai French School or Shanghai Yangpu French School grant discounts, even if a Family wishes to register more than one child.

2.1 –Calendar of Billing

Fees are invoiced according to the calendar of billing that is published on the school website. The calendar is available online in March for the next school year.

2.2 - Items included in School Fees

2.2.1 – In Primary: from Kindergarten to CM2 (last year of primary school)

The following are included:

- compulsory school curriculum

- Subsidized Meals at the school cafeteria

<https://www.lyceeshanghai.com/canteen/?lang=en> - school supplies with the exception of annual supplies listed on the school website or the list given at time of registration.

- textbooks lent by the school

- educational projects and school field trips that do not require overnight stay. Nonetheless there may be some field trips for which parents will be asked for financial participation,

- school insurance, as insurance is described on the school website:

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<https://www.lyceeshanghai.com/school-insurance/?lang=en>

2.2.2 - In Secondary (6^e-Terminale)

The following are included:

- compulsory school curriculum
- Subsidized Meals at the school cafeteria per school day and per child based on the cost of the set menu.

The cost for the set menu is available on the school website:

<https://www.lyceeshanghai.com/canteen/?lang=en> - school supplies with the exception of annual supplies listed on the school website or the list given at time of registration.

- textbooks lent by the school
- educational projects and school field trips that do not require overnight stay. Nonetheless there may be some field trips for which parents will be asked for financial participation
- school insurance, as insurance is described on the school website:

<https://www.lyceeshanghai.com/school-insurance/?lang=en> - examinations and the cost of travel associated with the second round of Baccalauréat exam

- certifications scheduled for each language section

In addition, Families whose children are in classes of 2^{nde} and higher may borrow a laptop with the payment of a deposit. The deposit is refunded upon return of the laptop to the IT Department, under the condition that the laptop is not damaged.

2.3 – Items not included in School Fees

The following items are not included in School Fees.

- payment for Sport and Cultural Activities, including the cost of “études dirigées” study hall
- Additional pedagogic activities, school transportation
- School trips that include overnight stay
- The amount that exceeds the subsidization of cafeteria meals
- The cost of specific certifications and preparation for external examinations
- The cost of preparation courses for higher studies, CNED programs for Cycle Terminale specialization

2.4 –Financial Aid

Financial aid may be available by the AEFÉ to children **who are citizens of France** whose legal guardians do not possess adequate funds for Fees. The amount of the financial aid can cover all or part of the fees invoiced by French schools based outside France.

Financial aid is offered but limited to the annual endowment set by the AEFÉ and **is evaluated under the condition of personal resources and inheritance available to the legal guardians.**

Application files for financial aid are available at the French Consulate-General; they must be returned to the Consulate where they will be processed.

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Families who may be eligible for financial aid must contact consular services and **meet all deadlines** for financial aid application.

For more information please consult the site of the French Embassy in China:

<https://cn.ambafrance.org/Bourses-scolaires-19930->

Families awarded an AEFÉ grant will be exempt from construction costs up to the amount of the grant awarded. Families who are no longer beneficiaries of school grants or who see their quota reduced will be re-invoiced for the construction costs up to the reduction in the quota.

2.5- Solidarity Fund

The school offers financial assistance to paying families or self-employed businesses, on tuition fees from the Pre -K to Terminale including:

- Tuition fees for the level
- Language section fees
- FLSCO fees (intensive and additional)
- School transport costs.

Excluded from the fund:

- Sporting and Cultural Activities
- Construction costs
- First registration fees, administrative costs
- School trips and outings (including PROZAP)

The amount allocated to the solidarity fund is determined in the annual budget voted in a general meeting by the members of the Lycée Français de Shanghai association. It is the subject of an account identified in the school chart of accounts. This fund is managed jointly by the school administration and the board of directors. A commission is set up to allocate the portion of the fund to candidate families.

Coverage is limited to 50% of these costs. If the family benefits from an AEFÉ grant, the amount of the latter is deducted from the amount of expenses that may be covered by the fund.

This fund can be renewed each period by decision of the Board for the following period.

The solidarity fund regulations relating to the current year are available on the document portal

<https://online.lfshanghai.com/> or <https://www.lyceeshanghai.com/fonds-de-solidarite/?lang=fr>


Article 3 – Billing and Payment methods

3.1 – Payment Certificate of school fees

The Invoice for each Fee is made according to the Payment Certificate of school fees. This Payment Certificate is filled at the time of student registration (see annexe 1).

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School Fees cannot be separated from the Construction Fees. Consequently, the party responsible for paying School Fees is also responsible for the payment of Construction Fees.

The name of the recipient of Invoices cannot be changed without the signature of a new Payment Certificate of school fees. Only the name on future Invoices can be changed. Invoices that have already been issued cannot be reissued under any other name.

3.2 –Billing

3.2.1 –Recipients

Invoices are issued in English except for those that cover Sports and Cultural activities. The activity chosen will appear in the French language.

