

FINANCIAL REGULATIONS

These financial regulations supersede any and all previous financial regulations

Updated : January 2017

In case there is any discrepancy between the French and English versions, French version shall prevail.

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Preamble

The Shanghai French School is a private school and a legal entity in its own right under Chinese law. The Shanghai French School is a member of the “Agence pour l’enseignement français à l’étranger” (AEFE) network.

The Shanghai French School is managed by the Students Parents Association of the Shanghai French School which elect a Management Committee whose members are the legal representatives of the legal Chinese entity.

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

The registration or re-registration of a student at the Shanghai 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’s tariffs which are published on the Shanghai French School 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 Admin Fees
 - o First Registration Fees and Subsequent Registration Fees
 - o School Fees and Deposit and Construction Fees
 - o Section fees
 - o Transport fees
- Billing name and address

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

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. 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.

1.4.2 – Subsequent Registration Fees

When a student has withdrawn their application from Shanghai 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.

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.

1.5 – Invoice – Credit note

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

The Invoice or Credit Note can only be issued in the name of a Company or in the name of one of the legal guardians of the child. Under no circumstance can the Invoice bear the name of more than one legal guardian.

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 LFS On Line. The recipient of the e-mail is the contact indicated on the Payment Certificate of school fees. Under no circumstance can the e-mail be sent to other recipients.

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.

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. 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 of the Fees listed thereafter.

1.8.1 - 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. Registration for these activities lead to specific billing according to the tariffs for Sport and Cultural Activities.

1.8.2 - Deposit and Construction Fees

Deposit and Construction Fees are used to finance investments within the school and serve as a guarantee in case Invoices are not paid.

In case of Withdrawal of Registration and only if all Invoices - whatever Fees they concern - have been paid – whether they were issued in the name of the legal guardian or in the name of a Company - the Deposit and Construction Fees will be reimbursed.

Before leaving Shanghai French School all students must return textbooks that are lent. They should also return audio-visual and other material borrowed from the library. By default, the price of books and other material is increased by 20% for administrative and customs fee, and is then deducted from the reimbursement of Deposit and Construction Fees whether the Deposit and Construction Fees have been paid by a legal guardian or a Company.

Students are also required to return all computers and other material that been lent to them by the IT Department.

The regulations concerning the reimbursement of Deposit and Construction Fees are communicated to Families and Companies when a student is no longer registered at the school.

1.8.3 – 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 Shanghai French School is unable to offer a place to a student
- the family decides in the end not to register their child or children at Shanghai French School

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

1.8.4 - School Fees

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

1.8.5 – Section Fees

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. These are referred to as Section Fees.

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

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 - Additional Costs

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. 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.

1.9 – 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.

For more details, please click on the following link :

<http://www.lyceeshanghai.com/inscriptions/procedure-de-radiation/>

Under no circumstance can a Company withdraw a student from the school even if it is responsible for payment of all or part of the Fees.

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. 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 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:

<http://www.lyceeshanghai.com/inscriptions/frais-de-scolarite/>

Fees and Registration Fees are non-negotiable, under no circumstance will the Shanghai 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 on the day tariffs are published.

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 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:

<http://www.lyceeshanghai.com/infos-parents/restauration-2/restauration/>

- 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:
<http://www.lyceeshanghai.com/infos-parents/assurance-scolaire/>

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:

<http://www.lyceeshanghai.com/infos-parents/restauration-2/restauration/>

- 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:
<http://www.lyceeshanghai.com/infos-parents/assurance-scolaire/>
- 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 2nde 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 costs for extracurricular activities other than Sport and Cultural Activities
- 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

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.

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:

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

Families that are no longer recipients of financial aid will be invoiced Deposit and Construction Fees at Family rate.

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).

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

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 Deposit and Construction fees are also invoiced at that time.

In case of non-payment by Due Date, the Shanghai French School reserves the right to offer placement to another student.

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

This Down payment and First or Subsequent Registration Fees must be paid no matter who has been invoiced, whether the Family or a Company.

3.2.4 –Re-registration

At the end of the re-registration process, the Shanghai French school issues a Down payment Invoice. In case of non-payment by the Due Date, the Shanghai French School reserves the right to offer placement to another student.

If after re-registration, a family decides to withdraw their child from the Shanghai 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. By default, the Down payment must be paid no matter who has been invoiced, whether the Family or a Company.

3.2.5 –Exemptions-Financial Aid

3.2.5.1 –*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.

3.2.5.2 – *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.

3.2.5.3 –*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 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.

3.3 – 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. Invoices are issued after payment.

The following Fees are due upon receipt of Invoice :

- Deposit and Construction Fees
- Down payment
- Fees for Sport and Cultural Activities
- Additional costs

The following charges should be paid within 30 days

- School Fees
- Section Fees
- Transport Fees

3.4 - Payment in Instalments

3.4.1 Payments that can be made in instalments and potential recipients

The Shanghai French School grants only Families the ability to pay the Fees listed thereafter in instalments :

- 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
- Deposit and Construction Fees
- Fees for Sport and Cultural Activities
- Additional Costs

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 in an email to finance.dep@lyceeshanghai.com.

The Finance Department will establish a Payment Plan. The first instalment of the Payment Plan can be on any date between July 1st and September 1st. The last instalment cannot occur after April 30th for the current academic year.

The Payment Plan will be addressed to the legal guardians of the student or students by e-mail. It is imperative that it be returned, signed and dated to the Finance Department of the school at the e-mail address aforementioned.

In case of no-return of a signed Payment Plan, the Shanghai French School will assume that the family does not wish to avail of this service.

