

FINANCIAL REGULATIONS 2021-2022

Note: This document is not contractually binding; the LFS reserves the right to modify all financial conditions indicated below. The French Financial regulations shall prevail over translations.

1. FEES 2021 – 2022

The prices hereunder mentioned in 1.1, 1.2, 1.4, 1.5, 1.6 and 1.8 are for a whole school year, i.e. from September 2020 to the end of June or beginning of July 2021.

1.1. ANNUAL SCHOOL FEES (« 학비 ») (1)

	Normal price	Reduced price (2)
Kindergarten and elementary school	12 725 000 KRW	9 743 000 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>8 490 000 KRW</i>	<i>8 490 000 KRW</i>
Middle school	17 495 000 KRW	13 394 000 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>11 889 000 KRW</i>	<i>11 889 000 KRW</i>
High school	19 157 000 KRW	14 666 000 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>12 466 000 KRW</i>	<i>12 466 000 KRW</i>

N.B.:

(1) School fees consist of tuition fees (« 수업료 ») and of a mandatory subscription to the School Parents Association ('A.P.E.'). A.P.E. is a non-profit association for all the parents of the pupils of the French School of Seoul and is the managing body of the French School of Seoul.

(2) The reduced price only applies to children of French nationality that benefit from school grants / scholarship, and to children of French nationality and for which school fees as described above are not fully borne, directly or indirectly, by a company. The term "company" means a legal entity that bears, directly or indirectly, the school fees for its employee or its manager, or for the employee or the manager of its related party. The term "fully" includes the extra charge on income tax related to this benefit in kind. In order to benefit from this reduced price, parents will have to provide the school with a sworn statement about these school fees not being fully borne by a company.

1.2. ADDITIONAL ANNUAL SCHOOL FEES

for students enrolled in Intensive English program of PEAI (*parcours en anglais intensif*) or in American International Section (*Section Internationale Américaine, SIA*)

'Parcours d'enseignement français en anglais intensif' ('PEAI', GS)	1 632 000 KRW
American International Section ('SIA', from CP to CM2)	1 632 000 KRW
American International Section ('SIA', middle school)	1 938 000 KRW
American International Section ('SIA', high school)	2 183 000 KRW

1.3. FIRST REGISTRATION

First registration fees	3 500 000 KRW
Re-enrollment fees	150 000 KRW

1.4. MANDATORY CAFETERIA FEES

Kindergarten and elementary school	1 299 000 KRW
Middle school	1 635 000 KRW
High school: September only	164 000 KRW

1.5. OPTIONAL CAFETERIA FEES

1 meal per week (for high school students from October to June)	308 000 KRW
2 meals per week (for high school students from October to June)	594 000 KRW
3 meals per week (for high school students from October to June)	917 000 KRW
4 meals per week (for high school students from October to June)	1 210 000 KRW
5 meals per week (for high school students from October to June)	1 471 000 KRW
Cafeteria on Wednesdays (kindergarten and elementary school)	316 000 KRW

N.B. : the cafeteria meals on Wednesdays (from PS to CM2) are reserved for those students who registered to the school bus service, and for those students who are enrolled in an extra-curricular activity starting at 12:30.

1.6. OTHER FEES

Seat in the school bus	<i>the school bus is now provided and directly invoiced by a bus company, partner with the LFS</i>
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1.7. FEE FOR BACCALAUREATE (high school diploma) AND OTHER OFFICIAL EXAMS

Early test of High School Diploma, Class of 1^{ère}	
✓ for a student of the French School of Seoul	450 000 KRW
✓ for any other candidate	600 000 KRW
Baccalaureate, Class of Terminale	
✓ for a student of the French School of Seoul	600 000 KRW
✓ for any other candidate	1 000 000 KRW
End-of-Middle-School Examination (DNB), Class of 3^{ème}	
✓ for a student of the French School of Seoul	50 000 KRW
✓ for any other candidate	200 000 KRW

1.8. SCHOOL FEES FOR 'TOUTE PETITE SECTION' (Pre-K section)

'Toute Petite Section' (Pre-K) single school fees	6 182 000 KRW
including tuition fees (« 수업료 »)	5 172 000 KRW

School fees for 'Toute Petite Section' are single and independent of the time the student spends in class. Decisions about the registration of a student in 'Toute Petite Section', and about the number of hours or frequency spent in the class (i.e. number of days or half-days per week) will be only taken by the director and headmaster of the French School of Seoul, depending on availabilities, and of the child's development. No complaint will be accepted in case of refusal of the registration of a toddler or in case of a change in the number of hours spent in the class. Those school fees do not include other fees (cafeteria fees, ...).