Invoices are issued :

- for Families: in the name of the legal guardians indicated on the Payment Certificate of school fees
- for Companies: in the name of the individual listed as the contact. Only one contact can be named within a company.

3.2.2 –Terminology

Invoices at the Shanghai French School and Shanghai Yangpu French School are issued in English. The main Fees will appear as stated thereafter:

- Down payment
- Admin Fees
- Registration Fees
- School Fees
- Construction Fees
- Section Fees
- Transport Fees
- French language additional program
- French language intensive program


3.2.3 –New registration

First Registration Fees and Subsequent Registration Fees are billed when the Family accepts, in writing, placements proposed by the Admissions Department.

Down payment and Construction Fees are invoiced:

- In March if the Family has accepted the placement proposed by the Admissions Department before March
- Upon acceptance of the placement proposed if this acceptance occurs after March.

The registration of the student is only confirmed by the Shanghai French School or Shanghai Yangpu French School after it has received full payment of the Admin Fees and Registration Fees.

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In case a Family decides to withdraw registration of their child at the Shanghai French School or Shanghai Yangpu French School, the Admin Fee, First or Subsequent Registration Fees are still due regardless of the date that the family informs the school of this decision.

In the case of late registration, less than or equal to 30 days before the start of the school year, the family will be asked for payment upon receipt of the invoiced fees, namely:

- Right of first registration
- Construction costs
- Tuition and section fees for the 1st semester.

If at D-15 before the start of the school year, the bills are not paid, the family will receive a reminder which is worth a formal notice.

If on the day of the start of the school year, the Family or the Company has not paid the full payment of the tuition fees invoiced for the School Period n° 1 then the Lycée Français de Shanghai reserves the right to not accept in class the student in class on the first day of the school year.

3.2.4 –Re-registration

At the end of the re-registration process, the Shanghai French school or Shanghai Yangpu French School issues a Down payment Invoice.

If after re-registration, a family decides to withdraw their child from the Shanghai French School or Shanghai Yangpu French School for the new academic term, they must inform the Admissions Department and send the Withdrawal Registration form by May 31st at the latest.

In case of a late re-enrollment, on a date less than or equal to 30 days before the start of the school year, the family will be asked for payment upon receipt of the invoiced fees, namely the tuition and section fees of the 1st semester

If at the date of the first day of the school year, the Family or the Company has not fully paid the Fees for the previous school year and the Fees for the First Term – as defined in article “Academic Terms” – the Shanghai French School or Shanghai Yangpu French School retains the right not to accept the student in class.

3.2.5 – Specific case – Linguistic section

3.2.5.1 – Change during the course of the school year – From General or “Bilangue” section to bilingual, international, European or oriental sections

Registration in Bilingual, International, European or Oriental sections, or in any other language section except for General or “Bilangue”, leads to an additional Invoice on top of the School Fees Invoice.

Subject to the assessment of the Pedagogic team of the Shanghai French School or Shanghai Yangpu French School and the agreement of the Family, student may during the course of the school year change linguistic section from General or “Bilangue” to international, European or oriental sections.

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The billing of the Section fees is made according to the month during which the change occurred. The Section Fees are calculated pro rata, any month that has begun is fully due.

3.2.5.2 – Change during the course of the school year – From bilingual, international, European or oriental sections to General or “Bilangue” section

Some students may during the course of the school year change linguistic section from International, European or oriental sections to General or “Bilangue” sections.

A Credit note is calculated pro rata, any month that has begun is fully due.

3.2.6 –Exemptions-Financial Aid

3.2.6.1 –Students already on financial aid

Families who have received financial aid for all or part of Fees for the previous academic year from the AEFÉ will be invoiced on the basis of the percentage of financial aid applied in the previous year. Invoices will be adjusted as soon as the AEFÉ confirms the percentage of financial aid for the academic year.

Payment is due under the same conditions as payment for students who are not on financial aid. If the percentage of financial aid for the academic year is higher than the percentage of financial aid for the previous academic year, then a Credit Note is issued and the Family is reimbursed for the overpayment that has been made.

3.2.6.2 – Newly registered students with siblings who are on financial aid

In the case of a newly registered student whose siblings already receive financial aid, the invoice for the new student is made on the basis of the percentage of the financial aid applied in the previous year for the siblings.

3.2.6.3 –Students potentially eligible for a financial aid


For students who are not on financial aid but may be eligible for financial aid, and whose siblings are not on financial aid, the Fees are fully invoiced.

Nevertheless, Families who provide Shanghai French School School or Shanghai Yangpu French School with a sworn statement that a financial aid file has been submitted to the French Consulate-General, may only pay 10% of the Fees invoiced with the exception of Admin Fees that must be paid in full.

Invoices are payable under the same conditions as payment required for students not on financial aid.

