

These Financial Terms supersede all previous documents. Updated:
Board of Directors meeting of March 19, 2026

PREAMBLE

The French International School Kyoto (Lycée Français International de Kyoto (LFIK)) is a school within the network of the Agency for French Education Abroad (AEFE). The LFIK is managed by the Kansai Parents' Association (APEK), in accordance with the agreement signed between the AEFE and the APEK.

A student's enrollment and continued enrollment at the Lycée Français International de Kyoto (hereinafter "LFIK") are subject to the unconditional acceptance of the following documents:

- The decisions of the Board of Directors and the APEK
- The school's internal regulations;
- These Financial Terms (hereinafter "Financial Terms")

Any enrollment of a child at LFIK constitutes acceptance of and compliance with the Financial Regulations.

1. FEES

(*) PLEASE NOTE THAT THE APEK MEMBERSHIP FEE OF 2,000 YEN IS INCLUDED IN THE TUITION FEES.

2026–2027 School Year		Annual Fees in Yen
Initial Registration Fee	Company	¥500,000
	Family - TPS/PS Preschool	¥100,000
	Family - Preschool MS	¥150,000
	Family - Kindergarten GS/Elementary/High School	¥300,000
	Late Confirmation (after June 30) - Additional Fee	¥50,000
Solidarity Fund	Annual contribution	¥5,000
Tuition (*)	Annual Management Fee (Company)	¥350,000
Preschool	TPS, PS, MS, GS	¥880,824
Elementary School	CP, CE1, CE2, CM1, CM2	¥902,845
Middle School	6th, 7th, 8th	¥990,927
	9th	¥1,012,948
High School	10th grade	¥1,132,392
	11th	¥1,258,213
	Senior Year	¥1,315,405
Lunch	Kindergarten Half-Board - Monthly	¥11,500
	Half-board for elementary, middle, and high school – Monthly	¥16,500
After-School Activities (APS)	APS 1 hour - Minimum Monthly Fee	¥3,400
	APS 1.5 hours - Minimum Monthly Rate	¥5,100
Sports Association - AS	AS Annual Membership Fee	¥11,000
	AS 1 hour - Monthly	¥3,400
	AS 1.5 Hours - Monthly	¥5,100
Tutoring / After-School Care	Study 1 hour - Monthly	¥2,200
	Study Session (1 hour) - Pay-as-you-go	¥1,600
	Childcare 1 hour - Monthly	¥1,500
	Childcare (1 hour) - Pay-as-you-go	¥1,500

RATES (CONTINUED)

2026–2027 School Year		Amounts in Yen
Open Enrollment (Applicants not from LFIK)	<i>DNB</i>	¥50,000
	<i>EAB</i>	¥70,000
	<i>High School Diploma</i>	¥100,000
Duplicate documents	<i>Duplicate / Reissue of a Previously Issued Document</i>	¥3,000
	<i>Archival search</i>	¥2,000
	<i>Rush processing (expedited service)</i>	¥5,000
	<i>Mailing: (registered mail / EMS upon request)</i>	at actual cost

2. FIRST REGISTRATION FEES

The Initial Enrollment Fees (“DPI”) represent families’ contribution to past, present, and future investments. As such, they are directly linked to the student who benefits from the school’s facilities.

First-time enrollment fees are due at the time of initial enrollment for each child enrolled at LFIK. The student’s enrollment will not be finalized until these fees have been paid.

In the case of a student’s re-enrollment after an interruption of more than 13 months from the effective date of the student’s withdrawal, the First-Time Enrollment Fee will apply upon the student’s return.

The initial registration fees are non-transferable and non-refundable under any circumstances.

They must be paid in full before the start of the school year. These fees are payable in a single installment before the student’s first day of school.

Late Confirmation

To ensure optimal organization for the start of the school year, any enrollment completed after June 30, 2026, for students joining the school in September 2026 will be subject to an additional fee of 50,000 yen.

This provision is intended to offset the additional administrative burden caused by late registrations during the summer break and to enable an accurate estimate of enrollment numbers in order to effectively plan for the start of the school year.

Payment of the DPI constitutes acceptance of these financial regulations (payment by a third-party employer or through the AEFÉ scholarship system is considered payment and also constitutes acceptance of these financial regulations).

