

Age in Dec 2018	Nursery - Kindergarten - Reception									Elementary 6-12 years		
	1.5 to 2 years			3 years			4 years		5 years	6-7 years	8-9 years	10-12 yrs
Programme	3 Half-Days	5 Half-Days	5 Full-Days	3 Half-Days	5 Half-Days	5 Full-Days	5 Half-Days	5 Full-Days	5 Full-Days	5 Full Days		
Annual Tuition Payment: all in VND												
by ('000)	156,000	175,000	197,000	166,000	187,000	207,000	226,000	260,000	304,000	341,000	346,000	351,000
Term Tuition Payments: 70% of total fee is paid for Term 1 participation, 30% of total fee is paid for Term 2 participation												
Term 1 - ('000)	114,800	128,800	144,900	121,800	137,200	151,900	165,900	191,100	223,300	250,600	254,100	257,600
Term 2 - ('000)	49,200	55,200	62,100	52,200	58,800	65,100	71,100	81,900	95,700	107,400	108,900	110,400
Application & EAL Fees												
Application	27,000,000 VND											
English session support	N/A						44,000,000 VND - English sessions (3 times/week) for children with the need at enrolment					
Personal Liability & Accident Insurance	600,000 VND - Collecting on behalf of BIDV Ben Thanh Insurance Company Parents can provide another insurance plan to cover their child's Personal Liability and Accident at School.											

Lunch Fee: Non - refundable, applicable to Programs (B) & (C)		Schedules	Tuition Fee	Time	
Options	VND ('000)	Half Day without Lunch (A)	See fee schedule above	8.00 am - 11.30 am	
Annual	22,000	Half Day with Lunch (B)	Tuition fee of programme (A) + fee for 11.30 am - 12.10 pm (lunch fee equivalent)	8.00 am - 12.10 pm	
Term 1	12,000	Full Day (C)	See fee schedule above	8.00 am - 3.15 pm	
Term 2	12,000	Extra hour (Free for programme C with participation for whole year)	After-school activities	See Fee Schedule for Afterschool Programme	3.15pm - 4.15pm
			Childcare	12,000,000/year or 14,000,000/term	3.15pm - 4.15pm

Payment of Tuition and Lunch Fees

Fees (Tuition and Lunch) can be paid annually or by term.

Annual payment: paid in one lump sum. Term payment: paid in 2 times.

Meal fee: if food is brought from home, 25% lunch fee is charged for meal service, and/or snacks and dessert.

Fees	Payment Due
Annual	9 Jul 2018
Term 1	9 Jul 2018
Term 2	3 Dec 2018

Fees can be paid in cash or by bank transfer. All charges for bank transfer are to be covered by the Sender. A 10% penalty is added to any outstanding balance which is past due. Fees are not transferable. Fees are not refundable except for those conditions in the next column.

Application Fee

A non-refundable and non-transferable Application Fee must accompany each application. It has to be paid in full 20 working days before the tuition fee payment is due.

An application will not be processed until this Application Fee is received. It is paid only once for the entire enrolment.

Transportation Service Fee

Transportation service by a 16-seater van between home and school is available with a fee. Contact the Office for the update of the transportation service fee.

Withdrawal and Refund Policy: only for tuition and lunch fee with annual payment for full year participation and settled by 9 Jul 2018 or earlier.

*Parents are required to fill out the Withdrawal Form one month prior to the last day of participation in the school programme. Refund will be done one month after the last participation day with the following schedule:

Last Date in School	Refund from total tuition and lunch fee paid by 9 Jul 2018
27 Aug 2018	30% of unused fee calculated on the pro-rata basis after deducting administration fee for refund.
After 27 Aug 2018	No Refund
No Refund for payment with red invoice, extended deadline or settled overdue. Administration fee for Refund: 15,000,000VND.	

Discount Policy on Fee for Siblings

For the simultaneous enrolment of two or more siblings: a discount of 10% on application and 5% on tuition is applied for the second child.

Enrolment after Start of School. Short Enrolment Minimum Enrolment at School Start. Pro-rata and Surcharge

Enrolment after the start of the year, called late enrollment; or enrolment of less than one full term, called short enrolment, will be billed on a pro-rata basis, at the Term rate and with a **surcharge**. Part of non-participation time is chargeable if it's more than 5 weeks.

Surcharge is 10% on tuition, lunch and EAL fees for late enrolment in Term 1 and for short enrolment of less than 36 weeks.

Surcharge is 15% on tuition, lunch and EAL fees for late enrollment in Term 2 and for short enrolment of less than 18 weeks.

Minimum participation commitment at the start of the year is one full term - at Term 1's fee (70% of total fee) and subject to no surcharge.

