

# **Asia Pacific International School Regulation**

## **Chapter I. General**

### **Article 1. Objective of the School**

Asia Pacific International School educates students in a loving and caring Christian environment to become globally enlightened citizens, who can bridge between East and West and embrace exciting challenges of the New Pacific Century. <Revised 2019. 12. 31>

### **Article 2. Name of the School**

The school shall be called Asia Pacific International School.

### **Article 3. Location**

The school shall be located at 57, Wolgye-ro 45ga-gil, Nowon-gu, Seoul, Korea. <Revised 2021. 1. 15>

## **Chapter II. Years of School and Student Qualification for Admission**

### **Article 4. Years of School**

1. One year of prekindergarten
2. Two years of kindergarten
3. Five years of elementary school
4. Three years of middle school
5. Four years of high school  
<Revised 2009.12.31>

### **Article 5. Qualification for Admission**

Children of foreign nationals or local students who meet the requirements of the Korean law are eligible to apply:

1. Students who have at least one parent holding a valid passport issued by foreign countries <Revised 2021. 1. 15>
2. Students who have more than three years of residence outside Korea <Revised 2009. 12. 31>
3. Students who have a naturalized, non-ethnic Korean-naturalized parent and are deemed unable to continue education in the local school system by the Principal of current school via School Operating Committee <New Article 2021. 1. 15>

## Chapter III. Grade Levels, Semester, and School Holidays

### Article 6. Grade Levels and Semester

1. The grade levels are as follows:
  - a. Prekindergarten. 1 Year (K3)
  - b. Kindergarten: 2 Years (K4, K5)
  - c. Elementary School: 5 Years (Grade 1, Grade 2, Grade 3, Grade 4, Grade 5)
  - d. Middle School: 3 Years (Grade 6, Grade 7, Grade 8)
  - e. High School: 4 Years (Grade 9, Grade 10, Grade 11, Grade 12)  
<Revised 2009.12.31>
2. The school year shall consist of four quarters. The first and second quarters are from the middle of August to the end of December. The third and fourth quarters are from early January to early June. However, the dates of each quarter may change according to the school calendar published every year. <Revised 2023.8.30>

### Article 7. School Holidays

1. School holidays shall be as follows:
  - a. Korean national holidays, Saturdays, and Sundays
  - b. Korean national celebration days (Lunar New Year, Chuseok holiday)
  - c. Thanksgiving holiday
  - d. Easter holiday
  - e. Summer vacation
  - f. Winter vacation
  - g. School foundation day
2. Other holidays not included above may be designated by the principal as long as it is consistent with the number of school days set in Article 11.
3. Temporary or emergency holidays may be designated due to natural disasters, inclement weather or unavoidable emergency situations.
4. The principal can, if necessary, require students to attend school or participate in activities even during school holidays.

## Chapter IV. Number of Classes and Students

### Article 8. Number of Classes

The school shall have a total of 32 classes. <Revised 2009.12.31>

### Article 9. Number of Students <Revised 2021. 1. 15>

1. The school may enroll up to 800 students.
2. The number of students for each grade shall be defined as below.<Revised 2026. 6. 24>

	Grade	Number of classes	Number of students
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PreKindergarten	K3	1	10
	Sub-total	1	10
Kindergarten	K4	1	10
	K5	1	20
	Sub-total	2	30
Elementary School	G1	2	50
	G2	2	50
	G3	2	50
	G4	2	50
	G5	2	50
	Sub-total	10	250
Middle School	G6	2	70
	G7	2	70
	G8	3	70
	Sub-total	7	210
High School	G9	3	75
	G10	3	75
	G11	3	75
	G12	3	75
	Sub-total	12	300
Total		32	800

## **Chapter V. School Curriculum, Number of School Days and Examination**

### **Article 10. Curriculum**

The curriculum of each grade shall be in accordance with the curriculum accredited by the WASC (Western Association of Schools and Colleges). <Revised 2009.12.31>

### **Article 11. Number of School Days**

One school year shall consist of 180 or more school days.

