

These financial regulations supersede all previous documents.
Updated : January 2024. Board meeting of 23/01/2024

PREAMBLE

The Lycée Français International de Kyoto (LFIK) is part of the network of the Agence pour l'Enseignement Français à l'Étranger (AEFE). The LFIK is managed by the Association des Parents d'Élèves du Kansai (APEK), in accordance with the agreement signed between the AEFE and the APEK.

The enrolment and maintenance of a pupil at the Lycée Français International de Kyoto (hereafter "LFIK") is subject to full acceptance of the following texts:

- The decisions of the Board of Governors and the APEK (Association des Parents d'Élèves du Kansai);
- The school's internal regulations;
- the present financial regulations (hereinafter referred to as the "Financial Regulations").

Any enrolment of a child at the LFIK implies acceptance of and compliance with the Financial Regulations.

1. FEES

School Year 2024-2025		Yearly Fees in Yens
Initial Enrolment Fees	Companies	¥390 000
	Family	¥150 000
	Late submission (after the 30/06) - addition	¥50 000
Solidarity Funds	Yearly Fees	¥5 000
School Fees	Management Fees (Company)	¥300 000
Maternelle	TPS, PS, MS, GS	¥800 000
Primaire	CP, CE1, CE2, CM1, CM2	¥820 000
Collège	6ème, 5ème, 4ème	¥900 000
	3ème	¥920 000
Lycée	2nde	¥990 000
	1ère	¥1 100 000
	Terminale	¥1 150 000
Bento	Demi-pension maternelle - Monthly	¥11 000
	Demi-pension Primaire, Collège, Lycée - Monthly	¥15 500
Activités Périscolaire - APS <i>Fees according to the APS (see EDUKA)</i>	APS 1 heure – Monthly Fees minimum 24/25	¥3 000
	APS 1H30 – Monthly Fees minimum 24/25	¥4 500
Association Sportive - AS	AS Cotisation - Yearly	¥10 000
	AS 1 heure - Monthly	¥3 000
	AS 1H30 - Monthly	¥4 500
Etude / Garderie	Etude 1 hour - Monthly	¥2 200
	Etude 1 hour - A la carte	¥1 600
	Garderie 1 hour - Monthly	¥1 500
	Garderie 1 hour - A la carte	¥1 200
	Garderie (morning) 07H50-08H20	
	1 weekly slot – Monthly Fees	¥1 000
	Garderie « morning » 07H50-08H20	
	1 Garderie - A la carte	¥800

2. INITIAL ENROLMENT FEES

The Initial Enrolment Fee ("IEF") is the families' contribution to past, present and future investments. They are therefore directly linked to the pupil who benefits from the facilities.

The Initial Enrolment Fee is payable on the first enrolment for each child enrolled at the LFIK. The pupil's enrolment will not be registered until this fee has been paid.

In the case of a pupil's re-enrolment after an interruption of more than one school year (considering that any school year started is counted in its entirety), the initial enrolment fee will apply on the pupil's return.

IEFs are not transferable and cannot be refunded at any time.

They must be paid in full before the start of schooling. These fees are payable in one instalment before the pupil's first day of school.

Late confirmation

IEFs paid after 30 June 2024 for pupils starting school in September 2024 will be increased by 50,000 yen.

Payment of IEF implies acceptance of these financial regulations (payment by a third party employer or through the AEFÉ scholarship system is equivalent to payment and also implies acceptance of these financial regulations).

3. SOLIDARITY FUND

Each pupil enrolled must contribute to the solidarity fund. This fund helps families in difficulty. See last section of the rules.

4. SCHOOL FEES

Tuition at the Lycée Français International de Kyoto is not free. The amount of the School Fees is fixed each year and for one school year by the APEK Board of Directors.

The following are included in the School Fees (hereafter "School Fees"):

- school fees
- loan of textbooks
- educational outings without overnight stay and educational action projects; however, for certain projects or outings, a financial contribution may be requested
- supplies for nursery, notebooks and textbooks for elementary,
- basic school insurance
- Examination fees for the diplôme national du brevet and diplôme national du baccalauréat. These cannot be reimbursed once the student is enrolled.

School Fees do not include

- canteen
- literary or other works
- extra-curricular activities (APS)
- sports association ("AS") activities
- summer camps
- small school supplies
- student health insurance

5. MANAGEMENT FEES

This fee corresponds to the specific handling of invoicing by a company/corporation. They are charged per child per year. They are invoiced to companies on behalf of families whose schooling is partially or fully paid for by the employer of one of the two parents.

