Lycée Français Séoul
서울프랑스학교

FINANCIAL REGULATION 2026-2027

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 non-profit organization that brings together all parents of LFS students and manages the school.

Schooling at the LFS is subject to fees for all students enrolled. The various fees are detailed in the "Financial Regulations", which are updated annually by the APE Board of Management. Any first registration or re-enrollment at LFS implies 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 required upon submission of the first registration application 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 processing the application once this fee has been paid.

The **first registration fee** (hereinafter referred to as the "DPI") is a one-time, non-refundable, and non-transferable fee. It is payable once per student 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 of the invoice issuance. The final registration is only guaranteed upon receipt of this payment.

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Re-enrollment

The **re-enrollment fee** is required annually as an administrative fee and must be paid within 15 days of the invoice issuance. The re-enrollment is only guaranteed upon receipt of this payment.

Failure to pay on time may result in the student being placed on the waiting list for the school year in question, due to limited availability of places at the LFS.

Families with three or more children at LFS are exempt from this fee for tge third child onward.

The re-enrolment fee is non-refundable.

2 - School fees

The LFS offers to its students two educational streams:

- the **Classic Stream** (PARLE "*Parcours Adaptés et Renforcés de Langues Etrangères*" in Primary School; General Stream in Middle and High School);
- the **International Stream** (SIA from GS to Seconde; and BFI in Première and Terminale).

Definition of school fees

What School Fees cover:

- **schooling**;
- specialty subjects ("***spécialités***" in the class of Première and Terminale in High School) and **optional subjects** included in the pedagogical program offered by the LFS; these subjects are offered only if a minimum enrollment number is met. The LFS will ensure the pedagogical continuity between Première and Terminale of every "*spécialité*" that has been started within the LFS; this can be made by the registration to the CNED (French distance-learning system) being paid by the LFS;
- **exam fees** for DNB (class of Troisième) and Baccalaureate (classes of Première and Terminale);
- for High School students: a **university counselling program**;
- for kindergarten: all school supplies;

- for elementary school: key stationery distributed to every student at the start of the school year;
- **books and textbooks** (excluding dictionaries and reference books): the loan may be subject to a deposit and any lost or damaged book will be charged to the family;
- **one-day educational field trips and 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 in Korea for the entire class, starting from the CE2, as defined in the pedagogical program 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 that covers school activities only (damages caused to the students); this insurance does not cover accidents that occurred during commutes between the residence and the school, nor does it cover damages inflicted on others (third party liability), which must be purchased directly by the parents;
- **foreign language certification exams**: preparation and registration to the Cambridge exams being organized by the LFS for students of CM2, Troisième and Terminale. Students in CM2 and Troisième may request to postpone their Cambridge exam by 1 year – taking it in Sixième and Seconde, respectively – pending approval from the LFS pedagogical team. For Terminale students, the option to take TEFL and IELTS instead of the Cambridge exam is available, subject to approval from the LFS pedagogical team.

Missed 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 refund.

For the "*Toute Petite Section*" (Pre-K section), full term kindergarten School Fees apply, regardless of attendance, as decided by the LFS pedagogical team.

The School Fees DO NOT cover:

- the CNED registration costs for specialty subjects ("*spécialités*" in the class of Première and Terminale) and optional subjects that are not included in the LFS curriculum; 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 program 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 and school stationeries;
- for Elementary school students (CP to CM2): small stationery items such as pencil case, etc.;
- mandatory sport uniforms for all students and mandatory school uniforms for the students concerned;
- one-day field trips and educational projects that take place outside of school hours: a supplementary fee will be requested to families;
- overnight school trips abroad for the entire class: a supplementary fee will be charged 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 specify the financial conditions;
- certain exams, external exam preparation courses and registrations for Cambridge exams not specifically included in the school fees may incur additional costs. Expenses related to the organization of external competitive exams or higher education entrance exams preparation by the French School of Seoul may be invoiced to the parents of the students for whom these services are arranged.

School Fees structure

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

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

The **standard school fee** applies by default. To qualify for the **reduced school fee**, at least one of the following conditions must apply, subject to the provision of supporting documents for each legal guardian:

- the student receives a French government scholarship;

- the student is of French nationality, with one parent seconded to the French embassy, while the other parent does not receive any company support 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 program designed for elementary school students (CP to CM2), and aiming at providing them with a sufficient mastering of the French language and culture to ensure they can pursue their education at LFS under optimal conditions (intensive French class). The program is delivered by specialist teachers. Participation in the Bridge program is at the discretion of the LFS management team.

The Bridge class is billed as a **fixed fee** in addition to the regular tuition upon enrollment in the program.

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**;
- Middle School and High School students:
  - **from October to June**. Students must select their lunch days by the end of September and this choice will be **final** for the rest of the school year.

Cafeteria fees and service

Mandatory cafeteria fees are fixed. Optional cafeteria fees become payable as soon as the student registers for this optional service; they are invoiced for the year (for per semester in the case of a semester-based AES) on the basis of a fixed daily flat rate.

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

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

As a result, in the event of a temporary absence, cafeteria fees will not be , regardless of the reason for the absence.

