

Financial Regulations of the Lycée International Français de Taipei (LIFT)

This financial regulation is established by the Board of Directors in accordance with the Articles of Association of Taipei French School Parents' Association, and the committee reserves the right to modify it at any time.

Students enrolling or continuing their studies at LIFT Taipei French Experimental Education Institution must unconditionally comply with the following related regulations:

- Articles of Association of Taipei French School Parents' Association
- Regulations related to campus life issued by the French Ministry of Education
- Internal regulations
- This financial regulation

This regulation is established by the Board of Directors of the Taipei French School Parents' Association and may only be amended by the committee.

1. Tuition and miscellaneous fees

Tuition and miscellaneous fees include the initial registration fee, tuition fee, and Taipei French School Parents' Association membership fee.

1.1 Initial Registration Fee

1.1.1 Annual Initial Registration

The initial registration fee must be paid once the school accepts the student's enrollment application and must be settled in full before the start of the school year, regardless of any circumstances. This fee is non-refundable under any circumstances.

Enrollment becomes official upon payment of the initial registration fee.

The enrollment qualification is valid for three months from the scheduled start date. If this period exceeds three months, the school cannot guarantee the student's placement.

1.1.2 Mid-semester registration

Registration will be officially effective only after the full payment of the initial registration fee and the tuition fees for the current semester have been completed.

For families joining in the middle of the academic year, the school will calculate the tuition fees on a monthly pro-rata basis. Any month that has already started requires full monthly payment.

1.1.3 Re-registration

If a student transfers or leaves the school and obtains a departure certificate, they will be required to pay the initial registration fee again when re-registering.

1.2 Tuition fees

1.2.1 Tuition fees include:

- Fees for formal educational programs
- Textbook costs
- Fees for registering for national exams
- Off-campus educational trips (both overnight and non-overnight)
- Special programs and collaborations organized by the school during the academic year

- Annual mandatory school group insurance

* If a student does not participate in the off-campus educational trips or excursions organized for their class, the school will not provide care services, and fees for meals and extracurricular activities (ECA) will not be refunded.

* The school has provided annual mandatory personal school insurance for each student, and the cost is included in the annual tuition fees.

** Routine medical care or any costs related to illness must be borne by the family.*

1.2.2 Tuition fees do not include:

- Initial registration fee (see Section 1.1)
- Taipei French School Parents' Association membership fee (see Section 1.3)
- Optional lunch fees (see Section 3)
- Optional extracurricular activity (ECA) fees (see Section 4)
- Optional additional charges (e.g., class photos)
- Personal student supplies

1.2.3 Tuition refund policy:

- If a student cancels enrollment **30 days or more before** the official start of the semester, 90% of the tuition fee will be refunded.
- If a student cancels enrollment **between 29 and 1 day(s) before** the official start of the semester, 85% of the tuition fee will be refunded.

- If a student leaves **within the first month of the semester**, 75% of the tuition fees will be refunded.
- If a student leaves **within the second month of the semester**, 50% of the tuition fees will be refunded.
- If a student leaves **after the second month of the semester**, no refund will be provided.

1.2.4 Fee structure - Annual tuition fees (calculated in New Taiwan Dollars)

Tuition fees are calculated on a semester basis:

- First semester (September to January, a total of 5 months)
- Second semester (February to June, a total of 5 months)

** Tuition fees will be regularly updated and announced on the school's official website.*

1.2.5 Sibling discount:

- The second child attending the school will receive a 10% discount on tuition fees (90% of the original fee).
- The third child attending the school will receive a 15% discount on tuition fees (85% of the original fee).
- The discount is applied based on the age order of the enrolled students, with the older child being the first, and the next oldest being the second. (In the event that the younger child enrolls first and the older child enrolls one or more semester later, the following discount structure will apply:

For the first semester of enrollment, no discount will be applied to the younger child's tuition fees.

For the second or more semester, no discount will be applied to the older

child's tuition fees. However, a 10% discount will be applied to the younger child's tuition fees.)

- The discount applies only to tuition fees and does not include the initial registration fee, parent association membership fee, lunch fees, extracurricular activity fees, or other charges.

1.3 Taipei French School Parents' Association membership fee

- Taipei French School Parents' Association membership fee

The membership fee is charged once per family each year and is collected along with the tuition fees.