These fees are payable in full, and no pro rata refund will be made in the event of arrival or departure during the year. They are not refundable.

In the event of a change in family/company rates during the year, a supplement of 50,000 yen will be charged in addition to the fees.

6. CANTEEN - BENTO

During the lunch break, children eating at the school can either bring their own lunch or use the Bento service. This service operates throughout the school year.

Enrolment is contracted on a yearly basis via EDUKA; it may be contracted or cancelled during the year, taking into consideration that any quarter started is due in full. Registration or cancellation must be notified by e-mail to secretariat@lfikyoto.org. All cancellations must be notified no later than 15 days before the last day of classes in the quarter.

A one-month trial period - September 2024 - is granted to families. Cancellation of the service is possible up to 5 days before the end of this trial period by email to secretariat@lfikyoto.org. If the service is cancelled, only the trial month will be invoiced.

The choice of the type of bento is linked to the child's class. The LFIK is not in a position to offer specific menus taking into account allergies or other dietary restrictions, and cannot accept requests in this respect.

Enrolment is for all days of the week. No one-off cancellations will be accepted.

7. OPTIONAL SERVICES

7.1. La Très Petite Section de maternelle (TPS)

Kindergarten is normally open to children who reach the age of 3 in the calendar year of the start of the school year. On the advice of the Head of School and subject to the availability of places, younger children (from the age of two) may be enrolled in the Très Petite Section.

Pupils in the very young section are not eligible for AEFÉ grants, but may receive assistance from the Kyoto Town Hall.

7.2. Garderie & Etude (Study)

Enrolment is bi-monthly (two months=term) and is done via EDUKA. Enrolment may be contracted or cancelled during the year, it being understood that any term started is due in full. Enrolment or cancellation must be notified by e-mail to viescolaire@lfikyoto.org. Cancellation must be notified no later than 8 days before the last school day of the term.

Penalties of one extra hour for each quarter hour late may be applied in the event of repeated late arrivals by parents to collect their child in the evening after the last hour of classes or after-school activities. After-school care during parent/teacher meetings and other meetings at the LFIK will be billed at the "à la carte" rate.

Enrolment for after-school care will be invoiced separately every two months with a 15-day deadline.

7.3. Activités périscolaires (APS)

Registration is via EDUKA

The duration of a session (full year or shorter period) is specified at the time of enrolment. Invoicing is based on the number of months in the session. The monthly rate is set independently of the number of hours worked (holidays, public holidays).

Registration is for the entire session. It cannot be cancelled during the session, and fees are payable in full, except in the case of students leaving the school for good.

In all cases, it is understood that any session started is due in full. Temporary absence for any length of time does not entitle the student to any reduction in fees.

As each activity has different conditions (prices, frequency, materials, number of places, etc.), school life reserves the right to refuse enrolments or requests for changes outside the trial period. The first lesson is a trial. It is possible to change to another activity subject to availability, but the commitment to a session of the same duration remains.

Some activities may require families to obtain special supplies or equipment at their own expense (indicated before enrolment).

Children who do not attend LFIK can enrol in the APS subject to acceptance by the administration. In this case, additional registration fees related to insurance and specific administration will be requested.

Enrolment for the APS is invoiced separately every two months with a 15-day deadline.

7.4 Activités Sportives (AS)

Enrolment is via EDUKA and an annual fee is charged in addition to the monthly fee. Invoicing is on a monthly basis over 10 months. The monthly fee is set independently of the number of hours worked (holidays, public holidays).

Enrolment is for the whole year. It cannot be cancelled during the year, and fees are payable in full, except in the case of pupils leaving the school permanently.

Temporary absences of any length do not entitle the holder to any reduction in fees.

Enrolment in the AS is invoiced separately every two months with a 15-day deadline.

7.5 Languages not taught and specialities in Première and Terminale at LFIK

At the request of the families, and after approval by the Head of School, the choice of a language or specialty other than those taught in the school may be made, at the extend that the CNED can provide distance learning.

CNED fees are payable by families, based on the current CNED fees and the exchange rate.

By choosing a language which is not taught by LFIK, the family notes and accepts that LFIK will only be responsible for administrative follow-up to ensure that this subject is included in the student's school record. The pedagogical aspect is handled by the CNED.

