

## FINANCIAL REGULATION 2025-2026

### Preamble

The Lycée Français de Séoul (hereinafter the "LFS") is part of the global network of the Agency for French education abroad (hereinafter the "AEFE"). The LFS is managed by the Parents' Association (hereinafter the "APE"), in accordance with the agreement signed between the AEFE and the APE in 2002 and renewed in 2017. The APE is a not-for-profit organization that brings together all the parents of LFS students and manages the school.

Schooling at the LFS is subject to a fee for all students enrolled. The various fees are detailed in the below financial regulations (hereinafter the "Financial Regulations"), which are updated annually by the APE Board of Management. Any first registration or re-enrolment of students at the LFS implies full acceptance of the Financial Regulations.

The French version of the Financial Regulations shall prevail over any translation and over any financial information published on the LFS website or any other medium.

### 1 – First registration and re-enrollment

#### First registration

An **application fee** is owed upon submission of the first registration application file to the LFS. This is an administrative fee charged for processing the application. This fee is non-refundable, even if the student does not ultimately attend school. The LFS admission team will only begin to process the application once this fee has been paid.

The **first registration fee** (hereinafter referred to as the "DPI") is payable on a one-shot basis and is owed for every student once for the entire duration of her/his schooling at LFS. It is invoiced upon acceptance of pre-registration and 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 DPI is non-refundable and non-transferable.

## Re-enrollment

The **re-enrollment fee** is owed as part of the annual re-enrollment process to the LFS. This is an administrative fee. It 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.

Failure to pay the re-enrolment fee by the due date may result in the student being placed on the waiting list for the school year in question, due to the limited number of places available at the LFS.

Families with three or more children benefit from an exemption on re-enrolment fee from the third child onwards all enrolled at the LFS.

The re-enrolment fee is non-refundable.

## 2 - School fees

The LFS offers to its students two pathways, the registration to which being for a whole school year:

- the **Classic Pathway** (PARLE “*Parcours Adaptés et Renforcés de Langues Etrangères*” in Primary School from PS to CM2; and the General Pathway in Middle School and High School);
- the **International Pathway** (SIA – American International Section - from GS to Seconde in High School; and BFI - French International Baccalaureate - in Première and Terminale in High School).

## Definition of school fees

The school fees (hereinafter referred to as "School Fees") include only:

- **schooling;**
- specialty subjects (“*spécialités*” in the class of Première and Terminale in High School) and **optional subjects** included in the pedagogical programme offered by the LFS; these subjects are offered only if a minimum number of registered students is reached. The LFS will ensure the pedagogical continuity between Première and Terminale of every “*spécialité*” that has been started within at the LFS; this can be

made by the registration to the CNED (French distance-learning system) being paid by the LFS;

- **exam fees** related to the End-of-Middle-School Examination (“DNB”, class of 3ème) and to Baccalaureate (class of Première and Terminale);
- for High School students: a **university counselling programme**;
- for Kindergarten: all school supplies; for elementary school: big school stationeries distributed to every student at the start of the school year;
- 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 requested for certain activities and/or filed trips), as well as one overnight school trips for the whole class, taking place in Korea, from the CE2 class, as defined in the pedagogical programme offered by the LFS (a supplementary fee will be requested to families for school trips taking place outside Korea in compliance with the “Charte des voyages”);
- **school insurance**: the local insurance taken out by the LFS for students covers the risks (damages caused to the students) within the framework of the activities of the school only; this insurance covers neither accidents occurred while commuting 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;
- **foreign language certification exams**: preparation and registration to the Cambridge exams – exams being organized by the LFS and taking place in the school - are included in the School Fees for students in CM2, 3ème and Terminale. For the students in CM2 and 3ème, it is possible to postpone during 1 year (when they are attending the classes of 6ème and Seconde, respectively) the taking of the Cambridge exam, after approval of the LFS pedagogical team. For the students of Terminale, they may choose to take the TOEFL or IELTS instead of the Cambridge exam, after approval of the LFS pedagogical team.

Classes, one-day field trips, overnight school trips or any other activities that could not be attended for any reason will not be subject to any refund.

For the “Toute Petite Section” (Pre-K section), the Kindergarten School Fees are due as a whole for each term started, regardless of the time the student attends the class, which is decided by the LFS management team.

The School Fees do not include, amongst others:

- the CNED registration costs for specialty subjects (“spécialités” in the class of Première and Terminale in High School) and optional subjects that are not included in the pedagogical programme offered by the LFS; in case the families are choosing those “spécialités” or options, the CNED registration cost will be paid by them (warning: some “spécialités” or optional subjects may be withdrawn from the pedagogical programme offered by the LFS if the minimum number of students is not reached);
- the cafeteria fees ;
- for Middle School and High School students: all supplies; 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 that are taking place outside school time: a supplementary fee will be requested to families;
- overnight school trips for the whole class that are taking place outside Korea: a supplementary fee will be requested to families, based on the calculation as determined by the “Charte des voyages”;
- extra-curricular activities (hereinafter referred to as "AES"), extra-curricular services (hereinafter referred to as "SES") and camps: these are governed by separate regulations, which set out the financial conditions in particular;
- 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.