If financial aid is granted by the AEFÉ then Invoices are adjusted to the percentage of financial aid given by the AEFÉ. If the payment made by the Family exceeds the amount of the adjusted Invoice, then the Family is reimbursed for the overpayment that has been made.

3.2.7-Exemption-Solidarity Funds

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For families benefiting from the solidarity fund, the billing will be subject to a reduction in accordance with the amount allocated by the commission. For this point refer to the solidarity fund regulations

3.3 – Time allotted for payment

Due dates for each payment are indicated on Invoices.

Admin Fees are due at the time when the registration process for each student is launched. The Admissions department will not process files without payment. The admin fees must be paid exclusively by the family. Invoices are issued after payment. The family is responsible to agree with it's company, if any, to get reimbursed for those fees.

The following Fees are due upon receipt of Invoice:

- Admin Fees
- Registration Fees
- Additional costs (such as educational classes organized by the schools)

The following charges should be paid within 30 days*

- Construction Fees Down payment
- School Fees
- Section Fees
- Fees for French language program
- Transport Fees
- Fees for Sport and Cultural Activities

*except for late enrollment/reenrollment, see article 3.2.3 and 3.2.4

3.4 - Payment in Instalments

3.4.1 Payments that can be made in instalments and potential recipients

The Shanghai French School and Shanghai Yangpu French School grant only Families the ability to pay the Fees listed thereafter in instalments if the Family pays for all these fees:

- School Fees with the exception of Down payment
- Section Fees
- Transport Fees

To obtain payment in instalments the Families must strictly follow the guidelines on how to pay in instalments.

Under no circumstance can the following Fees be paid in instalments

- Admin Fees
- Down payment
- First or Subsequent Registration Fees
- Construction Fees
- Fees for Sport and Cultural Activities
- Sole Transport fees and/or sole Section fees
- Sole Fees for French language program

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- Additional Costs (such as educational classes organized by the schools)

As a result, a payment plan can only be offered to the family if the application fees, registration fees, construction fees and deposit have been paid. The re-entry of the child is conditioned by these payments.

By exemption, families who are awarded a scholarship for the school year concerned can settle ASC invoices in two installments:

- 50% on the date of receipt of invoices
 - 50% within an additional period of one month
- Grant families must request it from the financial department

Under no circumstance will Companies be allowed to pay in instalments.

3.4.2 Guideline on how to pay in instalments

Families who wish to take advantage of paying in instalments must direct their request each year in an email to finance.dep@lyceeshanghai.com.

The Finance Department will establish a Payment Plan. This payment plan is reviewed during a meeting with the family and the finance department and will be approved by both parts.

The payment schedule exempts the family from the late payment interest mentioned in Article 4. It should be signed by both of the legal guardians of the student or students.

In case of no-return of a signed Payment Plan within 15 days, the Shanghai French School or School or Shanghai Yangpu French School will assume that the family does not wish to avail of this service. The first instalment of the Payment Plan can be on any date between August 1st and September 1st. The last instalment cannot occur after Mai 10th for the current academic year.

3.4.3 Non-adherence to provisions of the Payment Plan

Families who fail to comply with their signed Payment Plan, without any information to finance department, and for 3 consecutive payment failures, will be rejected from the payment plan procedure and subject to the Dunning process as described in the "Dunning process article". (Article 4)

In addition, the interest due for late payment will be reintegrated into the sums due as specified in Article 4.

3.5 - Students arriving during the school year

School Fees, Section Fees and Transport Fees for students who arrive during the school year are prorated based on the number of months the student attends school. The entire month is due if the student arrives at school between the 1st and the 14th of that month, 50% of the month is due if the students arrive from the 15th of that month.

For example: a student who arrives on February 10th of the year will be invoiced 5/6 (February to June) of Fees of the second Academic Term (January-June). A student who arrives on February 23rd of the year

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will be invoiced 4/6 (March to June) of Fees of the second Academic Term (January-June) +50% of the month of February.

Admin Fees, Registration Fees and Construction Fees are due in their entirety.

3.6 – Departure during the school year- Absence

Any Academic Term that is started is due in its entirety.

In case of departure during the school year or any absence, regardless of why and for how long, Fees must be paid, with the exception of payment for Transport Fees under condition that the Bus service has been duly informed in writing.

Specific rules regarding Transport Fees are described in the article “Registration for school transportation”. It is nevertheless stated that payment for every month is due in its entirety.

3.7 –Expulsion from School

In the case of temporary suspension of a student from the school regardless of circumstances, Fees are still due; Family or Company cannot claim a Credit Note and/or reimbursement. In the case of permanent expulsion from school, regardless of circumstances, School fees, Section Fees and Transport fees are due in their entirety if the Academic Period has started.

3.8 – Students with specific educational needs - Timetable adjustments

Families who have children with specific educational needs and who attend school on a part time basis must pay Fees in their entirety.

If in the best interest of a child the pedagogic team advises a change or adjustment in the child’s timetable to the Family, Fees must nevertheless be paid in full.