3. SOLIDARITY FUND

Contribution to the Solidarity Fund is mandatory for every enrolled student. This fund provides assistance to families in need. See the last section of these regulations.

4. TUITION FEES

Tuition at the French International School Kyoto is charged. The amount of tuition is set annually for each school year by the APEK Board of Directors.

Included in the tuition fees (hereinafter “Tuition Fees”):

- the annual APEK membership fee of 2,000 yen.
- tuition.
- textbook loans;
- day field trips and educational projects. However, for certain projects or field trips, a financial contribution may be requested.
- supplies for preschool, as well as workbooks and textbooks for elementary school.
- Basic school insurance.
- Exam fees for the National Middle School Diploma (DPB) and the National High School Diploma (Baccalaureate). These fees are non-refundable once the student is enrolled.

The following are not included in tuition:

- the cafeteria (“bento” service)
- Extracurricular activities (“APS”)
- Sports Association (“AS”) activities
- Holiday camp
- small school supplies
- the student’s health insurance
- After-school care or study hall
- Literary works organized by grade level or related to the language curriculum (English and Japanese). These are ordered by the school and then provided to students by teachers. They are part of the educational curriculum, making them mandatory regardless of the duration of enrollment. Therefore, these items are included on the first invoice and cannot be refunded or returned, even partially.

5. ADMINISTRATIVE FEES

These fees cover the specific billing services provided by a third-party company. They are charged per child per year. They are billed to employers on behalf of families whose children’s tuition is partially or fully covered by the employer of one of the parents.

These fees are due in full; no prorated amount will be refunded in the event of enrollment or withdrawal during the school year. They are non-refundable.

In the event of a change in the family/company fee structure during the school year, a surcharge of 50,000 yen will be billed in addition to the initial administrative fees.

6. LUNCH FEES (BENTO)

During the lunch break, children who eat at the school may either bring their own lunch or use the half-board (bento) service. This service is available throughout the school year.

Registration is on an annual basis via EDUKA; it may be signed up for or canceled during the school year, provided that **any quarter that has begun must be paid in full**. Registration or cancellation must be communicated by email to secretariat@lfikyoto.org. Any cancellation must be communicated no later than 15 days before the last day of classes for the quarter.

Families are granted a one-month trial period starting from the date of enrollment. Cancellation of the service is possible up to 5 days before the end of this trial period by emailing secretariat@lfikyoto.org. In the event of cancellation, only this trial month will be billed.

The choice of bento type depends on the child's grade level. The LFIK is unable to offer personalized menus that account for allergies or other dietary restrictions and cannot accept requests of this nature.

Registration is for every day of the week (Monday through Friday). No one-time cancellations of the service will be accepted.

Due to commitments made to our suppliers, we are unfortunately unable to provide refunds for bento meals during field trips, PROZAP events, or school trips.

Registration for the half-board service (Bento) results in separate billing at the beginning of each quarter, with a 30-day payment term.

7. OPTIONAL SERVICES

7.1. The Very Young Preschool Class (TPS)

Preschool is normally open to children who turn 3 during the calendar year in which the school year begins. Upon the recommendation of the school principal and subject to availability, younger children (as young as two years old) may be enrolled in the Very Young Preschool Class.

Students in the Very Young Class are not eligible for AEFE scholarships.

7.2. After-School Care and Study Hall

Registration is **on a quarterly basis** and is done through EDUKA. It may be signed up for or canceled during the school year, **provided that any quarter that has begun must be paid in full**. Registration or cancellation must be communicated by email to viescolaire@lfikyoto.org. Any cancellation must be communicated no later than 8 days before the last day of classes for the quarter.

Enrollment in after-school care is billed separately each quarter, with a 30-day payment due date.

7.3. After-School Activities (APS)

Registration is done through EDUKA

The duration of a session (full year or shorter period) is specified during registration. Billing is on a monthly basis for the number of months in the session. The monthly rate is fixed regardless of the number of hours completed (vacations, holidays).

Enrollment in extracurricular activities is for the entire session. It cannot be canceled during the session, and fees are due in full.

In the event of late registration, any month that has already begun is due, subject to availability. However, the commitment remains in effect until the end of the session. A temporary absence, regardless of its duration or reason, or early withdrawal, does not entitle the participant to any fee reduction or refund.

