

# FINANCIAL REGULATIONS 2024-2025

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 2024 – 2025

The prices hereunder mentioned in 1.1, 1.2, 1.4, 1.5 and 1.6 are for a whole school year, i.e. from September 2024 to the end of June or beginning of July 2025.

### 1.1. ANNUAL SCHOOL FEES (« 학비 ») (1)

	Standard price	Reduced price (2)
<b>Kindergarten and elementary school</b>	<b>13 241 000 KRW</b>	<b>10 140 000 KRW</b>
including tuition fee (« 수업료 »)	8 834 000 KRW	8 834 000 KRW
<b>Middle school</b>	<b>18 264 000 KRW</b>	<b>13 995 000 KRW</b>
including tuition fee (« 수업료 »)	12 430 000 KRW	12 430 000 KRW
<b>High school</b>	<b>20 472 000 KRW</b>	<b>15 800 000 KRW</b>
including tuition fee (« 수업료 »)	13 510 000 KRW	13 510 000 KRW

N.B.:

(1) School fees (« 학비 ») 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 signed by her/his employer, 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 FEE

for students enrolled in American International Section ('SIA', from GS to CM2) or in French International Baccalaureate ('Baccalauréat Français International', BFI)

American International Section ('SIA', from GS to CM2)	1 699 000 KRW
American International Section ('SIA', middle school)	2 020 000 KRW
American International Section ('SIA', seconde) or French International Baccalaureate ('BFI', from 1ère to terminale)	2 275 000 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 when all 3 children are enrolled in the French School of Seoul.

#### 1.4. MANDATORY CAFETERIA FEES

		September	From October to June
Kindergarten & Elementary school	Monday, Tuesday, Thursday & Friday	136 400 KRW (mandatory)	1 227 600 KRW (optional)
	Wednesday (students enrolled in SIA and having SIA lessons on Wednesday afternoon:	34 000 KRW (mandatory)	306 000 KRW (optional)
	Wednesday (students who are enrolled in an extra-curricular activity starting at 12:00)	34 000 KRW (mandatory)	306 000 KRW (optional)
	Wednesday (students who are enrolled in school bus)	340 000 KRW (mandatory)	
Middle school	From Monday to Friday	170 400 KRW (mandatory)	1 533 600 KRW (optional)
High school : 10 <sup>th</sup> grade	From Monday to Friday	174 000 KRW (mandatory)	1 530 000 KRW (optional)
High School: 11 <sup>th</sup> & 12 <sup>th</sup> grades	5 meals per week	174 000 KRW (mandatory)	1 530 000 KRW (optional)
	4 meals per week	=	1 263 000 KRW (optional)
	3 meals per week	=	954 000 KRW (optional)
	2 meals per week	=	621 000 KRW (optional)
	1 meal per week	=	321 000 KRW (optional)

## 1.5. FEES FOR BACCALAUREATE (high school diploma) AND OTHER OFFICIAL EXAMS

### Early test of High School Diploma, Class of 1<sup>ère</sup>

- |   |                        |
|---|------------------------|
| ✓ for a student of the French School of Seoul | included in school fee |
| ✓ for any other candidate                     | 400 000 KRW            |

### Baccalaureate, Class of Terminale

- |   |                        |
|---|------------------------|
| ✓ for a student of the French School of Seoul | included in school fee |
| ✓ for any other candidate                     | 710 000 KRW            |

### End-of-Middle-School Examination ('DNB'), Class of 3<sup>ème</sup>

- |   |                        |
|---|------------------------|
| ✓ for a student of the French School of Seoul | included in school fee |
| ✓ for any other candidate                     | 160 000 KRW            |