3.4.3 Non-adherence to provisions of the Payment Plan

Families who fail to comply with their signed Payment Plan will be subject to the Dunning process as described in the "Dunning process article".

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.

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

Admin Fees, Registration Fees and Deposit 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.

Non-justified absences may lead to suspension.

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.

3.9 –Value Added Tax (VAT)

The Chinese government has implemented the VAT reform at the national level since May 1st, 2016. The rate of VAT applicable to the education sector is 6%.

The Shanghai French School has requested a waiver of the VAT from Chinese financial authorities. While the matter is still pending, Invoices are issued with 0% VAT.

If the waiver is not granted by the Chinese fiscal authorities, Invoices will be recalculated to include the VAT. Families and companies will be obliged to pay the VAT amount, including the VAT amount on previous Academic Terms.

3.10 - Methods of payment

Payment of Invoices must be made in CNY.

3.10.1 - Payment via bank transfers

Thereafter are bank details for the Shanghai French School :

BANK OF CHINA – Shanghai Changning Sub Branch 1F. N° 2067 Yan’An West Road Shanghai 200336 China Account holder : 上海法国学校 Account number : 4377-5922-3323 Swift code : BKCHCNBJ300 CNAPS code : 104290003365	中国银行上海市长宁支行 地址：上海市延安西路 2067 号 1 楼 邮编：200336 户名：上海法国学校 账号：4377-5922-3323 Swift code : BKCHCNBJ300 行号：104290003365
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Families or Companies that use a bank transfer online system that does not accept Chinese characters, must state the name of the account holder as : Lycee Francais de Shanghai.

Foreign currencies are accepted at the Bank of China account that Shanghai 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/whpj/enindex.html>

3.10.1.1 – 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.

3.10.1.2 - 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 by the Bank of China.

3.10.2 - Payment by Union Pay bank Card and payment in Cash

Payment may be made by a Union Pay card or by cash.

Payment by cash may be made in exceptional cases.

3.10.2.1 - Qingpu Campus

All payment by Union Pay card and cash may be made during the school year, not during holidays, in the Accounts Department (room C341). 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 at 00 86 21 39760555 ext. 535 or via email at finance.dep@lyceeshanghai.com

3.10.2.2 - Pudong Campus

All payment by Union Pay card and cash may be made at the Pudong campus reception from Monday to Friday from 08.00-12.30 and 13.30-17.00

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

3.11 - Issuance of Fapiao

3.11.1 – Type of Fapiao

The Shanghai French School issues 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.

Article 4 – Dunning process

Invoices issued by the Shanghai 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 +15 days
The first reminder is sent via e-mail.

- **2nd reminder :** Due Date + 30 days
The second reminder is sent via e-mail.

- **3rd reminder :** Due date + 45 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 as of the Due Date of the Invoice.
As of the date of the third reminder:
 - re-registration of children is blocked
 - 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 + 60 days

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 –Registration for School Transportation

The Shanghai French School offers 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. For information please refer to:

<http://www.lyceeshanghai.com/infos-parents/transport-2/transport/>

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 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. 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 : james.gu@lyceeshanghai.com

Pudong Campus: luc.xu@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 6 –Registration for Sports and Cultural Activities

Participation in Sports and Cultural Activities are subject to additional costs and will be invoiced. Sport and Cultural Activities have specific financial regulations.

Annexes

Annexe 1 – Payment Certificate of school fees

Attestation de la prise en charge des frais scolaires
/ Payment Certificate of 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 :**

Paiement par / paid by / 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"/>	<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 dépôt et 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"/>

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.** / It is important that all the boxes for fees are ticked, **if one box for fee is not ticked families will automatically be invoiced for this fee.** / 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。

La signature de ce document vaut acceptation du règlement financier en vigueur du Lycée Français de Shanghai / By signing this document all parties fully agree with the Shanghai French school financial rules in force / 在此文件上签字等同认可上海法国学校现行的财务章程

Famille / Family / 家长	Société / Company / 公司
<p>Nous soussignés/ <i>We undersigned</i> / 兹证明我, Madame, Monsieur / <i>Mrs, M./</i> 先生, 女士,</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>	<p>Nous soussignés/ <i>We undersigned</i> / 兹证明我公司, (nom de la société/ <i>Name of Company</i> 公司名)</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>certifions prendre en charge les frais cochés ci-dessus / <i>will be responsible for the payment of the expenses ticked above</i> / 确认将支付以上学生的打勾项目的费用。</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>Nom du responsable légal à qui les factures seront adressées : (un seul nom) / Name of the person to whom the invoices will be send (one name only) /一个法定监护人的姓名（发票将寄给此人)</p> <p>Adresse email (obligatoire) :</p> <p>E-mail 电子邮件（必选项）:</p> <p>Signature des deux parents / Signature of both parents / 两个家长签字 :</p> <p>DATE / 日期:</p>	<p>Nom de la personne à qui adresser la facture / Name of the person to whom invoice is sent / 付款通知接收人姓名 :</p> <p>Monsieur, Madame / Mr. Mrs./先生, 女士 :</p> <p>_____</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>_____</p> <p>_____</p> <p>Responsable comptable / Accounts Manager / 财务负责人姓名:</p> <p>_____</p> <p>E-mail (电子邮件) _____</p> <p>Signature et tampon de la société / Signature and chop of the company / 签字及公章 :</p> <p>DATE / 日期</p>
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NB. En cas de non-paiement de ces frais, le LFS se réserve le droit d'annuler l'inscription de l'élève / LFS reserves the right to cancel all enrollment to the school if the above fees remain unpaid / 如果以上款项没有按时付清，上海法国学校有权取消该学生的注册。