These measures apply also to Companies who are responsible for part or all of the Fees for children with specific educational needs.

Families, who have a “Plan Personnalisé de scolarisation” in which an adult must help the student, will need to sign a specific document with the Shanghai French School.

3.9 –Value Added Tax (VAT)

The Chinese government has implemented the VAT reform at the national level since May 1st, 2016. The School Fees are exempted from VAT.

3.10 - Methods of payment

Payment of Invoices must be made in CNY RMB on the bank account of the home campus respectively Qingpu or Yangpu.


3.10.1 - Payment via bank transfers

3.10.1.1 – Payment from a Chinese Bank account

Payments from a Chinese bank account must be made in CNY to the bank account that the Shanghai French School or Shanghai Yangpu French School maintains with the Bank of Hangzhou.

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For Shanghai French School (Qingpu Campus)

Account Name / 账户名称: 上海法国外籍人员子女学校 Bank Name / 开户行名称: 杭州银行股份有限公司上海分行 Account Number / 账号: 3101040160000855731 Branch Code / 行号: 313290030013
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For Shanghai Yangpu French School (Yangpu Campus)

Account Name / 账户名称: 上海杨浦法国外籍人员子女学校 Bank Name / 开户行名称: 杭州银行股份有限公司上海分行 Account Number / 账号: 3101040160000877834 Branch Code / 行号: 313290030013
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3.10.1.2 – Payment from a foreign Bank account

Payments from a foreign bank account (outside mainland China) must be made to the following bank account:

Pour Shanghai French School (Qingpu Campus)

Bank Name: Bank of China Shanghai Changning Sub-Branch Bank Address: 1F, No. 2067 Yan'An West Road, Shanghai 200336, China Account Name : Lycee francais de Shanghai Account number: 4377-5922-3323 Swift code : BKCHCNBJ300 CNAPS code : 104290003365

Pour Shanghai Yangpu French School (Yangpu Campus)

Bank Name: Bank of China Shanghai Changning Sub-Branch Bank Address: 1F, No. 2067 Yan'An West Road, Shanghai 200336, China Account holder: Shanghai Yangpu French School Account number : 4338-7827-6946 Swift code : BKCHCNBJ300 CNAPS code : 104290003365
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(*Lycee Francais de Shanghai must be written without accent and cedilla)

Foreign currencies are accepted at the Bank of China account that Shanghai French School or Shanghai Yangpu French School maintains. The currency is converted by the Bank of China at the rate of the day when funds are received. Please refer to the Bank of China site for exchange rates.

<http://www.boc.cn/sourcedb/lswhpj/index2.htm>

3.10.1.2.1 – Exchange rate difference

All foreign exchange rate differences, from a payment in foreign currency, which result in an underpayment must be compensated for by the sender of the bank transfer.

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3.10.1.2.2 - Bank fees

The sender of a bank transfer is responsible for all bank fees associated with a payment from abroad. This includes bank fees that may be charged to the Shanghai French School or Shanghai Yangpu French School by the Bank of China.

3.10.2 - Payment by Union Pay bank Card /payment in Cash / Wechat and Alipay payments

Payment may be made by a Union Pay card, by cash *and by Wechat or Alipay (see below)*.

Payment by cash may be made in exceptional cases.

3.10.2.1 - Qingpu Campus

On Qingpu Campus, payments can be made during the school year in the Accounting Department (room C341) by Union Pay bank card, by cash, by Wechat (only by scanning the QR code on mobile phones) and Alipay (only by scanning the QR code on mobile phones). Opening hours are Monday to Friday from 08.00 to 12.30 and from 13.00 to 17.00

For payment during holidays, it is advisable that you make an appointment at 00 86 21 39760555 ext. 538 or via email at finance.dep@lyceeshanghai.com

3.10.2.2 - Yangpu Campus

On Yangpu Campus, payments can be made during the school year at the Reception by Union Pay bank card, by cash, by Wechat (only by scanning the QR code on mobile phones) and Alipay (only by scanning the QR code on mobile phones). Opening hours are Monday to Friday from 08.00 to 12.30 and from 13.30 to 17.00

For payment during holidays, it is advisable that you make an appointment by calling 00 86 21 68976589 ext. 714.

3.11 - Issuance of Fapiao


3.11.1 – Type of Fapiao

The Shanghai French School and Shanghai Yangpu French School do issue exclusively “Normal VAT fapiao” i.e. fapiao with non-deductible VAT.

3.11.2 – Issuing a Fapiao

Fapiao are issued only in the name of the person to whom an Invoice has been issued. They are issued only after payment has been received by the Shanghai French School or Shanghai Yangpu French School.

No Fapiao is issued for Construction Fees because those Construction Fees are refundable when the student is withdrawn from the Shanghai French School or Shanghai Yangpu French School.

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Article 4 – Dunning process

Invoices issued by the Shanghai French school or Shanghai Yangpu French School must be paid at the latest by the Due Date marked on the Invoice.