Since each activity has different conditions (fee, frequency, equipment, number of spots, etc.), the school administration reserves the right to refuse registrations, as well as requests for changes outside the trial period. The first class serves as a trial. It is possible to switch to another activity subject to availability, but the commitment to an APS session of the same duration remains in effect.

Some activities may require families to purchase specific supplies or equipment at their own expense (as indicated prior to registration).

In the event of non-payment or outstanding balances on APS invoices, registrations will not be accepted until the financial situation has been fully resolved.

Registration for APS for children not enrolled at LFIK is possible subject to the administration's approval of the registration. In this case, additional registration fees related to insurance and specific administrative requirements will be charged.

Enrollment in APS results in separate billing **per period**, with a 30-day payment due date.

APS Periods

1st Period: September 26 – February 27 2nd

Period: March 27 – June 27

7.4. Sports Association (AS)

Registration is done through EDUKA, and an annual membership fee is required in addition to the monthly fee. Billing is done bimonthly in 5 installments (i.e., 10 months). The monthly fee is fixed regardless of the number of hours attended (including school breaks and holidays).

Registration for sports clubs is for the entire year. It cannot be canceled during the school year, and fees are due in full, except in the case of students who permanently leave the school. **In the event of late registration, any month that has begun is due, as the commitment remains in effect until the end of the school year.**

An annual fee is required for equipment. This fee is non-refundable, even in the event of permanent withdrawal.

A temporary absence, regardless of its duration, does not entitle the student to any fee reduction.

In the event of non-payment or outstanding balances related to after-school program (AS) invoices, registrations will not be accepted until the financial situation has been fully resolved.

Registration for extracurricular activities (AS) is billed separately for **the year**, with a 30-day payment deadline.

7.5. Offering of Languages Not Taught at the School and Specializations in the 11th and 12th Grades at LFIK

At the request of families, and subject to the approval of the school principal, students may choose a language and/or specialization other than those taught at the school, provided that the CNED can provide distance learning for such subjects.

CNED fees are the responsibility of the families, based on the current CNED rate and the exchange rate at the time of payment.

By choosing a language not taught by the LFIK, the family acknowledges and agrees that the LFIK will only handle the administrative follow-up to ensure that this subject is included in the student's academic record. The educational aspect is provided by the CNED.

However, if the family wishes, and in cases where the LFIK is able to find a qualified instructor, paid tutoring may be arranged to supplement the CNED program. Educational responsibility remains with the CNED. The LFIK cannot guarantee the availability of this service. The pricing terms for this tutoring will be determined on a case-by-case basis.

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

This coverage (CNED, tutoring) is for the entire academic year, with no possibility of cancellation or refund, and is billed separately with a 15-day payment deadline.

7.6. Summer Day Camp

This service, offered to parents during school breaks, is provided only if there are enough children enrolled.

Registration is handled through the School Life Office.

8. INSURANCE

All enrolled students are covered by basic minimum liability insurance—(school hours + APS/AS + field trips + PROZAP)—included in tuition fees, provided by CGEA / GEODESK

Details of the coverage provided are available on the LFIK website

9. GENERAL SCHOOL-RELATED FEES

These fees primarily relate to

- the CNED,
- AESH,
- Holiday camp,
- Registration for language certification tests—TOEFL or TOEIC for English, or JLPT for Japanese—is optional. Families are responsible for these fees.

They are not included in tuition fees.

At the request of families or former students, the school may issue duplicates of previously issued administrative documents (report cards, certificates, etc.), in French only, within the stated processing times.

This service is subject to an administrative processing fee according to the current fee schedule, payable before processing. Additional fees may apply in the event of an archive search, an urgent request, or mailing.

The school does not provide translations and does not reconstruct, rewrite, or convert documents (particularly for foreign school systems).

Terms and Conditions

Payment must be made in advance before processing begins.

Standard turnaround time: 10 business days from receipt of the complete request and payment. Urgent requests: priority processing, estimated turnaround time of 3 business days (depending on the completeness of the file). The institution issues duplicates in French only; no translations are provided.

In the event of loss or damage to textbooks or any other loaned materials, or damage to the school's equipment or facilities, APEK reserves the right to bill the responsible family for all or part of the costs of replacing or repairing the lost or damaged property.

These costs will be billed separately.

10. ARRIVAL AND DEPARTURE DURING THE SCHOOL YEAR

Arrival or departure during the school year: any month that has begun is due in full.

