

FINANCIAL RULES 2018-2019

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

1. FEES 2018 – 2019

1.1. ANNUAL SCHOOL FEES (« 학비 ») (1)

	Normal price	Reduced price (2)
Kindergarten and elementary school	11 500 000 KRW	9 180 000 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>8 000 000 KRW</i>	<i>8 000 000 KRW</i>
Middle school	16 360 000 KRW	12 610 000 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>11 200 000 KRW</i>	<i>11 200 000 KRW</i>
High school	17 130 000 KRW	13 820 000 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>11 730 000 KRW</i>	<i>11 730 000 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 families that benefit from school grants / scholarship, and to **children from 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 'parcours en anglais intensif' or in 'parcours des études anglophones'

'Parcours en anglais intensif' (from GS to CM2)	1 435 000 KRW
'Parcours des études anglophones' (middle school)	555 000 KRW

1.3. FIRST REGISTRATION

First registration fees 3 500 000 KRW

NB: First registration fees are non-refundable and are to be paid upon acceptance of pre-registration at the French School of Seoul.

New pupils whose level of French would be considered as insufficient to enable them to follow the school classes under appropriate conditions would be proposed an **integration program, that will be charged and mandatory** for the registration of the child to the French School of Seoul.

1.4. MANDATORY CAFETERIA FEES

Kindergarten and elementary school	1 200 000 KRW
Middle school	1 510 000 KRW
High school: September only	151 000 KRW

1.5. OPTIONAL CAFETERIA FEES (for high school students from October to June)

1 meal per week (for high school students from October to June)	285 000 KRW
2 meals per week (for high school students from October to June)	550 000 KRW
3 meals per week (for high school students from October to June)	850 000 KRW
4 meals per week (for high school students from October to June)	1 120 000 KRW
5 meals per week (for high school students from October to June)	1 360 000 KRW
Cafeteria on Wednesdays (kindergarten and elementary school)	290 000 KRW

N.B. : the cafeteria meals on Wednesdays (from PS to CM2) are reserved in priority for those students whose parents both work or who live outside the district of Seocho.

1.6. OTHER FEES

Seat in the school bus	1 750 000 KRW
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1.7. FEE FOR BACCALAUREATE (high school diploma) AND OTHER EXAMS

Early test of High School Diploma, Class of 1 ^{ère}	300 000 KRW
Baccalaureate, Class of Terminale	600 000 KRW
End-of-Middle-School Examination, Class of 3 ^{ème}	50 000 KRW

2. INVOICING

2.1. Breakdown of school fees

School fees include:

- ✓ statutory 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).
- ✓ school insurance: local insurance coverage acquired by the Seoul French School 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;
- ✓ 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;
- ✓ extra-curricular activities (*'activités extra-scolaires'* a.k.a. 'A.E.S.'): extra-curricular activities are subject to separate rules, that are including financial rules; registration to an extra-curricular activity is worth agreement to the latest applicable extra-curricular activities' rules;
- ✓ 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. Final validation of registration is guaranteed upon receiving payment of this fee.

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

For first registrations that have been accepted between March and May, in case the registration request is cancelled by the family (cancellation mentioned to the chief financial officer [daf@lfseoul.org] and to the treasurer [tresorier.ape@lfseoul.org])

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

After June the 30th, 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

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 rules for the French School of Seoul.

2.3 Re-enrolment

A school fees advance amounting to 1 million KRW per student must be paid before May, 10th 2018 to validate the re-enrolment for the 2017-2018 school year. In case of a three term-basis settlement, the school fees advance is deducted from the first term invoice of the current academic year.

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.

This process does not apply to:

- ✓ employees of the French School of Seoul,
- ✓ families that benefit from school grants and scholarships for the current year,

with the exception that they should confirm the re-enrolment of their child(ren) for the 2018-2019 school year.

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

- ✓ before June the 9th: 70% of the school fees advance will be reimbursed to the payer;

✓ before June the 30th: 50% of the school fees advance will be reimbursed to the payer.
After June the 30th, there will be no reimbursement of the school fees advance.

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

2.4 Additional annual school fees

If registration in '*parcours en anglais intensif*' (formerly Bilingual class) or '*parcours des études anglophones*' (formerly European section) 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 Compulsory cafeteria fees

The cafeteria meals on Wednesdays (from PS to CM2) are reserved in priority for those students whose parents both work or who live outside the district of Seocho; registration must be made for the year or per term without exception.

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. School bus

There is a single line connecting the Embassy of France to the school, by way of Itaewon, Yongsan and Hannam Dong.

Before registration, it is necessary to verify the availability and to reserve a place with the accounting department (intendance@lfseoul.org).

The fee applies to a seat in the school bus, whatever the ride (round trip or one-way)

2.8. Founder's 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.

2.9. Fees for Baccalaureate (high school diploma) and other 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 registration for the examinations, as well as the costs for monitoring and correcting examinations, transportation and accommodation of examiners for oral examinations.

If needed, a final invoicing will occur after the examinations.

2.10. Discount for payment in full

A discount of 2% of annual school fees is 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, 2018.

This discount applies only to the annual school fees and excludes the additional annual school fees for '*parcours en anglais intensif*' and '*parcours des études anglophones*' as well as the other fees (cafeteria fees, school bus fees or first registration fees for instance).

3. MODALITIES OF PAYMENT

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: SC First 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 2018;
- ✓ 2nd payment, at the latest on January 1st, 2019 ;
- ✓ 3rd payment, at the latest on April 1st, 2019.

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	4 600 000 KRW	3 450 000 KRW	3 672 000 KRW	2 754 000 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>3 200 000 KRW</i>	<i>2 400 000 KRW</i>	<i>3 200 000 KRW</i>	<i>2 400 000 KRW</i>
Middle school	6 544 000 KRW	4 908 000 KRW	5 044 000 KRW	3 783 000 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>4 480 000 KRW</i>	<i>3 360 000 KRW</i>	<i>4 480 000 KRW</i>	<i>3 360 000 KRW</i>
High school	6 852 000 KRW	5 139 000 KRW	5 528 000 KRW	4 146 000 KRW
<i>including tuition fees (« 수업료 »)</i>	<i>4 692 000 KRW</i>	<i>3 519 000 KRW</i>	<i>4 692 000 KRW</i>	<i>3 519 000 KRW</i>

3.3.2. OPTIONAL AND OTHER FEES, PAID BY TERM

	1 st term	2 nd et 3 rd terms
<i>‘Parcours en anglais intensif’</i>	574 000 KRW	430 500 KRW
<i>‘Parcours des études anglophones’</i>	222 000 KRW	166 500 KRW
Cafeteria for primary school	480 000 KRW	360 000 KRW
Cafeteria for middle and high school	604 000 KRW	453 000 KRW
Cafeteria on Wednesdays	116 000 KRW	87 000 KRW
Cafeteria on September (high school)	151 000 KRW	-
1 meal per week (high school)	114 000 KRW	85 500 KRW
2 meals per week (high school)	220 000 KRW	165 000 KRW
3 meals per week (high school)	340 000 KRW	255 000 KRW
4 meals per week (high school)	448 000 KRW	336 000 KRW
5 meals per week (high school)	544 000 KRW	408 000 KRW
Seat in the school bus	700 000 KRW	525 000 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;
- ✓ school fees advance (re-enrolment), before May the 10th, 2018;
- ✓ 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 fees covering the terms that have not yet begun will be refunded, based on a calculation that does not take into account any discount. However, cafeteria fees 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, 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 term, payment for the current term 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 rules as those described in the paragraph 3.3.

However, cafeteria fees 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 rules 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.