In case of non-payment by the Due Date, the procedure to recover funds is launched.

- **1st reminder:** Due Date +1day
The first reminder is sent via e-mail.

- **2nd reminder:** Due Date + 15 days
The second reminder is sent via e-mail.

- **3rd reminder:** Due date + 30 days
The third reminder is a final notice. It is sent via e-mail. When Fees are paid by a Company, the Family is also informed on the non-payment of invoice by the Company.
Interests based on PBOC (Peoples' Bank of China) short term interest rate may be levied by the Shanghai French School or Shanghai Yangpu French School as of the Due Date of the Invoice.
As of the date of the third reminder:
 - re-registration of children is blocked
 - student will not be allowed at school
 - registration for all new Sport and Cultural Activities is suspended
 - registration for school trips with overnight stay is suspended

- **The case is handled by a law firm:** Due date + 45 days

With reference to articles 3.2.3 and 3.2.4 if the re-enrollment or enrollment date is less than 30 days from the start date, the pupil may be refused access to the establishment if the invoices are not fully resolved.


Families who benefit from a payment plan must adhere to the agreement made. Failure to do so will result in the initiation of the Dunning process.

When the account of either a Family or Company is in arrears, the Dunning process is launched for the amount of all the Invoices that are unpaid. The reminder which is sent is based on the oldest Invoice.

Article 5 – Reimbursement of Construction Fees

5.1 – In case of Withdrawal of Registration of a student

The Withdrawal of Registration of a student leads to the reimbursement of Construction Fees. The following provisions also apply to students in class of “Terminale” who will leave the Shanghai French School or Shanghai Yangpu French School after they have passed their Baccalauréat (final year exam).

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The reimbursement is exclusively made to the person or to the Company which has initially made the payment of Construction Fees.

For the reimbursement to take place, Family and/or Company must not owe any money to the Shanghai French School or Shanghai Yangpu French School.

All Fees that may be left unpaid will be deducted from the reimbursement to be made regardless to whom the reimbursement is to be made – either a person or a Company:

- School Fees, Transport Fees, Section Fees
- Non-returned school textbooks
- Non-returned books, magazines, CD, DVD ... from the library
- Fees for Sport and Cultural Activities, school trips
- Etc.

The reimbursement of Construction Fees shall take place within three months of the final departure date of the Student, and only if the necessary documents have been provided by the Family or Company to the Shanghai French School or Shanghai Yangpu French School (passport photocopy and bank details). Those documents must be sent to the following email address: finance.dep@lyceeshanghai.com.

If the family or the company does not confirm the requested items, beyond 5 years (five years) it will no longer be possible to claim reimbursement.

5.2 – In case of change of payer

The family is fully responsible to inform the finance department in case of any payer changes.

A new Payment Certificate of School Fees leading to a change of payer (from Family to Company / from Company to Famille or from Company to Company) for the School Fees and Construction Fees leads to the reimbursement of the Construction Fees that have been initially paid.

The reimbursement is exclusively made to the person or to the Company which has initially made the payment of Construction Fees.

The new payer must pay the Construction Fees at the tariff in effect at the time of the first registration of the student. Construction Fees cannot be transferred from one payer to the other.

The reimbursement of Construction Fees shall take place within three months of the final departure date of the Student, and only if the necessary documents have been provided by the Family or Company to the Shanghai French School or Shanghai Yangpu French School (passport photocopy and bank details). Those documents must be sent to the following email address: finance.dep@lyceeshanghai.com.

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5.3 – Reimbursement methods

5.3.1 – Initial payment from a Chinese bank account

When the initial payment for the Construction Fees has been made from a Chinese bank account, Construction Fees are reimbursed onto that Chinese bank account or onto any other Chinese bank account as long as the bank holder is the same as the one who paid the Construction Fees

The reimbursement cannot be made onto a foreign bank account.

It is the Family or Company responsibility to maintain a Chinese bank account in the name of the original payer in order to be reimbursed.

5.3.2 – Initial payment from a foreign (outside mainland China) bank account

When the Construction Fees have been paid in a foreign currency from a foreign bank account (including Hong Kong and Macau), Construction fees can be reimbursed either:

- In CNY onto a Chinese bank account as long as the bank account holder is the same one as the one who paid the Construction Fees. The amount which will be reimbursed will be the countervalue of the foreign currency amount, on the day of reimbursement.
- In the foreign currency that was used to do the initial payment onto the bank account that was used to do the initial payment and only if the school fees have been paid in the previous year from this bank account. Reimbursement onto a different foreign bank account than the one used initially is not possible. If the school fees have not been paid from this bank account, then the school will only be able to reimburse in CNY onto a Chinese bank account as long as the holder is the same one who paid the construction fees. The amount which will be reimbursed will be the countervalue of the foreign currency amount, on the day of reimbursement.