A temporary absence, regardless of its duration or reason, does not entitle the student to any reduction in tuition, half-board fees, or any other extracurricular charges.

If a scholarship student arrives or departs during the school year, tuition fees are billed according to the same rules for each billing type. The monthly payment option is also not available in this case.

10.1 Withdrawal During the School Year

For students leaving the school during the school year:

Tuition will be calculated on a monthly pro-rata basis over a 10-month school year.

It is mandatory to notify the LFIK administration in writing at least 15 days before the departure date

- Schedule a meeting with the school principal before departure.
- Return textbooks and any other materials loaned by the school to the Student Affairs Office no later than two days before departure.

Issuance of the EXEAT or Certificate of Withdrawal/Deregistration

- An EXEAT cannot be issued before or during the student's enrollment.
- The issuance of an EXEAT must meet the following criteria:
 - The student's enrollment at LFIK has ended.
 - Waiting for the next billing period (at least every two months) to settle payments for APS/AS services, after-school care/study hall, and other services...
 - Full payment of all invoices
 - Schedule an appointment with the School Office to receive the withdrawal certificate (EXEAT) and the child's academic records.

The withdrawal certificate and academic records will be issued to parents only after the LFIK accounting department has verified that tuition and all other fees have been paid in full and that all books have been returned.

In the event of an overpayment due to withdrawal during the school year, only the tuition fees will be refunded, minus:

- Exam fees (DNB & Baccalauréat)
- Textbooks already purchased
- The contribution to the solidarity fund
- The APEK membership fee (*included in tuition*)

Requests for administrative documents or copies of transcripts—once withdrawal is effective—can only be provided in French, and the turnaround time will depend on the availability of the school office. The school cannot provide or arrange for French-to-Japanese or Japanese-to-French translations.

10.2 Arrival During the School Year

For students arriving during the school year, registration must be completed via EDUKA.

Once enrollment is approved, the student's enrollment and admission to the school will become effective only **after full payment of the issued invoice** (DPI, tuition, bentos, and other fees) has been made prior to the student's arrival date.

Tuition will be calculated on a pro-rata monthly basis over a 10-month school year.

Invoices are issued quarterly by default and must be paid in full before the student's first day of school. Monthly payments are not available for students arriving mid-year.

11. PAYMENT TERMS

The school year runs from September through June (10 months). If a student starts at the end of August or finishes at the beginning of July, billing remains unchanged based on the number of school days attended.

The payment terms below apply to tuition fees only.

The standard and default payment method is quarterly

Period	Month	Payment Payment
1st quarter	From September 2026 to December 2026	Oct. 15, 2026
2nd quarter	January 2027 through March 2027	Jan. 15, 2027
3rd quarter	April 2027 through June 2027	April 15, 2027

Monthly Billing

Billing can be set up on a monthly basis upon the family's explicit request to the administration **before August 25, 2026**. In this case, invoices are dated the first day of each month and are due within 15 days. This option is not available to businesses or to families enrolling during the school year, nor for any requests made after this date.

For new families, monthly billing is only possible if they provide an EXEAT from their previous school.

Annual Billing

Billing may be annualized at the request of the family or company submitted to the administration via EDUKA. In this case, the due date is set for October 15, 2026.

Families must select their payment method when enrolling or re-enrolling the student on EDUKA before the first day of school. If the appropriate fields on EDUKA are not filled out or are filled out incorrectly, the standard payment method (quarterly) will automatically apply.

If a family changes its mind about the payment method after the invoice has been issued, the change will take effect only after payment of a **specific administrative processing fee of 30,000 yen**.

Payment

Payment can be made:

- By bank transfer to bank accounts in Japan. Bank fees are the responsibility of the families.
- In cash only at the school's finance office during business hours. Credit cards are not accepted.

The official currency of LFIK's accounts is the yen. Invoices must therefore be issued in yen. Transfers in euros to the school's account in France are only possible with the **prior** approval of the Director of Administration and Finance (daf@lfikyoto.org). The exchange rate used will be the EUR/JPY rate, taking into account interbank fees and

exchange rate fluctuations. Transfer fees (on both the debited and credited accounts) are the responsibility of the family.

12. OVERPAYMENTS

Overpayments (cancellation of optional services eligible for refund after payment, retroactive award of a scholarship, error on an invoice already paid, etc.) are **considered advances** as long as the family has a child enrolled at LFIK.

