



SCHEDULE OF FEES

Early Years Programme (2019/20)

The School reserves the right to amend the Schedule of Fees from time to time

	DAYS	TIME	ANNUAL FEE (VND)	TERMLY TUITION FEES (VND)		
				TERM 1	TERM 2	TERM 3
FUNDINOTOTS	Monday	8:15am - 10:15am	10,100,000	5,630,000	3,140,000	3,140,000
	Tuesday	8:15am - 11:15am	15,100,000	8,450,000	4,680,000	4,680,000
	Wednesday	8:15am - 11:15am	15,100,000	8,450,000	4,680,000	4,680,000
	Thursday	8:15am - 10:15am	10,100,000	5,630,000	3,140,000	3,140,000
	Friday	8:15am - 10:15am	10,100,000	5,630,000	3,140,000	3,140,000
FOUNDATION 1	Monday To Friday	5 Full Days	258,300,000	144,180,000	79,860,000	79,860,000
		5 Mornings With Lunch	190,900,000	106,570,000	59,020,000	59,020,000
FOUNDATION 2	Monday To Friday	5 Full Days	271,700,000	151,630,000	83,990,000	83,990,000
		5 Mornings With Lunch	200,600,000	111,980,000		
FOUNDATION 3	Monday To Friday	5 Full Days	384,600,000	214,680,000	118,910,000	118,910,000

APPLICATION FEE

A non-refundable Application Fee of 3,500,000 VND is payable upon submission of an Admission Application to the school. This fee is to cover the administrative costs of each application. Application Fee is waived for children currently enrolled in Fundinotots moving to Foundation Stage 1.

REGISTRATION FEE

A non-refundable Registration Fee of 23,600,000 VND for Foundation Stage is payable when the offer of a school place is accepted by parents. The Registration Fee is paid only once and guarantees the place for the child. The acceptance of a school place is not confirmed until the Registration Fee has been paid. When a child moves from the Foundation Stage to the Primary school the difference in Registration Fee at the time of enrolment between Primary school and Foundation Stage will be payable. There is no Registration Fee for Fundinotots.

PAYMENT OF TUITION FEES

Parents are responsible for the payment of the applicable school fees before the child can attend school classes. This responsibility cannot be delegated to a company. All Tuition Fees are invoiced in VND and are payable in VND unless the payment originates outside of Vietnam, in which case a USD bank transfer at the prevailing bank exchange rate is acceptable.

TUITION FEES AND PAYMENT DATES

Tuition Fees are payable in advance. Prior to the start of Term 1 parents can choose one of two payment plans:

Annual Tuition Fees

The Annual Tuition Fee for Foundation Stage is discounted by around 15% compared to the Term Tuition Fees. To secure this discount the Annual Tuition Fee must be paid in full before 20 August 2019.

Term Tuition Fees

Fees are paid per term in advance and are due no later than:

Term 1: 20 August 2019 Term 2: 13 December 2019 Term 3: 27 March 2020

Please note that the tuition fees are exclusive of school buses.

Late Payment of Tuition Fees

Tuition Fees remaining unpaid by 20 August 2019 will automatically have discounts (if any) removed. Additionally, the Tuition Fees remaining unpaid after the published due date will have a 1.5% penalty per month added to the outstanding balance by the 20th of each month.

Non-Payment of Tuition Fees

In the event of non-payment of Tuition Fees, the school has the right to refuse to accept the student into the school and reserves the right to withhold the Security Deposit.

LATE ENROLMENT

If a child is enrolled into the school after the start of Term 1 the Tuition Fees for the remainder of the school year have to be paid in advance according to the table below:

Child starts in	First half of Term 1	Second half of Term 1	Term 2	Term 3
Late Enrolment Tuition Fee	Annual Fee	90% of Annual Fee	Term 2 + Term 3 Fees	Term 3 Fee

OTHER FEES AND DISCOUNTS

Additional EAL Fees

The school is able to provide limited English as an Additional Language (EAL) support for children from Foundation Stage 3 who are non-native English speakers for which an extra fee is payable. The level of support needed is determined by the EAL Department after one month of observation and will fall under one of the three tiers below :

	Tier 1		Tier 2		Tier 3	
	5 Hours or more		Between 3 to 5 Hours		Up to 3 Hours	
Supporting hours per week	Term 1	Term 2/Term 3	Term 1	Term 2/Term 3	Term 1	Term 2/Term 3
Fees / Term (VND)	51,800,000	38,900,000	37,100,000	27,900,000	27,900,000	20,900,000

Discounts

A family discount of 10% is applicable on Tuition Fees of the third and subsequent child/children of a family with three or more children enrolled in the school. Family discount does not apply to children enrolled in Fundinotots.

WITHDRAWAL AND REFUND OF FEES

If a child withdraws from the school during the academic year, the following refund policy will apply:

- ▶ It is the parents' responsibility to complete the school's standard Withdrawal Notification Form and to submit it to the campus office **at least 90 calendar days** prior to the child's last day at school. When the child leaves at the end of any term, the 90 day period shall be counted up to the last school day of that term only. This will ensure the refund policy is applied and school reports are issued.
- ▶ The school will not refund any portion of Term Tuition Fees or Late Enrolment Fees.
- ▶ The school will refund a percentage of the Annual Tuition Fee based on the date of the last day at school.

Last day in school	Term 1	Term 2	Term 3
Refund of Annual Tuition Fee (%)	55%	30%	0%

