

# PRIMARY SCHOOL SCHEDULE OF FEES | Academic Year 2024 - 2025

## A. GENERAL POLICY

- The school reserves the right to amend, add-in or replace the Schedule of Fees occasionally in order to fit in with the school's operation. Any changes to the Schedule of Fees shall be communicated prior to the start of the Academic Year.
- Successful admission and the continuity of a student's enrolment are only confirmed when all applicable fees are paid on time. This applies to both individuals and companies making payments. Parents are responsible for all payment-related matters. The school will not liaise with any third party.
- Tuition fees increase year by year but not more than 10% per year. The school will update parents prior the start of the new school year.
- In case there are terms that have different interpretations between Vietnamese and English, the terms will be understood in Vietnamese.

## B. DETAILED POLICY

### I. ESSENTIAL FEES

#### 1. ENTRANCE TEST, ENROLLMENT FEE & SECURITY DEPOSIT

- **Entrance test fee: 2.000.000VND/student.** One time only when registering for the test. Non-refundable regardless of any circumstances.
- **Enrollment Fee: 6.000.000VND/student.** One time only during the student's time at school. Students must submit 100% enrollment fee at any given point of enrolling at school.
- **Security Deposit: 5.000.000VND** to ensure the consistency of learning at school. One time only when first registering at school.

*\*If students transfer to the same facility (addressed at Saigon Villas Hill, 99 Le Van Viet, Tang Nhon Phu A, Thu Duc City, Ho Chi Minh City) they will not have to pay enrollment fees and security deposit will be transferred to the new level.*

#### 2. TUITION FEES:

PROGRAMME	Annual (Discount 5%) (08/2024 - 05/2025) VND	SEMESTER	
		Semester 1 (08/2024 - 12/2024) VND	Semester 2 (01/2025 - 05/2025) VND
Primary 1	103.000.000	54.075.000	54.075.000
Primary 2	108.000.000	56.700.000	56.700.000
Primary 3	113.000.000	59.325.000	59.325.000
Primary 4	118.000.000	61.950.000	61.950.000
Primary 5	123.000.000	64.575.000	64.575.000

- Tuition can be paid for the entire school year or by semester.

- For students who enroll late after the first day of the school year, tuition will be calculated based on the number of remaining school days of the year.

#### 3. MEAL FEE:

MEAL FEE	Annually	Semester 1	Semester 2
	16.200.000 VND	8.694.000 VND	8.316.000 VND

- Meal fee can be paid for the entire school year or by semester.

- Including breakfast, lunch, and afternoon snack. For students who enroll late after the academic year's opening day, meal fees will be calculated based on the remaining days of the academic year.

- When a student is absent from school for 5 days or more (excluding weekends), parents notify the admissions office by email or text of the child's absence from school at least 5 days in advance (excluding weekends). The school will deduct the meal fee from the next semester or school year.

**4. FACILITIES & STATIONERY FEES**

**Facilities fee: 2.000.000VND/year**

This fee is used to repair, maintain and develop the School’s facilities. Students enrolling on any day of semester 1 will pay 100% of the facility fee, students enrolling on any day of semester II will pay 50% of the facility fee.

**Stationery fee: 1.500.000VND/year**

This fee is used to equip collective learning tools in class, documents and specific learning products of each subject. This tuition fee does not include books and personal learning items.

Students enrolling on any day of semester 1 will pay 100% of the tuition fee, students enrolling on any day of semester 2 will pay 50% of the tuition fee.

**5. UNIFORM FEE**

ITEMS	PRICE PER ITEM VND
T- Shirt	260.000
Trouser/Skirt	300.000
Cap	120.000

- Students are required to wear uniforms when going to school.
- Uniforms cannot be exchanged or returned under any circumstances

**6. HEALTH INSURANCE FEES**

- As compulsory insurance and fees according to annual regulations of the State, the School will temporarily collect an amount of **700,000 VND/student**.
- Students pay 100% of the fee at the beginning of each school year according to the notice and will not be refunded under any circumstances.
- In case the student already has health insurance, parents need to submit to the School a copy of the valid health insurance card. In case parents cannot prove that the student has insurance before the deadline to pay the insurance premium, the School will have the right to automatically buy Health Insurance for the student and the parents will have to reimburse the School for the amount.
- In case a student, for any reason, does not participate in mandatory health insurance for students, parents will be responsible for students’ health insurance medical examination while he/she is studying at school, will be responsible in front of the law, and do not sue or question the student’s insurance participation.

**II. OPTIONAL FEES**

**1. TRANSPORTATION SERVICE**

DISTANCE	ROUTE	ANNUALLY VND	SEMESTER 1 VND	SEMESTER 2 VND
0 - 4 km	One way	14.400.000	7.728.000	7.392.000
	Two ways	27.000.000	14.490.000	13.860.000
4 km – 7 km	One way	16.200.000	8.694.000	8.316.000
	Two ways	28.800.000	15.456.000	14.784.000
7 km – 10 km	One way	18.000.000	9.660.000	9.240.000
	Two ways	30.600.000	16.422.000	15.708.000

- Shuttle fees are non-refundable and will not be deducted for any circumstances including absences or changes to the pick-up location resulting in a shorter route.
- In case of changing the pick-up location leading to a longer route, Parents will pay the difference
- Shuttle fee does not include the cost of going through the toll booth. The school will charge additional costs if the bus passes through the toll booth to pick up and drop off students.
- The school will notify the shuttle bus change schedule 1 day in advance (if any).