However, if the family wishes, and in cases where the LFIK manages to find a adequate person, paid tutoring can be set up in conjunction with the CNED. Pedagogical responsibility remains with the CNED. LFIK cannot guarantee the availability of this service. The fare for this tutoring are to be studied on a case-by-case basis.

Scholarships only cover the languages and specialities offered by the school.

This service (CNED, tutoring) is provided on an annual basis, with no possibility of cancellation or reimbursement, and gives rise to a separate invoice with a 15-day deadline.

7.4. Centre Aéré

This service offered to parents during the school holidays is only available if there are enough children.

Enrolment is carried out via the school office and is only confirmed once the invoice issued before the centre aéré session has been paid in full. Failure to pay before the session will result in refusal of access to the centre aéré.

8. INSURANCE

All schoolchildren are covered by a minimum basic civil liability insurance policy - Formule A - (during school or activity time) included in the school fees, taken out with CGEA.

Details of cover are available on

[https://www.expatscare.com/assets/documents/Brochure Assurance Scolaire Internationale Eleve.pdf](https://www.expatscare.com/assets/documents/Brochure_Assurance_Scolaire_Internationale_Eleve.pdf)

9. GENERAL COSTS RELATED TO SCHOOLING

These costs mainly concern the CNED, the AESH and the centre aéré, and are not included in the School Fees.

Registration for language certification tests: TOEFL or TOEIC for English or JLPT for Japanese is optional. The costs are borne by the families.

In the event of loss or damage to textbooks or other material, or damage to the school's equipment or premises, APEK reserves the right to invoice the family responsible for all or part of the cost of replacing or repairing the lost or damaged item.

These costs will be invoiced separately with a 15-day deadline

10. ARRIVAL AND DEPARTURE DURING THE YEAR

A temporary absence, whatever the duration or reason, does not entitle the student to any reduction in School and Canteen Fees or any other extra-curricular billing.

In the event of the arrival or departure during the school year of a pupil receiving a grant, school fees and half-board will be invoiced according to the same rules.

10.1. Leaving during the year

For students leaving the school during the year :

- Inform the LFIK administration in writing at least 15 days before the date of departure.
- Validation by the administration
- Make an appointment with the head teacher before departure.
- Return all textbooks and other equipment no later than two days before departure.
- Clear the account with the finance department.
- Make an appointment with the secretariat to receive the child's school certificate (EXEAT) and school records.

The EXEAT (school certificate) and school records will only be returned to the parents once the LFIK accounts department has checked that the school fees and all other charges have been paid and that all books have been returned.

In the event of an overpayment for a student leaving during the year, only the tuition fees will be reimbursed less:

- Exam fees (DNB, EAB & Baccalauréat)
- School books
- Contribution to the solidarity fund

10.2. Arrival during the year

Pupils arriving during the school year must register via EDUKA.

It will be validated and enrolment effective once the invoice issued (IEF, school fees, Bentos, other) corresponding to the date of arrival has been paid in full, on the assumption that any period started in accordance with the nature of the service started is due.

11. PAYMENT MODE/TERMS

The school calendar runs from September to June (10 months). If the school year starts at the end of August or ends at the beginning of July, the number of school days remains unchanged.

The payment terms below apply to school fees and bentos only and can not be segregated.

The standard and default method of payment is by Quarter

Période	Mois	Date de paiement
1st Quarter	from September 24 to Décembre 24	31-oct-24
2nd Quarter	from January 25 à March 25	31-jan-25
3rd Quarter	from April 25 à June 25	30-apr-25

Monthly payment

Payment can be made in monthly instalments when the student registers or re-registers on EDUKA.

In this case, payments are due on the 15th of each month from October to July.

This option generates a surcharge of 3% of the total invoice to cover additional administrative and financial costs.

Yearly payment

The payment method can also be done on yearly basis when the student registers or re-registers with EDUKA.

In this case, the due date is 15 October 2024.

This option generates a 3% discount on the total invoice due to the reduction in administrative and financial work involved.

The choice of payment method must be made by the family when registering or re-registering the pupil on EDUKA before the first day of school. If the appropriate fields on EDUKA are not filled in or are filled in incorrectly, the standard method of payment (Quarter) will automatically apply.

If the family changes its mind about the method of payment after the invoice has been issued, the change will be made after payment of a specific administrative processing invoice of 30,000 Yen.

For scholarship holders, the method of payment is automatically quarterly.

Cash payments are accepted only from the school's finance department.