5 - Other invoiced fees

Additional fees may apply depending on the activities the family registers the student for or the occurrence of certain events: these fees are due upon registration for the activity or when the event occurs.

These fees apply for:

- optional language certifications and exams ;
- University preparation or competitive examinations;
- optional or school trips abroad;
- AES, SES and camps;
- lost or damaged school 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 apply to students registered in 2010/2011 or earlier who are still attending the French School of Seoul. Previously affected payments will be refundable to the payer only, upon request and within two years of leaving LFS.

7 – Payment terms

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

Payment method and currency

All fees are payable **in Korean won (KRW) only** via **bank transfer**, to the individual HANA BANK account listed on the invoice and on the payer's EDUKA platform. Payment in cash is not accepted. Any banking charges must be entirely covered by the families.

By way of exception, the application fees and DPI may be paid in euros (at an exchange rate determined by the LFS) into the LFS's HANA BANK euro account. It is necessary to inform the Finance Department in advance at finance@lfseoul.org and to provide proof of payment.

Payment schedule

Teach invoice issued by LFS has a payment due date indicated. School and ancillary fees are invoiced per school year and must be **fully paid before the start of the school year**. Upon registration or re-enrollment, parents may opt for **term-based payments**. In this case,

they must inform the Finance Department in advance at finance@lfseoul.org. Term-based payments are made 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** are due within 15 days of the invoice being issued, and **cannot be paid in installments**.

Parents who fail to comply with payment schedules may be denied the possibility to pay in installments in the future.

Late payments

If the payment due date of an invoice or installment is exceeded by 30 days, a **penalty for late payment** equaling 5% per year of the total due amount will be charged on a pro rata basis.

In addition, **non-payment** may lead to student removal from school and legal action.

If unpaid **by April, the student loses the right of re-enrollment for the next school year**.

8 - Changes during the school year

Parents must formally notify LFS of student withdrawals during the school year, starting the process of withdrawal in Eduka, or alternatively, explicitly inform the headmaster [proviseur@lfseoul.org] in writing about the student's withdrawal date.

In the event of arrival or departure during the school year, **School Fees and Cafeteria Fees are billed per term**. 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 fully due. No pro rata calculation of School or Cafeteria Fees will be made in the event of temporary absence, whatever the duration or cause.

Registration for an educational Stream is done on a full school year basis.

In exceptional cases of a switch from the Classic Stream to the International Stream during the school year (subject to LFS management team validation), the fee difference will be applied from the switch term.

As an exception, if a student switches from the International Stream to the Classic Stream during the school year (subject to LFS management team validation), the fee difference will only be reimbursed from the switch term.

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 much 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 (the application must be collected and submitted by families to the consulate of the French embassy). The AEFE decides on the allocation and amount of the grant, after consulting the local scholarship committee. The families of scholarship students are responsible for paying the portion of the School Fees not covered by the scholarships.

Applications for the scholarship must be submitted by families as follows:

- from the start of the school year for new students for the current school year;
- in January/February for returning 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 decision 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 Committee's decision.

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For students who have already received a scholarship, if the result of the Scholarship Committee meeting is not known at the start of the new school year, the decision from the previous Scholarship Committee meeting will be used to calculate the fees and charges remaining to be paid by the families. These remaining costs will be invoiced monthly in ten equal installments. If there is a change in the percentage of fees and costs covered by scholarships, the remaining amount payable by the family will be recalculated and the adjustment will be spread over the remaining months of the school year. If the scholarship application is rejected, the family must pay all outstanding fees and charges for the remaining months by the end of the school year.

10 - Donations

Families may contribute to the LFS Fund for Exceptional Financial Aid, which is designed to provide exceptional support to students in need.

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2026-2027 PRICES

Annual School Fees	Standard price	Reduced price
Kindergarten and Elementary School:		
• Classic Stream	KRW 14,760,000	KRW 10,500,000
• International Stream	KRW 17,060,000	KRW 12,800,000
• Bridge Class Program add on	KRW 3,000,000	KRW 3,000,000
Middle School:		
• Classic Stream	KRW 20,400,000	KRW 14,540,000
• International Stream	KRW 22,700,000	KRW 16,840,000
High School:		
• Classic Stream	KRW 23,000,000	KRW 16,530,000
• International Stream	KRW 26,500,000	KRW 20,030,000
Registration and re-enrollment		
Application fee	(*)	KRW 400,000
First registration fee (DPI)	(*)	KRW 4,000,000
Re-enrollment fee		KRW 300,000
Annual Cafeteria Fees		
Mandatory cafeteria:		
• Kindergarten and Elementary		KRW 1,460,000
• Kindergarten and Elementary Wednesdays (International Stream, bus)		KRW 360,000
• Middle- and High-School (September)		KRW 190,000
Optional cafeteria (fixed price) :		
• Kindergarten and Elementary Wednesdays (AES and SES)		KRW 360,000
• Middle- and High-School (October to June) per weekly day		KRW 326,000
Exam fees for external candidates		
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

(*) By way of exception and upon prior request, the application fee and the DPI may be paid in euros, in the respective amounts of €250 and €2,500.

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Business Licence Numbers :
- French School of Seoul: 114-82-60598
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