2. Educational assistance grant

Each year, the French Agency for Education Abroad (AEFE) may provide educational assistance grants to French families in need, based on recommendations from the local review committee. Interested families are encouraged to refer to the "Educational Assistance Grant" section on the school's website for more details.

3. School meals (optional)

As the school's meal provider arranges meals based on the estimated number of meals provided by LIFT, meal fees for the semester that has already started will not be refunded. If a student joins in the middle of the academic year, meal fees will be calculated based on the remaining number of meals.

Meals are only available for full-semester registration and partial registration is not accepted.

4. Extracurricular Activities (ECA) (optional)

The school offers extracurricular activities (ECA), which are scheduled on Wednesday afternoons or after regular school hours. Participation in these activities is voluntary.

Parents are required to select and register their children for extracurricular activities on a semester basis. Once the semester begins, registered activities cannot be changed.

4.1 Extracurricular activity fees:

The semester fees for extracurricular activities vary depending on the activity. For details, please refer to the activity catalog provided to parents at the beginning of the semester.

Once parents confirm the activities, the school will issue an invoice and require payment to be completed by the specified due date.

The school reserves the right to deny participation in related activities for students who fail to pay the extracurricular activity fees on time.

4.2 Extracurricular activity refund policy:

In accordance with relevant Taiwanese regulations, if a cancellation request is made before one-third of the semester has passed, 50% of the fee will be refunded. If it is made after one-third of the semester, no refund will be issued.

- No activities will be provided during typhoon days, and no refund will be given.
- No refund will be provided for student absences due to personal reasons (e.g., missing classes due to participation in school-organized trips or illness).
- However, if a student is unable to attend remaining classes due to medical reasons (e.g., a broken arm) and provides a doctor's certificate, the remaining course fees will be fully refunded, minus any costs for equipment or materials already incurred by the ECA partner.

Refunds will be issued as a deduction from the tuition fee balance, meaning the corresponding amount will be deducted from the invoice of the following semester.

In the event that the child does not enroll for the following semester, the refund will be made prior to the completion of the child's departure from the school.

5. Payment methods:

5.1. Billing and payment deadlines:

Tuition fees are directly borne by the student's family, and any agreements between parents and their employers do not involve LIFT Taipei French Experimental Education Institution.

Each semester, the school will issue invoices for tuition fees and meal fees. Additionally, a second invoice will be provided during the semester for extracurricular activities.

All invoices will be accessible and payable through the Taishin Bank school fee portal. Parents must ensure that payment is completed before the payment deadline.

Payment schedule:

- First semester: Invoice will be sent in April, with a one-month payment deadline.
- Second semester: Invoice will be sent in October, with a one-month payment deadline.

5.2 Late payment and penalty rules:

Starting from the payment due date (D0), parents must complete payment by D30 (the due date).

Late payment reminder and penalty rules:

D31-D45 (1-15 days overdue): No penalty → First payment reminder notice is sent.

D46-D60 (16-30 days overdue): 3% late fee added → Second reminder notice is sent, and student's

priority for extracurricular activity selection is restricted.

D61-D90 (31-60 days overdue): Additional 3% (total 6% late fee) → Parents are required to meet with the principal or the CFO to discuss a payment plan.

D91-D120 (61-90 days overdue): Additional 3% (total 9% late fee) → Student's rights to attend school may be restricted (e.g., suspension of classes, prohibition from participating in school activities).

D121 and beyond (over 90 days overdue): 3% late fee added monthly → The school will consider legal action or other measures for collection.

6. Absence and Transfer/Withdrawal

6.1 Absence

No tuition fee reduction will be provided for any period of absence, regardless of its duration.

Meal fees and extracurricular activity fees are calculated for the entire semester. Even if a student does not regularly participate, the full fees must still be paid.

6.2 Transfer/Withdrawal

Families must:

- Notify the school administration and the student's responsible teacher at least one month in advance, and specify the last day of attendance;
- Submit a written request for the school to issue a "Departure Certificate,"

which is required for transferring to a new school;

- Return all textbooks and library books at least two days before departure;
- Settle all outstanding fees.

The school will only provide the student's academic records and *Departure Certificate* once all outstanding payments have been cleared.