

Age in Dec 2019	Nursery - Kindergarten - Reception									Elementary		
	1.5 to 2 years			3 years			4 years		5 years	6-7 years	8-9 years	10-12 yrs
Program	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)	164,000	184,000	207,000	174,000	196,000	217,000	237,000	273,000	319,000	358,000	363,000	368,000
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)	120,400	135,100	151,900	128,100	144,200	159,600	174,300	200,900	234,500	263,200	266,700	270,200
Term 2 - ('000)	51,600	57,900	65,100	54,900	61,800	68,400	74,700	86,100	100,500	112,800	114,300	115,800
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
	VND ('000)	Half Day without Lunch (A)	See fee schedule above	8.00 am - 11.30 am
Annual	24,000	Half Day with Lunch (B)	Tuition fee of program (A) + Fee for 11.30 am - 12.10 pm (lunch fee equivalent)	8.00 am - 12.10 pm
Term 1	13,000	Full Day (C)	See fee schedule above	8.00 am - 3.15 pm
Term 2	13,000	Extra hour: free to those enrolled 5 full days only	After-school activities See separate Fees Schedule for Afterschool Program	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	12 Jul 2019
Term 1	12 Jul 2019
Term 2	6 Dec 2019

Fees can be paid in cash, credit card, or by bank transfer. All charges for bank transfer and credit card 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 30 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 one time 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. Pickup and drop-off time might change at the School's discretion throughout the school year.

Withdrawal and Refund Policy is only applied to tuition and lunch fee paid by **12 April 2019** without Red Invoice (early bird for returning parents) Parents are required to inform the School in writing two months prior to the last day of participation. **Refund will be done** one month after the last participation day according to the following schedule:

Last Date in School	Refund from total tuition and lunch fee paid by 12 April 2019
19 Jul 2019	20% of the unused tuition and lunch fees of period Sep 2019 - Jun 2020 after deducting (1) administration fee for refund and (2) full fees for summer weeks that were already taken without charge.
After 19 Jul 2019	No Refund

No Refund for payment with red invoice, extended deadline or settled overdue. Administration fee for Refund: 25,000,000VND.

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 2 weeks.

Surcharge is 10% or 15% on tuition, lunch and EAL fees for late enrolment in Term 1 and for short enrolment of less than 36 weeks or 18 weeks respectively.

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.