## Amount of School Fees

School Fees ("학비") consist of two parts:

- **tuition fees** ("수업료"), which make up two-thirds of the total amount, and that cover teaching expenses and the school's operating costs;
- a **mandatory subscription to the APE**, which accounts for one-third of the total amount, and that is required by Korean laws and regulations. This subscription funds property investments and the subsequent loan repayments borne by the APE.

The **standard price** applies by default. At least one of the following conditions must apply in order to benefit from the **reduced price**, subject to evidence being provided for each of the legal guardians:

- the student benefits from school grant / scholarship from the French state;
- the student is of French nationality, with one parent seconded to the French embassy, while the other parent does not receive any support from a company for School Fees;
- the student is of French nationality and her/his School Fees are fully paid by her/his parents, i.e. a company does not provide any form of support for School Fees, whether directly or indirectly, in any capacity, be it partial or complete. The term "company" refers to a legal entity that supports, whether directly or indirectly, be it partial or complete, the School Fees of its employee or director, or of the employee or director of its related party.

## 3 - Bridge class

The Bridge class ("Classe Passerelle") is an educational programme for elementary school students (CP to CM2), which aims at providing students with a sufficient level of the French language and culture to help them attending school at the LFS under good conditions (intensive French class). It is taught by specialist teachers. Attending the Bridge class is at the discretion of the LFS management team.

The Bridge class is billed at an **additional fixed price** at the time the student joins the programme.

## **4 - Cafeteria**

### **Mandatory cafeteria**

The cafeteria is mandatory for:

- Kindergarten and Elementary School students:
  - on **Mondays, Tuesdays, Thursdays and Fridays;**
  - on **Wednesdays for students enrolled in the International Pathway;**
  - on **Wednesdays for students riding the school bus;**
- Middle School and High School students: **in September.**

Only students with a medical protocol established between their family and LFS may be exempted and are authorized to bring a lunch bag.

### **Optional cafeteria**

The cafeteria is optional for:

- Kindergarten and Elementary School students: on **Wednesdays for students enrolled in AES or SES starting at noon** (enrolment on a year-basis or half-year-basis according to the AES calendar);
- Middle School and High School students: **from October to June.** Students must select their lunch days by the end of September and this choice is **definitive** for the rest of the school year.

### **Cafeteria fees and service**

Mandatory cafeteria fees are fixed. Optional cafeteria fees are payable as soon as the student registers for this optional service; they are invoiced for the year (for the half-year in the case of a half-yearly AES) on the basis of a fixed daily fee.

The cafeteria service is provided by an external service provider and the number of meals is contractually defined based on:

- the number of students for the mandatory cafeteria;
- the number of students registered for the optional cafeteria.

As a result, cafeteria fees will not be refunded in case of a temporary absence of the student, whatever the reason for the absence.

## 5 - Other invoiced fees

Other fees may be charged depending on the activities the family registered the student to or on the occurrence of certain events: these fees are payable upon registration for the activity or when the event occurs.

These fees may include :

- optional language certifications and exams ;
- preparation for studies after High School or competitive examinations;
- optional school trips or supplements for overnight school trips outside Korea;
- AES, SES and camps;
- breakage or loss of equipment.

Examination fees for the End-of-Middle-School Examination ('DNB') and the Baccalaureate are charged separately to candidates who are not students at the LFS.

## 6 - Founder's shares

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.

## 7 - Terms of payment

Families are **personally liable** for the payment of the School Fees and ancillary fees. When these are paid for by a company, whether partially or in full, families must ensure that the invoices are actually paid. When parents are separated or divorced, both parents **are jointly and severally liable** of the payment of School Fees and ancillary fees. Payment in full is a prerequisite for the start of the school year.

## Billing currency 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. Any banking charges must be entirely covered by the families.

## Payment schedule

The due date for payment is indicated on each invoice. School Fees and ancillary fees are invoiced per school year and must be **paid in full before the start of the school year**. At the time of registration or re-enrollment, parents may request **payment by term** according to the following schedule:

- first payment: no later than **1st September (40%** of the annual amount);
- second payment: no later than **1st January (30%** of the annual amount);
- third payment: no later than **1st April (30%** of the annual amount).

Please note that **application fee, first registration fees and re-enrollment fees** must be paid within 15 days of the invoice being issued, and **cannot be paid by term**.

Parents who fail to comply with payment schedules may be refused payment by term for the following year.

## Late payments

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** equaling 5% 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.



## 8 - Changes to schooling during the 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 [provisieur@lfseoul.org] about the withdrawal date of the student.

In the event of arrival or departure during the course of the school year, **School Fees and Cafeteria Fees are calculated on a term basis**. The school year is divided into **three terms**, defined as follows:

- First term: September to December;
- Second term: January to March;
- Third term: April to June (or beginning of July).