#### **Article 12. Examination**

1. Prekindergarten and elementary school shall have mid-term and final exams given by homeroom teacher or subject teachers. The teachers may give additional tests whenever necessary.
2. Middle and high school shall have mid-term and final exams given by subject teachers. The teachers may give additional exams whenever necessary. <Revised 2009.12.31>

### **Chapter VI. Completion of Grade and Graduation**

#### **Article 13. Completion of Grade and Graduation**

1. In determining whether a student can complete a grade or to graduate, the student's attendance and academic performance will be taken into consideration.
2. Students shall not have absences exceeding 7 days each quarter in order to complete a grade.

#### **Article 14. Graduation Diploma**

The principal shall confer graduation diplomas to students who have fulfilled the courses requirements of the high school.

### **Chapter VII. Transfer, Admission and Readmission**

#### **Article 15. Admission Period**

Students shall start school in mid-August, at the beginning of the school year.

#### **Article 16. Admission**

Admission will be given to those who meet the eligibility requirements in the Article 5 and follow the admission procedure required by the school, including a review of the application, an interview, and a written test, as well as grade placement. <Revised 2009.12.31>

#### **Article 17. Transfer**

Transfers from another school shall be limited only to cases that vacancy exists in school. Upon the school's confirmation that the student is capable of completing school, a similar procedure outlined in Article 16 shall be applied to allow transfers.

#### **Article 18. Readmission**

The school may review and decide to re-admit students who had previously withdrawn from the school.

#### **Article 19. Documents for Admission**

Applicants for admission shall submit the following documents:

1. Proof of eligibility to attend an international school in Korea
2. Application form
3. Proof of vaccination
4. Transcript from the previous school
5. Official results from standardized tests <Revised 2009.12.31>

#### **Article 20. Documents for Transfer Students**

Applications for transferring to the school should submit documents required by the school.  
<Revised 2009.12.31>

#### **Article 21. Written Pledge**

Those who have been admitted (including transfers and readmissions) must submit a pledge co-signed by the guarantor, in accordance with a procedure separately arranged by the school.

#### **Article 22. Guarantor**

1. The guarantor shall be a parent or guardian.
2. The guarantor shall live with the student and shall be responsible for all the matters related to the student's academic and school life.
3. The guarantor must inform the school immediately, should there be a change in the guarantor's status.

### **Chapter VIII. Leave of Absence, Expulsion, and Recognition**

#### **Article 23. Leave of Absence**

1. The student who wants to take a leave of absence from school due to a disease or other excusable reasons must submit a statement of reasons to the principal with supporting documents co-signed by the guarantor.

2. There is no set limit on the number of days for the leave of absence, but it is permitted as long as the student can manage the missed school work.

#### **Article 24. Voluntary Withdrawal**

The student who wants to withdraw from school (or transfer to another school) must notify the school two weeks in advance and undergo an Exit Interview with the principal. The issuance of academic transcripts will proceed after confirming that there are no outstanding payments, and the student must complete and submit a written Withdrawal Form to the school. <Revised 2026.06.24>

#### **Article 25. Recognition**

The principal may give recognition to students whose conducts are exemplary, students who have demonstrated great academic achievements, students who are diligent and set good examples for other students, or who have notable accomplishments.

#### **Article 26. Disciplinary Action**

1. When deemed necessary for educational purposes, the principal may take disciplinary action towards the student and inform the parents.
2. Disciplinary actions may include in-school services, probation, suspension, and expulsion.

#### **Article 27. Expulsion**

The principal may expel a student if the student falls into one or more following cases:

1. the student has misbehaved and shows no signs of improvement.
2. the student shows no possibility of completing the studies due to poor academic performance.
3. the student is frequently absent from class with no excusable reasons.
4. the student disrupts class through collective actions that are deemed inappropriate as a student.