In the case of a family leaving the school permanently and having an advance balance in their account, **this amount may be claimed once the withdrawal process is complete** and will be paid within a maximum of 2 months after a complete request is submitted, including the family's bank details.

Please note that refunds for corporate rates will be issued to the companies.

Unclaimed overpayments from families who have left the school, in amounts less than 10,000 ¥, will be considered donations and will be retained by the school at the end of August following the family's departure. Unclaimed overpayments from families who have left the facility that exceed this amount will be considered donations and forfeited to the facility after an additional one-year period.

13. PAYMENT DIFFICULTIES AND DELAYS

The payment of tuition fees owed by families—including when paid by a company—is essential to the school's operation. Families who fail to meet their obligations by not paying their tuition fees jeopardize the school's budgetary balance.

That is why these financial regulations specify that, in order to enable the school to operate and to ensure fairness toward families who are current with their payments, everyone is asked to adhere to the specified payment deadlines.

In the event of financial difficulties, families must submit an official request for a payment deferral to the Director of Administration and Finance via email—daf@lfiikyoto.org—and these requests will be reviewed on a case-by-case basis by APEK and the Administration.

In the event of non-payment or an outstanding balance by the due date,

- a late payment fee of **10%** of the amount due or outstanding will be automatically applied.
- Failure to pay after three consecutive reminders regarding overdue amounts may result in exclusion from optional services.
- Enrollment for the following school year may be denied to families who have received three consecutive reminders.
- In the event of recurring unpaid balances and/or proven late payments, the LFIK will be entitled to require payment of invoices (tuition, APS, Bentos, etc.) in advance before the start of each school term and for the entire school year.
- Failure to pay after three consecutive reminders and after a meeting with the School Principal may result in the expulsion of the child in question from the school during the school year, until the outstanding balance is settled, upon decision of the Board of Directors.

14. FINANCIAL ASSISTANCE

14.1 Discount for Large Families

Large families with children enrolled simultaneously at the LFIK are eligible for a 5% reduction starting with the third enrolled child from the same family, and a 10% reduction starting with the fourth enrolled child, applicable only to tuition fees.

14.2 AEFÉ Scholarships

Each year, the AEFÉ awards tuition assistance scholarships to children of French nationality who are registered with the Consulate, are at least 3 years old during the calendar year in which the school year begins, and have attended the school continuously. These scholarships are awarded according to conditions and criteria defined by the AEFÉ.

In addition to the first enrollment period, which takes place during the previous school year, the AEFÉ organizes a second enrollment period during the summer or at the beginning of the school year.

If a scholarship application is submitted and the official results are pending (whether from the first or second round), families remain responsible for paying the full amount billed to them, in accordance with the standard terms. Any excess amounts identified upon the awarding of scholarships and the announcement of results will then be refunded proportionally in the form of a credit.

Scholarship applications must be obtained in accordance with the procedure established by the French Embassy in Tokyo and must be returned to the Embassy by the deadlines it sets.

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

14.3 Solidarity Fund

Any family, regardless of nationality, wishing to apply to the Solidarity Fund must complete an application (available from the administration).

Applications are reviewed jointly by the APEK Management Committee, the Director of Administration and Finance, and the School Principal, who form a Support Committee. The purpose of this committee is to manage the Solidarity Fund in a fair and equitable manner.

The Solidarity Fund is not intended to replace or supplement AEFÉ scholarships and does not cover tuition fees.

The following are also excluded:

- Families who do not wish to provide financial information about their family situation, which the committee deems necessary;
- Families who refuse to take the necessary steps with third parties designated by APEK to obtain financial assistance for which they may be eligible.

DEFINITIONS

2026/2027 Terms

- Q1: 1st quarter – 4 months – September 1, 2026, to December 31, 2026
- Q2: 2nd quarter – 3 months – from January 1, 2027, to March 31, 2027
- Q3: 3rd quarter – 3 months – from April 1, 2027, to June 30, 2027

Non-payment / Unpaid

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

APS Period

1st Period: September 26 – February 27 2nd

Period: March 27 – June 27

This document is a translation of the French Financial Regulations and is provided for information purposes only. In the event of any discrepancy or difference in interpretation between this translation and the French version, only the French version of the Financial Regulations shall prevail.