Any term started is due in full. No prorata calculation of School or Cafeteria Fees will be made in the event of temporary absence, whatever the duration or cause.

### **Registration to a Pathway is done on a full school year basis.**

In exceptional cases when the student switches from the Classic Pathway to the International Pathway during the course of the school year, after validation of the switch by the LFS management team, the difference between the School Fees for the Classic and the International Pathways will be invoiced starting from the terms the student started in the International Pathway.

In exceptional case of a switch from the International Pathway to the Classic Pathway during the course of the school year, the difference between the School Fees for the Classic and International Pathways will only be reimbursed for the terms not started in the International Pathway only if this switch is recommended by the LFS management team and accepted by the family.

**In the event of force majeure**, defined as the occurrence of an external and unforeseeable event, the LFS will endeavour to maintain educational continuity as far as possible and to resume its normal activities as soon as possible. In such a case, **School Fees and other fees will not be reimbursed**.

## **9 - School grants**

Students of French nationality who are registered with the French consulate may be eligible for a school grant / scholarship, subject to income and asset conditions (application to be collected and submitted by families to the consulate of the French embassy). The AEFÉ decides on the allocation and amount of the grant, after consulting the local scholarship committee. The families of scholarship students pay the part of the School Fees not covered by the scholarships.

Applications for the scholarship must be made by families:

- from the start of the school year for new students for the current school year;
- in January/February for other students for the coming school year.

For new students, pending the outcome of the Scholarship Committee's decision, 10% of fees and charges (including DPI) must be paid each month until the result of the Scholarship Committee's decision is known. If the scholarship application is rejected, the family must pay all outstanding fees and charges on a monthly basis by the end of the school year. If a scholarship is granted, any overpayment of fees and charges will be reimbursed to the family by the LFS in the term following notification of the result of the Committee.

For students who already benefitted from a scholarship, if the result of the Scholarship Committee meeting is not known at the start of the new school year, the result of the previous Scholarship Committee meeting is taken into account when calculating the fees and charges remaining to be paid by families. The remaining costs are invoiced by tenth on a monthly basis. In the event of a change in the percentage of fees and costs covered by scholarships, the amount of fees and costs remaining payable by the family is recalculated and the adjustment to the remaining amount is spread over the remaining months to be invoiced. If the scholarship application is rejected, the family must pay all outstanding fees and charges for the remaining months to be invoiced by the end of the school year.

## **10 - Donations**

When paying school fees, families have the opportunity to make a donation to the LFS Fund for Exceptional Financial Aid, which is designed to provide exceptional assistance to students that may face difficulties to afford expenses related to their schooling.

7 Seorae-ro, Seocho-Gu,  
06581 Seoul, Republic of Korea  
Website : [www.lfseoul.org](http://www.lfseoul.org)

Tel: +82 (0)2 535-1158  
Fax: +82 (0)2 593-5444  
E-mail: [finance@lfseoul.org](mailto:finance@lfseoul.org)

Business Licence Numbers :  
- French School of Seoul: 114-82-60598  
- Parents' Association of French School of Seoul: 176-84-00011

School approved by the French Ministry of Education and under agreement with the AEFÉ

## 2025-2026 PRICES

Annual School Fees	Standard price	Reduced price
Kindergarten and Elementary School: <ul style="list-style-type: none"> <li>• Classic Pathway</li> <li>• International Pathway</li> <li>• Bridge Class Programme additional fixed price</li> </ul>	KRW 13,920,000 KRW 15,690,000 KRW 1,000,000	KRW 10,290,000 KRW 12,060,000 KRW 1,000,000
Middle School: <ul style="list-style-type: none"> <li>• Classic Pathway</li> <li>• International Pathway</li> </ul>	KRW 19,240,000 KRW 21,340,000	KRW 14,250,000 KRW 16,350,000
High School: <ul style="list-style-type: none"> <li>• Classic Pathway</li> <li>• International Pathway</li> </ul>	KRW 21,690,000 KRW 24,060,000	KRW 16,200,000 KRW 18,570,000
<b>Registration and re-enrollment</b>		
Application fee		KRW 300,000
First registration fee (DPI)		KRW 3,500,000
Re-enrollment fee		KRW 300,000
<b>Annual Cafeteria Fees</b>		
Mandatory cafeteria: <ul style="list-style-type: none"> <li>• Kindergarten and Elementary</li> <li>• Kindergarten and Elementary Wednesdays (International Pathway, bus)</li> <li>• Middle- and High-School (September)</li> </ul>		KRW 1,420,000 KRW 360,000 KRW 180,000
Optional cafeteria (fixed price) : <ul style="list-style-type: none"> <li>• Kindergarten and Elementary Wednesdays (AES and SES)</li> <li>• Middle- and High-School (October to June) per weekly day</li> </ul>		KRW 360,000 KRW 320,000
<b>Exam fees for candidates who are not LFS students</b>		
End-of-Middle-School Examination "DNB" (3ème)		KRW 160,000
Early test of High School Diploma (1ère)		KRW 400,000
Baccalaureate (Terminale)		KRW 710,000