### **Chapter IX. Tuition and Entrance Fees**

#### **Article 28. Tuition, Entrance Fees and Other Expenses**

1. Tuition fees, admission fees, and other expenses are collected annually after the amounts are determined in accordance with the school budget for the relevant year. <Revised 2026.06.24>

2. The amount and collection of tuition fees, admission fees, and other expenses referred to in Paragraph 1 for the next academic year shall be determined and announced by the end of April each year and posted on the school website (apis.org). <New Article 2026.06.24>

**Article 29. Action on Delayed Payments**

If tuition has not been paid for more than two months, the school may suspend or expel the student from school, after notifying the parents. <Revised 2009.12.31>

**Article 30. Scholarship**

The school may award need-based financial aid to students by deducting a portion of the tuition after a review of the student's academic records and other required documents. <New Article 2009.12.31>

**Article 31. Tuition Refund**

The tuition and bus fees are subject to refund in accordance with the schedule written below. The schedule applies only to the tuition and bus fees paid in full (or only to the annually paid tuition and bus fees). Application processing fee, registration fee, senior fee, the USD portion of the tuition, and the initial installment tuition and bus payments are not subject to refund. No refunds will be given in the event of a large-scale withdrawal due to a major disaster such as war, civil strife, labor unrest, or a natural disaster. <New Article 2023.08.30>

Refund Schedule (Refund available only to the tuition and bus fees paid in full. Application processing fee, registration fee, senior fee, the USD portion of the tuition, and the initial installment tuition and bus payments are not subject to refund.)	
Date (for each school year)	Early Withdrawal Refund
Until July 31	80% of the annual tuition 90% of the bus fee
Until 1 day before the beginning of Quarter 1	75% of the annual tuition 80% of the bus fee
Until 4 weeks before the end of Quarter 1	70% of the annual tuition 70% of the bus fee
Until the end of Quarter 1	60% of the annual tuition 60% of the bus fee
Until the end of Quarter 2	40% of the annual tuition 40% of the bus fee
Until the end of Quarter 3	20% of the annual tuition 20% of the bus fee
Quarter 4 and later	0% of the annual tuition

	0% of the bus fee
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## **Chapter X. Qualifications and Responsibilities of Principals and Teachers**

### **Article 32. Qualification for Principal**

The principals are required to meet the following qualifications:

1. Principals must hold an undergraduate level degree with a minimum of two-year experience as a teacher, or must hold a graduate level or higher degree.
2. Principals must meet teaching qualifications required by WASC (Western Association of Schools and Colleges). <New Article 2009.12.31>
3. Principals have the duty to oversee the school's academic programs, systematically provide high-quality education in accordance with the founding philosophy, maintain academic standards, and supervise the faculty and staff to educate the students. <New Article 2026.06.24>

### **Article 33. Qualification for Teacher and Dismissal of Teachers**

1. Teachers must hold an undergraduate level degree and must meet teaching qualifications required by WASC (Western Association of Schools and Colleges).
2. Teachers may be dismissed for one or more following reasons:
  - 1) the teacher violates Korean law and causes scandal.
  - 2) the teacher does not follow terms in the school's faculty handbook. <New Article 2009.12.31>

## **Chapter XI. Supplementary Rules**

### **Article 34. Revision of School Regulations**

School regulations can be revised at the request of the principal. The revised school regulations shall be reported to the Superintendent of Seoul Metropolitan Office of Education. <Revised 2023.08.30>

### **Supplementary Provision**

#### **Supplementary Article 1.**

The principal establishes the detailed regulations necessary for the implementation of the School Regulation.

### **Supplementary Article 2. Implementation Date**

1. School regulations are effective as of the approval date.
2. School regulations are effective as of 2009.12.31.
3. School regulations are effective as of 2021.01.15.
4. School regulations are effective as of 2023.08.30.
5. School regulations are effective as of 2025.03.04.
6. School regulations are effective as of 2026.03.11.
7. School regulations are effective as of 2026.06.24.

### **Supplementary Article 3. Interim Measures on Admission, Readmission, and Transfer**

The standards on admission, re-admission, and transfer follow the effective date of "the Regulation Regarding Establishment and Operation of International School and Foreign Kindergarten." <New Article 2009.12.31>

### **Supplementary Article 4. Interim Measures on Continuing Student**

Continuing students who had attended school at the time of the implementation of "the Regulation Regarding Establishment and Operation of International School and Foreign Kindergarten" are considered eligible for the admission qualifications listed in Article 5. <New Article 2009.12.31