1.9. SCHOOL FEES FOR BRIDGE CLASS

New students that are non-French-speaking or whose level of French will be evaluated as insufficient to follow the school classes under appropriate conditions will be proposed to temporarily integrate a bridge class providing a program for intensive learning of French language and French culture. The school fees applicable to this bridge class are the same as the ones of the level the child belongs to.

1.10. DONATION TO THE FUND FOR EXCEPTIONAL FINANCIAL AID

Families are given the opportunity, at the same time they pay the school fees, to make a donation to finance the Fund for Exceptional Financial Aid of the French School of Seoul. This fund aims at bringing an exceptional financial aid, adapted to students that may face difficulties to afford expenses related to their schooling.

2. INVOICING

2.1. Breakdown of school fees

School fees include:

- ✓ schooling;
- ✓ for kindergarten and elementary school only: school stationeries distributed to every student at the start of the school year (the purchase of small stationery items: pens, glue, etc. is to be made by the family); the purchase of school stationeries for middle school and high school students is to be made by the family;
- ✓ the loan of books and textbooks (excluding dictionaries and reference books): the loan of books and textbooks may be subject of a deposit and any lost or damaged book will be charged to the family;

- ✓ one-day field trips and educational projects, that are taking place during school time (a supplementary fee may be required for certain activities and/or field trips).
- ✓ preparation and registration to Cambridge exams are included in school fees for student of CM2, 3^{ème} and Terminale classes; preparation and registration of German language exam of Goethe Zertifikat, Spanish language exam of DELE, or Korean language exam of TOPIK may be included in the school fees once in the school period in the French School of Seoul, if suggested by the related language teacher and validated by the headmaster;
- ✓ school insurance: local insurance coverage acquired by the French School of Seoul for students and teachers covers the risks within the framework of the activities of the school only; this insurance covers neither travel between the place of residence and the school nor the harm committed to others (third party liability) that is to be taken out by parents directly towards an insurance company.

Classes that are cancelled for whatever reason are not subject to any refund.

School fees do not include:

- ✓ cafeteria fees, fees for exams and school bus;
- ✓ the purchase of school stationeries for middle school and high school students;
- ✓ sport uniforms for all students;
- ✓ one-day field trips and educational projects: a supplementary fee will be required for certain activities and/or field trips that include overnight stays and/or that are taking place outside school time;
- ✓ school trips: for every school trip, a fixed-rate financial contribution will be asked to family, based on the calculation as determined by the '*charte des voyages*';
- ✓ extra-curricular activities ('*activités extra-scolaires*' a.k.a. 'A.E.S.'): extra-curricular activities are subject to separate regulations, that are including financial regulations; registration to an extra-curricular activity is worth agreement to the latest applicable extra-curricular activities' regulations;
- ✓ certain exams and preparation to external exams. Costs related to the organization by the French School of Seoul of external competitive exams after high school could be invoiced to the parents of the pupils for which they are organized.

2.2. First registration fee

This is a one-time payment owed for every student at the time of their first registration at the French School of Seoul, upon acceptance of pre-registration. It must be paid within 15 days after issuance of the invoice. The final validation of the registration is guaranteed upon receiving payment of this fee.

The first registration fees are non-refundable even if the registration is cancelled.

In case the registration request is cancelled by the family (the cancellation being mentioned to the chief financial officer [daf@lfseoul.org] and to the treasurer [tresorier.ape@lfseoul.org])

- ✓ during the month following the acceptance of the pre-registration by the school, and before the first day of school of the student: 70% of the first registration fee will be reimbursed to the payer;
- ✓ during the second month following the acceptance of the pre-registration by the school, and before the first day of school of the student: 50% of the first registration fee will be reimbursed to the payer.

After this 2 months deadline, there will be no reimbursement of first registration fees.

The first registration fees are non-refundable when the student leaves the school.

Alumni who want to reapply to the French School of Seoul must repeat the registration process. Only those who have paid first registration fees for school year 2011/2012 and after will be exempted from paying first registration fees, but they will have to pay the re-enrollment fees, as mentioned in paragraph 2.3, in order to validate the re-enrollment in the French School of Seoul.

Alumni who first registered at the French School of Seoul under the system of founders' shares will have to pay off first registration fees if they come back to the French School of Seoul.

Any request for registration or pre-registration is worth agreement to the latest applicable financial regulation for the French School of Seoul.

2.3 Re-enrollment

Re-enrollment fees are due as part of the re-enrollment process to the French School of Seoul. They must be paid within 15 days after issuance of the invoice. The final validation of the re-enrollment is guaranteed upon receiving payment of this fee.

