

FINANCIAL REGULATIONS 2022-2023

Note: the LFS reserves the right to modify all financial conditions indicated below. The French Financial Regulations shall prevail over translations. The Financial Regulations shall prevail over financial data disclosed on the internet website.

1. FEES 2022 – 2023

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 2022 to the end of June or beginning of July 2023.

1.1. ANNUAL SCHOOL FEES (« 학비 ») (1)

	Standard price	Reduced price (2)
Kindergarten and elementary school	12 980 000 KRW	9 940 000 KRW
<i>including tuition fee (« 수업료 »)</i>	<i>8 660 000 KRW</i>	<i>8 660 000 KRW</i>
Middle school	17 905 000 KRW	13 720 000 KRW
<i>including tuition fee (« 수업료 »)</i>	<i>12 186 000 KRW</i>	<i>12 186 000 KRW</i>
High school	19 815 000 KRW	15 235 000 KRW
<i>including tuition fee (« 수업료 »)</i>	<i>12 990 000 KRW</i>	<i>12 990 000 KRW</i>

N.B.:

(1) School fees consist of tuition fee (« 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 and re-enrollment fee 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, each of legal guardians shall provide the school with a statement related to school fees support, or a sworn statement for unemployed legal guardians, certifying that these school fees are not to be 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)	1 665 000 KRW
American International Section ('SIA', from CP to CM2)	1 665 000 KRW
American International Section ('SIA', middle school)	1 980 000 KRW
American International Section ('SIA', high school)	2 230 000 KRW

1.3. FIRST REGISTRATION AND RE-ENROLLMENT

	Standard price	Reduced price (1)
First registration fee	3 500 000 KRW	3 500 000 KRW
Re-enrollment fee (2)	300 000 KRW	150 000 KRW

N.B. :

(1) Eligibility to the reduced price is under the same conditions as mentioned in article 1.1.(2).

(2) Large families of 3 children or more can benefit from an exemption on re-enrollment fee starting from the 3rd child.

1.4. MANDATORY CAFETERIA FEES

Kindergarten (including Pre-K section) and elementary school	1 325 000 KRW
Middle school	1 670 000 KRW
High school: September only	170 000 KRW

1.5. OPTIONAL CAFETERIA FEES

1 meal per week (for high school students from October to June)	315 000 KRW
2 meals per week (for high school students from October to June)	610 000 KRW
3 meals per week (for high school students from October to June)	935 000 KRW
4 meals per week (for high school students from October to June)	1 235 000 KRW
5 meals per week (for high school students from October to June)	1 500 000 KRW
Cafeteria on Wednesdays (kindergarten and elementary school)	325 000 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

*the school bus is now provided and directly invoiced
by a bus company, partner with the LFS*

1.7. FEES 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 | <i>included in tuition fee</i> |
| ✓ for any other candidate | <i>to be determined</i> |

Baccalaureate, Class of Terminale

- | | |
|---|--------------------------------|
| ✓ for a student of the French School of Seoul | <i>included in tuition fee</i> |
| ✓ for any other candidate | <i>to be determined</i> |

End-of-Middle-School Examination (DNB), Class of 3^{ème}

- | | |
|---|--------------------------------|
| ✓ for a student of the French School of Seoul | <i>included in tuition fee</i> |
| ✓ for any other candidate | <i>to be determined</i> |

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

School fees for 'Toute Petite Section' are the same as for any other student belonging to Kindergarten, and are independent from 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.

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;
- ✓ exam fees related to End-of-Middle-School Examination ('DNB', class of 3ème) and to Baccalaureate (class of 1ère and class of Terminale);
- ✓ 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);
- ✓ 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;
- ✓ the French School of Seoul enhances language pathways and excellence for its students. As a consequence, preparation and registration to Cambridge exams – exams being organized by the French School of Seoul and taking place in the school – 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 – these exams not being organized by the French School of Seoul and taking place outside the school and under the responsibility of the student's legal guardians – may be included in the school fees once in the school period at the French School of Seoul, starting from Seconde, for students that regularly followed the related language pathways and being able to target a certification for a 12/B1 level, if suggested by the related language teacher and validated by the headmaster.

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

School fees do not include:

- ✓ cafeteria fees, and school bus;
- ✓ the purchase of school stationeries for middle school and high school students;
- ✓ mandatory sport uniforms for all students; sets of sport uniforms (one summer set and one mid-season set) can be ordered once a year during registration and re-enrollment period, and are delivered at the back-to-school period or when the student arrives in the course of the year;
- ✓ 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.

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 April the 18th, the student runs the risk of being put on a waiting list for the related school year, in case the places are limited.

In case the re-enrollment request is cancelled by the family (the cancellation being mentioned to the chief financial officer [daf@ifseoul.org] and to the treasurer [tresorier.ape@ifseoul.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 PEA1 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.

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 2022;
- ✓ 2nd payment, at the latest on January 1st, 2023;
- ✓ 3rd payment, at the latest on April 1st, 2023.

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 SCHOOL FEES (« 학비 »)

	Standard price		Reduced price	
	1 st term	2 nd and 3 rd terms	1 st term	2 nd and 3 rd terms
Kindergarten and elementary	5 192 000 KRW	3 894 000 KRW	3 976 000 KRW	2 982 000 KRW
<i>including tuition fee (« 수업료 »)</i>	<i>3 464 000 KRW</i>	<i>2 598 000 KRW</i>	<i>3 464 000 KRW</i>	<i>2 598 000 KRW</i>
Middle school	7 162 000 KRW	5 371 500 KRW	5 488 000 KRW	4 116 000 KRW
<i>including tuition fee (« 수업료 »)</i>	<i>4 874 400 KRW</i>	<i>3 655 800 KRW</i>	<i>4 874 400 KRW</i>	<i>3 655 800 KRW</i>
High school	7 926 000 KRW	5 944 500 KRW	6 094 000 KRW	4 570 500 KRW
<i>including tuition fee (« 수업료 »)</i>	<i>5 196 000 KRW</i>	<i>3 897 000 KRW</i>	<i>5 196 000 KRW</i>	<i>3 897 000 KRW</i>

3.3.2. OPTIONAL AND OTHER FEES, PAID BY TERM

	1 st term	2 nd et 3 rd terms
PEAI	666 000 KRW	499 500 KRW
SIA for primary school	666 000 KRW	499 500 KRW
SIA for middle school	792 000 KRW	594 000 KRW
SIA for high school	892 000 KRW	669 000 KRW
Cafeteria for primary school	530 000 KRW	397 500 KRW
Cafeteria for middle and high school	668 000 KRW	501 000 KRW
Cafeteria on Wednesdays	130 000 KRW	97 500 KRW
Cafeteria on September (high school)	170 000 KRW	-
1 meal per week (high school)	105 000 KRW	105 000 KRW
2 meals per week (high school)	203 334 KRW	203 333 KRW
3 meals per week (high school)	311 666 KRW	311 667 KRW
4 meals per week (high school)	411 666 KRW	411 667 KRW
5 meals per week (high school)	500 000 KRW	500 000 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 April the 18th.

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 of the payment of fees is not fully paid within 30 calendar days after the due date on the invoice (generally the September back-to-school date or the student's first day of school), and a special dispensation has not been requested, or in the event a term has not been paid within 30 calendar days after its due date, a penalty for late payment equalling 20% per year of the unpaid amount will be charged, the calculation of the proportion made starting from the due date on the invoice.

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 April, 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.