Article 6 –Registration for School Transportation

The Shanghai French School and Shanghai Yangpu French School offer a transportation service to Families under certain conditions. The service must be paid for.


The service is available to children over the age of 3 years on the first day they use the bus.

Meeting points are arranged by the Shanghai French School or Shanghai Yangpu French School. For information, please refer to:

<https://www.lyceeshanghai.com/transport/?lang=en> Registration and payment do not include the creation of new meeting points. Families are responsible for arranging their own transportation to the meeting point that will be indicated to them by the Bus service.

All students who use the transportation service are expected to respect the Bus Chart published on the school website <https://www.lyceeshanghai.com/transport/?lang=en> and that is also available in the “*Carnet de correspondance*”. Failure to observe the rules will lead to temporary suspension or complete exclusion from using the service. No reimbursement will be given.

Bus tariffs are the same for all distance and meeting points to either campus where a student is registered or however often the student uses it.

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Payment related to transportation are made in conjunction with the rules described in the article Methods of payment.

Families who do not wish to use the bus service anymore must submit a written request two (2) working days in advance to the following e-mails:

Qingpu Campus : bus.qingpu@lyceeshanghai.com

Yangpu Campus : bus.yangpu@lyceeshanghai.com

Payment for each month must be made in its entirety.

A Company cannot cancel student registration from transportation service even if it is paying for the service.

Students who have not registered for the transportation service are not allowed to take the bus under any circumstance.

Article 7 –Registration for Sports and Cultural Activities

Registration for sports and cultural activities can only be done if the family is up to date with school fees. Participation in Sporting and Cultural Activities gives rise to invoicing.

In the following articles, sports and cultural activities will be designated by the acronyms ASC.

7.1- ASC prices

The financial participation of families in ASCs is indicated at the time of communication of programs and registrations. The prices include all the costs related to the organization of the ASCs: the remuneration of the coordinator, the expenses of ASC school trip, the equipment, the rentals of the structures if necessary, the trips to Shanghai, the costs related to the participation in the different leagues , uniforms and other miscellaneous costs..

7.2- Billing

7.2.1- GENERAL BILLING PROCEDURES

- The activity confirmed at the end of the first session is that which gives rise to invoicing for the ASC activity.

- Stopping an ASC activity is possible free of charge after the first session only. A refund can only be granted in the cases specified in paragraph 7.3. The deadline for canceling participation in the ASC is communicated by e-mail, with each registration campaign, by the ASC service. After this date, the issued invoice will be due.

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- ASC invoicing is established, in the name of the student's legal representatives, by the financial department of the LFS. Invoices are issued in CNY. In no case can ASC invoices be issued in the name of a company. The invoices are posted on the Eduka portal of each of the families.

- Invoices are issued without VAT.

- Invoicing for semi-annual and annual ASCs is issued upon registration and payable in one installment within 30 days.

7.2.2- MODALITIES FOR CHANGING ASC ACTIVITIES BEYOND THE SECOND SESSION

In the event of activity changes during the period, subject to the approval of the person in charge of the ASCs, invoicing will be modified as follows:

- The change of activity towards a cheaper activity does not however give rise to the reimbursement of the price difference.

- The change of activity towards a more expensive activity entails additional invoicing in proportion to the number of sessions remaining to be performed over the period of the activity.

7.2.3- REGISTRATION PROCEDURES FOR AN ASC ACTIVITY DURING THE YEAR

In the event of registration for an activity during the period, subject to the approval of the person in charge of the ASC, from the second session, invoicing is established on the basis of the number of sessions remaining to be carried out over the period of the activity and from the first session in which the student has participated.

7.3- Credit notes and reimbursements


Only the following cases can give rise to the establishment of a credit note and a potential reimbursement:

- Definitive departure from LFS

- Prolonged absence of more than 3 consecutive weeks following an illness or a medical problem and on presentation of a medical certificate.

- Inability to schedule following a change in the student's schedule or a change in the ASC schedule incompatible with the student's schedule.

The financial department of the LFS establishes the credit note corresponding to the number of sessions that will not be performed and may reimburse the family or ask the family to deduct the amount of the credit on the next payment. The reimbursement is made exclusively in CNY regardless of the currency that was used to settle the invoice.

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The reimbursement can be made by bank transfer to the bank account of the student's legal guardians, provided that this account is domiciled in a bank branch located in China, failing which the reimbursement is made in CNY cash.

No ASC reimbursement will be made to families:

- In the event of atmospheric pollution because ASC activities are in any case maintained indoors and / or adapted.
- In the absence of a supervisor because ASC activities are maintained anyway.

Cancellation of ASC activities:

In the event of cancellation of ASC sessions for a minimum of 3 consecutive weeks, either for an administrative closure or for any other reason, the LFS will reimburse the semester and annual ASCs or ask the family to deduct the amount of the credit on the next payment under the conditions described below.