If no payment has been made before May the 10th, the students will be considered as leaving. Consequently, if it is not the case, they will have to repeat the registration process in order to reapply and there is a risk of being put on a waiting list.

In case the re-enrollment request is cancelled by the family (the cancellation being mentioned to the chief financial officer [daf@lfseoul.org] and to the treasurer [tresorier.ape@lfseoul.org])

- ✓ before June the 9th: 70% of the re-enrollment fee will be reimbursed to the payer;
- ✓ before June the 30th: 50% of the re-enrollment fee will be reimbursed to the payer.

After June the 30th, there will be no reimbursement of the re-enrollment fee.

Any re-enrollment request is worth agreement to the latest applicable financial regulations for the French School of Seoul.

2.4 Additional annual school fees

If registration in PEAI or in SIA is cancelled during the school year, the related costs are not subject to any refund unless the cancellation decision was made on the advice of the director of the primary school or the headmaster of the middle school.

2.5 Mandatory cafeteria fees

They cover:

- ✓ the cafeteria on Mondays, Tuesdays, Thursdays, and Fridays for the kindergarten and elementary students;
- ✓ the cafeteria from Monday to Friday for middle school students;
- ✓ the cafeteria from Monday to Friday in September for the high school students

2.6 Optional cafeteria fees

The cafeteria meals on Wednesdays (from PS to CM2) are reserved for those students who registered to the school bus service, and for those students who are enrolled in an extra-curricular activity starting at 12:30; registration must be made for the year or per half-year (based on the extra-curricular activities calendar).

Eating at the cafeteria is compulsory for the high school students from October to June. In September, after having received their children's timetables, parents can choose to register their children for fixed day(s) of the week. There cannot be any change during the school year.

2.7. Founders' share

Founders' shares relate only to students that are still attending the French School of Seoul and who first registered during school years 2010/2011 and older. Previously effected payments will be refundable to the payer only, upon request and after the departure of the student. In the event no request has been made within two years of the student leaving the school, the founder's share cannot be refunded.

2.8. Fees for Baccalaureate (high school diploma) and other official exams

French schools belonging to the AEFÉ network in Asia are pooling the expenses related to Baccalaureate.

The payment of related fees serves to cover the expenses of organisation and registration for the examinations, as well as the costs for monitoring and correcting examinations, transportation and accommodation of examiners for oral examinations.

2.9. Discount for payment in full

A discount of 2% of annual school fees could applied if the payment of these annual fees is made at one time, in full, prior to the beginning of the new school year, i.e. before August 31st, 2021.

This discount applies only to the annual school fees and excludes the additional annual school fees for PEAI and for SIA as well as the other fees (cafeteria fees or first registration fees for instance).

3. PAYMENT CONDITIONS

3.1. Principle

The payment of fees is the families' responsibility only and the totality of the amount due must be settled before the beginning of the school year. In the event of default, the child will not be accepted in class.

3.2. Invoicing and means of payment

All fees are payable in Korean won (KRW) only. Payment must be made solely in Korean won (KRW) by bank transfer. No payment in cash will be accepted.

Please note that all banking fees must be covered entirely by the families. Therefore, please ensure that all transfer payments take into account these additional charges.

Bank reference for transfers:

Bank Name: Standard Chartered Bank

Account No: 385-20-099435

Account Name: APE du Lycée Français de Séoul

SWIFT code: SCBLKRSE

Bank Address: #23, Seorae-ro, Seocho-Gu, Seoul, Republic of Korea

Phone: 822-536-8368

The school office will continue to operate after the end of classes during summer vacations and before the start of next school year, based on dates as mentioned on the French School of Seoul's website.

3.3. Special dispensation

In case of difficulty in making payment of the total invoiced amount at the start of the school year, it is possible to request a special dispensation. Notification of the decision will be received within 10 days.

Pending a favourable decision, the payment of annual school fees must be made in three instalments:

- ✓ 1st payment, at the latest on September 1st 2021;
- ✓ 2nd payment, at the latest on January 1st, 2022;
- ✓ 3rd payment, at the latest on April 1st, 2022.