## 2. AFTER – SCHOOL CARE SERVICE

After-hours child care service is applied in cases where parents cannot pick up their children on time and up to 7:00 p.m daily. Service fees will be automatically calculated from 5:00 p.m and are calculated by the hour (not by the minute). Specific fees are as follows:

- From 5-6pm: **150.000 VND per hour**
- After 6pm: **300.000 VND per hour**

## 3. TEXTBOOKS FEES

The school will provide a list of textbooks according to the Vietnamese curriculum and books according to the English curriculum at the beginning of each school year. Parents can register to buy books at the School at the publisher’s listed price if desired.

*\*Non-refundable*

## 4. OUTING FEE

Excursions and picnics within Ho Chi Minh City area/school year. These tours and picnics will be announced and charged separately (if any).

## 5. TUITION FEE DISCOUNT OFFERS

The promotions will be offered as follow:

GROUP	APPLY FOR	DISCOUNT	TERMS AND CONDITIONS
Early Bird	All the student	5%	Applicable to students who pay tuition for the entire year before April 30, 2024
Family Group	The Siblings	5%	Applicable to students with lower tuition fees
Other groups	For groups of 3 or more students registering for new admission at the same time	5% - 7%	Groups of 3 students receive a 5% tuition discount/student. Groups of 4 students receive a 6% discount on tuition/student. Groups of 5 or more students receive a 7% discount on tuition/student.

# III. PAYMENT

## 1. PAYMENT DEADLINES

Parents are obliged to pay school fees on time. Specific payment time is as follows:

SEMESTER	START	END	PAYMENT DEADLINES
Annual tuition fee	08/2024	05/2025	Before 31/05/2024
Semester 1	08/2024	12/2024	Before 31/05/2024
Semester 2	01/2025	05/2025	Before 30/11/2024

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**2. LATE PAYMENT OF SCHOOL FEES**

- If payments are not made on time, a penalty of 0.05%/day will be applied on the late payment amount.
- In the event that payments and fines remain unpaid before the start of the new semester or school year, the School has the right to withhold transcripts and stop providing educational services to the student until the school receives full fees and late payment fees.

**3. PAYMENT METHODS**

All payments can be made by cash or bank transfer in Vietnamese Dong (VND).

**BY CASH:**

Tuition and other fees are paid in Vietnamese Dong (VND) in the form of cash payment at the School’s accounting department (addressed at Saigon Villas Hill, 99 Le Van Viet, Tang Nhon Phu A , Thu Duc City, Ho Chi Minh City)

**BY BANK TRANSFER:**



<b>PAYEE</b>	ANNE HILL SAIGON JOINT STOCK COMPANY
<b>ACCOUNT NUMBER</b>	110604203868
<b>BANK</b>	VIETNAM JOINT STOCK COMMERCIAL BANK FOR INDUSTRY AND TRADE - VIETINBANK (THU DUC BRANCH - METRO TRANSACTION)
<b>SWIFT CODE</b>	Vietinbank: ICBVVNVX947
<b>CONTENT</b>	Student code_Student full name_Tuition fee payment_semester.../annually

**Note:**

- The School is not responsible in case of delay in transfer due to bank error or parent transferring the wrong account number
- Bank fees are paid by the transferor.
- Parents who need to issue a financial invoice, please notify and fill in the information according to the School’s form immediately upon payment of tuition.

**4. WITHDRAWAL & REFUND POLICY**

No.	School fees	Dropping out of school before the enrollment date	Dropping out of school after the enrollment date
1	Entrance test fee	Non-refundable	Non-refundable
2	Enrollment fee	Non-refundable	Non-refundable
3	Security Deposit	If Parents notify before May 31: 100% refund If Parents notify after May 31: No refund	The reservation fee will be refunded in one of the following cases: 1. Students withdrawing from school: Parents please submit the "Application to withdraw from school" and please notify the admissions office by email or text at least 60 days before the student’s last school day. 2. Students complete the Primary program at the School. 3. Transfers are only allowed between children in one family.
4	Tuition fee	Parents notify before May 31, 100% refunded when annual tuition fee has been paid in full and on time	Parents will be notified after May 31, 75% will be refunded when annual tuition fee has been paid in full and on time.
5	Bus fee	100% refund	Refund depends on the actual days
6	Meal fee	100% refund	Refund depends on the actual days
7	Facilities fee	100% refund	Non-refundable
8	Student insurance fee	Non-refundable	Non-refundable

**Note:**

- The refund amount will be transferred back to the individual or company that previously paid the tuition fee in Vietnam Dong by transfer via a bank account in Vietnam.
- Fees and tuition will be paid within 30 business days of the student’s last day at school.
- In the event that the School must close due to force majeure, including disease outbreaks and natural disasters, the School will not refund any money.