Families will receive a credit which will be calculated:

- In proportion to the ASC sessions canceled during the current semester or year,
- Respecting the principle of non-profit organization, the school will reimburse families for uncommitted costs.

7.4 Payment of invoices

Payment of invoices is subject to the same rules as the other fees invoiced by the Lycée Français de Shanghai mentioned in articles 3.3- Payment terms, 3.4- Payment schedule, 3.10- Payment method and 4-Reminder procedure.


Article 8 – Deteriorations

The Shanghai French School and Shanghai Yangpu French School retains the right to bill to the Families the damages it may bear in case of voluntary deteriorations by a student.

This billing is independent from the possible sanctions that could be taken against the student.

Appendix - Payment certificates

See following pages

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Appendix1 – Payment certificate – Qingpu Campus



Ref nr : **FIN-PC-QP-002**

2023/02/20

Shanghai French School 上海法国外籍人员子女学校
Attestation de la prise en charge des frais scolaires
Payment Certificate for school fees / 学费付款证明书

Nom et prénom de l'élève/ Student Name / 学生姓名 : _____

Classe / Class / 年级 : _____

Païement pour / payment for / 支付人 :	Famille / Family/ 家长	Société/ Company/ 公司
Frais de dossier / Admin fees / 注册材料审核费	<input type="checkbox"/>	
Droits d'inscription/ Registration fees/ 注册费*	<input type="checkbox"/>	<input type="checkbox"/>
Frais de scolarité / School fees / 普通教程学费 Frais de construction / Construction fees / 建设费	<input type="checkbox"/>	<input type="checkbox"/>
Frais de section linguistique / Section fees / 特别语言教程附加学费	<input type="checkbox"/>	<input type="checkbox"/>
Transport scolaire / Transport fees/ 校车费	<input type="checkbox"/>	<input type="checkbox"/>
FLSCO intensif / French language intensive program /法语强化课程 Ou /or/或者 FLSCO complémentaire /French language additional program/法语附加课程	<input type="checkbox"/>	<input type="checkbox"/>
Activités sportives et Culturelles / Sports and Cultural Activities / 体育与文化活 动(课外活动)	<input type="checkbox"/>	
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Il est important que tous les frais soient cochés, si un frais n'est pas coché alors la responsabilité du paiement de ce frais incombera automatiquement à la famille. La signature de ce document vaut acceptation du règlement financier en vigueur du Lycée Français de Shanghai qui est identique quel que soit le campus d'affectation de l'élève.

It is important that all the fees are ticked, if one fee is not ticked, we will automatically invoice the family for this fee. By signing this document all parties fully agree with the Lycée Français de Shanghai financial rules in force and applicable regardless which campus the student is assigned.



/请务必在所有选项上打钩，如有未打的选项，它的付款人将被默认为家长。在此文件上签字等同认可上海法国学校现行的财务章程，且无论学生被分配到哪个校区该财务章程均适用。

1/3

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Ref nr : **FIN-PC-QP-002**

2023/02/20

Famille / Family / 家长	Société / Company / 公司
<p>Nous soussignés/ <i>We undersigned</i> / 兹证明我, Madame, Monsieur / <i>Mrs, Mr./</i> 先生, 女士,</p> <p>Responsable 1 : _____</p> <p>Responsable 2 : _____</p> <p>certifions prendre en charge les frais cochés ci-dessus et, le cas échéant, certifions avoir pris connaissance des frais pris en charge par la société ci-nommée /</p> <p><i>are responsible for the payment of the fees ticked above and, hereby certify having read the fees which will be paid by the company /</i></p> <p>.确认将支付以上学生的打勾项目的费用, 并确认知晓以上公司所支付的费用 (如有费用由公司来支付) .</p> <p>Les factures sont établies aux noms des deux responsables légaux et envoyés aux adresses email renseignées dans le portail Eduka. Il est de la responsabilité des parents de mettre à jour leur informations personnelles.</p> <p>The Invoices will be issued to the names of the two legal representatives and sent to the email addresses entered in the Eduka portal. It is the parents' responsibility to update their personal information.</p> <p>付款通知将以两位法定监护人的名字开具, 并发送至在 Eduka 网站中预留的电子邮件地址。父母有责任及时更新其个人信息。</p>	<p>Nous soussignés / <i>We undersigned</i> / 兹证明我公司, (nom de la société / <i>company name</i> / 公司名)</p> <p>_____</p> <p>_____</p> <p>Certifions prendre en charge les frais cochés ci-dessus /</p> <p><i>will be responsible for the payment of the expenses ticked above /</i></p> <p>确认将支付以上学生的打勾项目的费用。</p> <p>Nom de la personne à qui adresser la facture / <i>Name of the person to send the invoice /</i> 付款通知接收人姓名: Monsieur, Madame / <i>Mr. Mrs./</i> 先生, 女士 : _____</p> <p>E-mail (电子邮件) : _____</p> <p>Tel / 电话 : _____</p> <p>Adresse de facturation / <i>address for the invoice /</i> 付款通知邮寄地址 (en chinois si possible / <i>in Chinese if possible /</i> 如有可能请用中文): _____</p> <p>Responsable comptable / <i>Accounts Manager /</i> 财务负责人姓名: _____</p> <p>E-mail (电子邮件) _____</p>