## 1.6. 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.

## 1.7. 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.

## 1.8. 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 only:

- ✓ schooling;
- ✓ speciality subjects (class of 1ère and class of Terminale) and optional subjects (excluding SIA and BFI) that are included in the pedagogical offer of the French School of Seoul; these subjects are offered only if a minimum number of registered students is reached. The French School of Seoul will ensure the pedagogical continuity of every teaching subject that was started within the French School of Seoul; this can be made by the registration to the CNED (French distance-learning system) being paid by the French School of Seoul;
- ✓ exam fees related to End-of-Middle-School Examination ('DNB', class of 3ème) and to Baccalaureate (class of 1ère and class of Terminale);
- ✓ for high school students, a university counselling programme;
- ✓ for kindergarten: all school stationeries; for elementary school: big school stationeries distributed to every student at the start of the school year; the purchase of all 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 students of CM2, 3<sup>ème</sup> and Terminale classes. For the students of CM2 and 3<sup>ème</sup> classes, it is possible to postpone during 1 year (when they are attending the class of 6<sup>ème</sup> or 2<sup>nde</sup>, respectively) the taking of the Cambridge exam, after validation of the pedagogical team. For the students of Terminale class that would like to take other English language exams, it is possible to register to IELTS or TOEFL exams after validation of the pedagogical team, and ask for the reimbursement of the registration cost to the French School of Seoul after providing the evidence of the paid invoice and provided that the cost is less or equal to the cost of the Cambridge CAE exam as invoiced by the French School of Seoul and as mentioned on the internet website of the French School of Seoul.

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

School fees do not include, amongst others:

- ✓ speciality subjects (class of 1<sup>ère</sup> and class of Terminale) and optional subjects that are not included in the pedagogical offer of the French School of Seoul; in case the families are choosing those speciality or optional subjects, the registration cost to the CNED will be paid by them;
- ✓ cafeteria fees;
- ✓ for middle school and high school students: the purchase of all school stationeries; for elementary school students (CP to CM2): the purchase of small stationeries items as included in the pencil case and as listed in the communication to families;
- ✓ mandatory sport uniforms for all students and mandatory school uniforms for the students concerned;
- ✓ 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 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 and the registrations to Cambridge exams that are not mentioned above as being included in the school fees. Costs related

to the organization by the French School of Seoul of external competitive exams or the preparation of higher education of 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 [[finance@lfseoul.org](mailto:finance@lfseoul.org)] and to the treasurer [[tresorier.ape@lfseoul.org](mailto: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 14th, 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 [finance@lfseoul.org] and to the treasurer [tresorier.ape@lfseoul.org])

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

After June the 30<sup>th</sup>, 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. Modification of schooling during the school year

If registration in *PEAI* or in *SIA* or in *BFI* 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.

### Departure during the course of the school year:

- In the event of the departure of a student during the course of the school year, the family should proceed with the withdrawal process in EDUKA, or a minima inform explicitly and in writing the headmaster [proviseur@lfseoul.org] about the withdrawal date of the student.

Then, only the school fees (as mentioned on paragraphs 1.1, 1.2, 1.7 and 1.8) that are covering the bimonthly periods that have not yet begun will be refunded. 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 and 1.5) 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.

## 2.5. Cafeteria fees

The registration for the cafeteria is mandatory in all of the following cases:

- ✓ The month of September: Monday, Tuesday, Thursday and Friday for Kindergarten (including 'TOUTE PETITE SECTION' (Pre-K section) and elementary school students, and Wednesday only for Kindergarten & Elementary school students who are registered in SIA and who have SIA classes on Wednesday afternoons;
- ✓ Wednesday for students who are enrolled in school bus;
- ✓ The month of September: Monday to Friday for Middle school and High school students.