Transfers in euros to the school's account in France are also possible with the prior agreement of the Financial Director (daf@ifikyoto.org). The exchange rate used will be the EUR/JPY rate determined by the Board of Directors. The cost of the transfer (to the account debited and to the account credited) is borne by the family.

12. REFUND

Overpayments (cancellation of optional services reimbursable after payment, retroactive grant, error on a bill already paid, etc.) are considered as advances, as long as the family has a child at LFIK.

In the case of a family definitively leaving the school and presenting an advance on its account, this amount can be claimed once the de-enrolment procedure is complete, and will be paid within a maximum of 2 months after a complete request including the family's bank details.

Unclaimed overpayments of less than ¥10,000 from families who have left the establishment will be considered as donations and will become the property of the establishment at the end of August following the family's departure. Unclaimed overpayments from families who have left the school, in excess of this amount, will be considered as donations and will become the property of the school after a further period of 2 years.

13. FINANCIAL DIFFICULTIES AND LATE PAYMENT

The payment of School Fees due by families, including when paid by a company, is essential to the operation of the school. Families who shirk their obligations by not paying their School Fees jeopardise the school's financial equilibrium.

It is for this reason that these financial regulations stipulate that, in order to enable the school to function, and out of a concern for fairness towards families who are up to date with their payments, everyone is asked to respect the payment deadlines indicated.

In the event of financial difficulties on the part of families, an official request for deferred payment must be submitted to the Administrative and Financial Director by email - daf@ifik.org - and cases will be examined on a case-by-case basis by APEK and the Management.

In the event of non-payment on the due date,

- An administration fee of 10% of the amount due or outstanding will be automatically applied.
- Non-payment after 3 successive reminders of overdue amounts may result in exclusion from optional services.
- Families with 3 successive reminders may be refused enrolment for the following school year.
- Non-payment of school fees after 3 successive reminders may result in the exclusion of the child concerned from the school during the school year, until the matter is settled, by decision of the Board of Governors.

14. FINANCIAL SUPPORT

14.1. Discount for large families

Large families whose children attend school at the same time at LFIK benefit from an exemption of 5% from the 3rd child of the same family, and 10% from the 4th child, on School Fees only.

14.2. AEFÉ Scholarship

Each year, the AEFÉ grants scholarships to help with schooling for children of French nationality who are at least 3 years old during the calendar year of the start of the school year, attend school continuously and are registered with the Consulate. These grants are awarded according to conditions and criteria defined by the AEFÉ.

In addition to the first enrolment campaign during the previous school year, the AEFÉ organises a second enrolment campaign during the summer or at the beginning of the school year. Once awarded, the grants from this second campaign are, according to the AEFÉ's criteria, retroactive for the whole of the current year. However, as long as the final allocation has not been confirmed, all amounts invoiced to families remain their responsibility, under the usual terms. Excess amounts arising from the award of retroactive bursaries will be reimbursed.

Scholarship applications must be collected in accordance with the procedure laid down by the French Embassy in Tokyo, and must be returned by the deadline set by the Embassy.

For further information, please visit the Embassy website: <https://jp.ambafrance.org/-Boursesscolaires-1809->, LFIK's website : <https://www.lfikyoto.org/bourses-scolaires/> or AEFÉ website : <https://www.aefe.fr/scolarite/bourses-scolaires/>.

14.3. Solidarity Fund

All families, regardless of nationality, wishing to apply to the solidarity fund must complete an application form (available from the administration).

Applications are examined jointly by the APEK management committee, the administrative and financial director and the school head, who form a support committee. The aim of this committee is to manage the solidarity fund fairly and equitably.

The solidarity fund is not intended to replace or supplement AEFÉ grants.

The following are also excluded

- Families who do not wish to provide financial information on their family situation that the committee deems useful;
- Families refusing to approach third parties indicated by APEK to obtain financial aid for which they would be eligible.

DEFINITIONS

Quarter 24/25

- *1st Quarter – 4 month - from September 24 to December 24*
- *2nd Quarter – 3 month – from January 25 à March 25*
- *3rd Quarter – 3 month – from March 25 à June 25*

Half Year 24/25

- September 24 / October 24
- November 24 / Décembre 24
- January 25 / February 25
- March 25 /April 25
- May 25 / june 25

Non-payment / unpaid invoice

If the invoice is not paid within 7 days of the due date, it will be considered unpaid.

DISCLAIMER

In case of litigation and/or lost in translation, only the French Financial rules supersedes all translation.