NB. En cas de non-paiement de ces frais, la Shanghai French School se réserve le droit d'annuler l'inscription de l'élève / *Shanghai French School reserves the right to cancel your enrollment to the school if all above fees remain unpaid /* 如果以上款项没有按时付清, 上海法国外籍人员子女学校有权取消该学生的注册。

EN SIGNANT CE DOCUMENT NOUS CERTIFIONS AVOIR PRIS CONNAISSANCE DU REGLEMENT FINANCIER EN VIGUEUR

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	FIN-RF-002-EN 20/02/2023	



Ref nr : **FIN-PC-QP-002**

2023/02/20

通过签署该文件，即证明本人已经阅读正在实施生效中的学校财务章程，并知晓在学生离开上海法国学校之日，如果尚有未支付费用，建设费将被保留作为支付保证金，直至结清未支付费用后方可返还。

Famille / Family / 家长	Société / Company / 公司
Signature des deux responsables / Signature of both Guardians / 两个监护人签字: DATE / 日期:	Signature et tampon de la société / Signature and chop of the company / 签字及公章: DATE / 日期:

 LYCÉE FRANÇAIS DE SHANGHAI 上海法国外籍人员子女学校	Financial Rules 2022-2023	 <small>ÉTABLISSEMENT CONVENTIONNÉ</small> aeфе <small>Agence pour l'enseignement français à l'étranger</small>
	FIN-RF-002-EN 20/02/2023	

Appendix2 – Payment certificate – Yangpu Campus



Ref nr : **FIN-PC-YP-002**

2023/02/20

Shanghai Yangpu French School 上海杨浦法国外籍人员子女学校

Attestation de la prise en charge des frais scolaires

Payment Certificate for school fees / 学费付款证明书

Nom et prénom de l'élève/ Student Name / 学生姓名 : _____

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Frais de dossier / Admin fees / 注册材料审核费	<input type="checkbox"/>	
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FLSCO intensif / French language intensive program /法语强化课程 Ou /or/或者 FLSCO complémentaire /French language additional program/法语附加课程	<input type="checkbox"/>	<input type="checkbox"/>
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	<p>FIN-RF-002-EN 20/02/2023</p>	



Ref nr : FIN-PC-YP-002

2023/02/20

Famille / Family / 家长	Société / Company / 公司
<p>Nous soussignés/ We undersigned / 兹证明我, Madame, Monsieur / Mrs, Mr./ 先生, 女士,</p> <p>Responsable 1 : _____</p> <p>Responsable 2 : _____</p> <p>certifions prendre en charge les frais cochés ci-dessus et, le cas échéant, certifions avoir pris connaissance des frais pris en charge par la société ci-nommée /</p> <p><i>are responsible for the payment of the fees ticked above and, hereby certify having read the fees which will be paid by the company /</i></p> <p>.确认将支付以上学生的打勾项目的费用, 并确认知晓以上公司所支付的费用 (如有费用由公司来支付) .</p> <p>Les factures sont établies aux noms des deux responsables légaux et envoyés aux adresses email renseignées dans le portail Eduka. Il est de la responsabilité des parents de mettre à jour leur informations personnelles.</p> <p>The Invoices will be issued to the names of the two legal representatives and sent to the email addresses entered in the Eduka portal. It is the parents' responsibility to update their personal information.</p> <p>付款通知将以两位法定监护人的名字开具, 并发送至在 Eduka 网站中预留的电子邮件地址。父母有责任及时更新其个人信息。</p>	<p>Nous soussignés / We undersigned / 兹证明我公司, (nom de la société / company name/ 公司名)</p> <p>_____</p> <p>Certifions prendre en charge les frais cochés ci-dessus /</p> <p><i>will be responsible for the payment of the expenses ticked above /</i></p> <p>确认将支付以上学生的打勾项目的费用。</p> <p>Nom de la personne à qui adresser la facture / Name of the person to send the invoice / 付款通知接收人姓名 : Monsieur, Madame / Mr. Mrs./ 先生, 女士 : _____</p> <p>E-mail (电子邮件) : _____</p> <p>Tel / 电话 : _____</p> <p>Adresse de facturation / address for the invoice / 付款通知邮寄地址 (en chinois si possible / in Chinese if possible / 如有可能请用中文): _____</p> <p>Responsable comptable / Accounts Manager / 财务负责人姓名: _____</p> <p>E-mail (电子邮件) _____</p>

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Ref nr : **FIN-PC-YP-002**

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Signature des deux responsables / Signature of both Guardians / 两个监护人签字:	Signature et tampon de la société / Signature and chop of the company / 签字及公章:
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