The registration for the cafeteria is optional in the following cases and under the following conditions:

- ✓ For kindergarten and elementary school students:

- o From October: Monday, Tuesday, Thursday, Friday, and Wednesday for students who are registered in SIA classes and who have SIA classes on Wednesday afternoons. Families can choose either for their child to eat lunch in the cafeteria every day of the week, or not to eat lunch any day of the week, the choice being made for the entire period from October to June without possible modification during the year;
- o Wednesday only for students who are registered for day care or an extracurricular activity starting at 12 p.m., the choice being made for the entire semester (according to the extracurricular activities calendar).
- ✓ For middle school students and high school students in 10<sup>th</sup> grade:
  - o From October: Monday to Friday. Parents can choose either for their child to have lunch in the canteen every day of the week, or for them not to have lunch any day of the week, the choice being made for the entire period from October to June without possible modification during the year.
- ✓ For high school students in 11<sup>th</sup> & 12<sup>th</sup> grades:
  - o From October: parents can choose the days of the week when their child will have lunch in the cafeteria, the choice being made for the entire period from October to June without possible modification during the year.

Only students for whom a protocol accompanied by a medical certificate has been put in place with the school are exempt from the mandatory cafeteria service and have the possibility of coming to have lunch with their lunch box in the school cafeteria.

## 2.6. 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. Principe

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, to the HANA BANK account whose number is individual to any payer and which is indicated both on the invoice and on the EDUKA platform of the payer. 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.

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:

- ✓ 1<sup>st</sup> payment, at the latest on September 1<sup>st</sup> 2024;
- ✓ 2<sup>nd</sup> payment, at the latest on January 1<sup>st</sup>, 2025;
- ✓ 3<sup>rd</sup> payment, at the latest on April 1<sup>st</sup>, 2025.

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 14<sup>th</sup>.

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 <sup>st</sup> term	2 <sup>nd</sup> and 3 <sup>rd</sup> terms	1 <sup>st</sup> term	2 <sup>nd</sup> and 3 <sup>rd</sup> terms
<b>Kindergarten and elementary</b>	<b>5 296 400 KRW</b>	<b>3 972 300 KRW</b>	<b>4 056 000 KRW</b>	<b>3 042 000 KRW</b>
including tuition fee (« 수업료 »)	3 533 600 KRW	2 650 200 KRW	3 533 600 KRW	2 650 200 KRW
<b>Middle school</b>	<b>7 305 600 KRW</b>	<b>5 479 200 KRW</b>	<b>5 598 000 KRW</b>	<b>4 198 500 KRW</b>
including tuition fee (« 수업료 »)	4 972 000 KRW	3 729 000 KRW	4 972 000 KRW	3 729 000 KRW
<b>High school</b>	<b>8 188 800 KRW</b>	<b>6 141 600 KRW</b>	<b>6 320 000 KRW</b>	<b>4 740 000 KRW</b>
including tuition fee (« 수업료 »)	5 404 000 KRW	4 053 000 KRW	5 404 000 KRW	4 053 000 KRW

### 3.3.2. OPTIONAL AND OTHER FEES, PAID BY TERM

	1 <sup>st</sup> term	2 <sup>nd</sup> et 3 <sup>rd</sup> terms
SIA for primary school	679 600 KRW	509 700 KRW
SIA for middle school	808 000 KRW	606 000 KRW
SIA seconde or BFI	910 000 KRW	682 500 KRW
Cafeteria for primary school (4 days)	545 600 KRW	409 200 KRW
Cafeteria for middle school (5 days)	681 600 KRW	511 200 KRW
Cafeteria on Wednesdays (mandatory or optional)	136 000 KRW	102 000 KRW
Cafeteria on September (high school)	174 000 KRW	-
1 meal per week (high school)	107 000 KRW	107 000 KRW
2 meals per week (high school)	207 000 KRW	207 000 KRW
3 meals per week (high school)	318 000 KRW	318 000 KRW
4 meals per week (high school)	421 000 KRW	421 000 KRW
5 meals per week (high school)	510 000 KRW	510 000 KRW

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 3.6.

### 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. Registration during the course of the school year

When a student is registered during the course of a bimonthly period, as described in paragraph 2.4, payment of the school fees (as mentioned on paragraphs 1.1, 1.2, 1.7 and 1.8) for the current bimonthly period and the following ones are owed in full. 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 and 1.5) are charged only from the beginning of the first month of attendance.

### 3.6. 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.