The first term of the school year lasts four months (from the beginning of September to the end of December) whereas the second and third terms last only three months (from the beginning of January to the end of March, and from the beginning of April to the end of July, respectively). Therefore, the related fees are as below:

3.3.1. TERM TUITION FEES (« 학비 »)

	Normal price		Reduced price	
	1 st term	2 nd and 3 rd terms	1 st term	2 nd and 3 rd terms
Kindergarten and elementary	5 090 000 KRW	3 817 500 KRW	3 897 200 KRW	2 922 900 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>3 396 000 KRW</i>	<i>2 547 000 KRW</i>	<i>3 396 000 KRW</i>	<i>2 547 000 KRW</i>
Middle school	6 998 000 KRW	5 248 500 KRW	5 357 600 KRW	4 018 200 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>4 755 600 KRW</i>	<i>3 566 700 KRW</i>	<i>4 755 600 KRW</i>	<i>3 566 700 KRW</i>
High school	7 662 800 KRW	5 747 100 KRW	5 866 400 KRW	4 399 800 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>4 986 400 KRW</i>	<i>3 739 800 KRW</i>	<i>4 986 400 KRW</i>	<i>3 739 800 KRW</i>

3.3.2. OPTIONAL AND OTHER FEES, PAID BY TERM

	1 st term	2 nd et 3 rd terms
PEAI	652 800 KRW	489 600 KRW
SIA for primary school	652 800 KRW	489 600 KRW
SIA for middle school	775 200 KRW	581 400 KRW
SIA for high school	873 200 KRW	654 900 KRW
Cafeteria for primary school	519 600 KRW	389 700 KRW
Cafeteria for middle and high school	654 000 KRW	490 500 KRW
Cafeteria on Wednesdays	126 400 KRW	94 800 KRW
Cafeteria on September (high school)	165 000 KRW	-
1 meal per week (high school)	102 666 KRW	102 667 KRW
2 meals per week (high school)	198 000 KRW	198 000 KRW
3 meals per week (high school)	305 666 KRW	305 667 KRW
4 meals per week (high school)	403 334 KRW	403 333 KRW
5 meals per week (high school)	490 334 KRW	490 333 KRW

Even in case a three term-basis settlement, the following payments must imperatively be settled:

- ✓ first registration fees, at the time of acceptance of pre-registration;
- ✓ re-enrollment fees, before May the 10th, 2021;
- ✓ fees for mandatory examinations, before the start of the school year in September.

Parents who do not respect the schedule of payment of instalments will not obtain any further dispensation.

Students receiving grants from the French State or awaiting the decision of the State Commission on grants, please refer to paragraph 3.7.

3.4. Delay in payment

In the event payment of fees is not received in full, and a special dispensation has not been requested, a penalty equalling 20 000 KRW per day will be charged for each day the payment of fees is delayed, calculation starting from 45 days after the student begins attending classes.

In case of non-payment, the child will be removed from the list of students, and contentious proceedings will be started if mutual agreement process failed. In case of non-payment at the end of June, the French School of Seoul will no more be re-enrolled for the next school year.

3.5. Departure during the course of the school year

In the event of the departure of a student during the course of the school year, only the school fees (as mentioned on paragraphs 1.1, 1.2 and 1.8) that are covering the bimonthly periods that have not yet begun will be refunded, based on a calculation that does not take into account any discount. The 5 bimonthly periods in the school year are as follows: from the beginning of September to the end of October, from the beginning of November to the end of December, from the beginning of January to the end of February, from the beginning of March to the end of April, and from the beginning of May to the end of June or early July.

However, cafeteria fees and other fees (as mentioned on paragraphs 1.4, 1.5 and 1.6) may be refunded on the basis of the months that are not used provided that the family gives one month's notice.

In any case, refund could be done only to the payer.

In case of force majeure, which would result in the early departure of one or several students or the temporary suspension of the physical classes, the school will offer no refund, and the unpaid school fees will remain owed by the family. The force majeure/superior or irresistible force, is defined as any event such as war, civil war, civil unrest, pandemic, or extreme weather conditions, which cannot be reasonably foreseen or controlled, and which would have a disastrous effect on the financial situation of the school. This policy is necessary for the financial stability of the institution and serves to allow the school to resume its normal operations as soon as such an event has ended.

3.6. Registration during the course of the school year

When a student is registered during the course of a bimonthly period, as described in paragraph 3.5, payment of the school fees (as mentioned on paragraphs 1.1, 1.2 and 1.8) for the current bimonthly period and the following ones are owed in full, without any discount. The admission of the child in class will be possible only upon payment of the charged amounts. A possible spreading of payments follows the same regulations as those described in the paragraph 3.3.

However, cafeteria fees and other fees (as mentioned on paragraphs 1.4, 1.5 and 1.6) are charged only from the beginning of the first month of attendance.

3.7. School grants/scholarships

Grants and scholarships at any level may be obtained for French students, according to the current regulations in France (application file to be collected at the consulate of the Embassy of France).

School fees (including the First registration fee) are to be paid from the beginning of the school year in September at the rate of 10% a month until the decision of the commission is rendered.

Once a favourable decision is rendered, families are required to settle their designated part of the school fees.

In case the request is refused, the fees have to be paid in full.