

ADMISSIONS INFORMATION

SCHOOL YEAR 2024 – 2025

1 – SCHOOL HOURS

Duration: **7:00 AM to 04:00 PM**

Date: **Monday to Friday**

2 – SCHOOL FEES (Currency unit: Vietnam Dong)

A. APPLICATION FEE

Application fee of **3.000.000** is a one-off and non-refundable payment upon submission of the Application Form.

B. REGISTRATION FEE

Registration fee of **50.000.000** is a one-off and non-refundable payment within 7 days after the student receives the Offer Letter from the School. This is to secure the student's place.

GRADE	APPLICATION FEE (One-off & non-refundable payment)	REGISTRATION FEE (One-off & non-refundable payment)
Primary (Grade 1-5)	3.000.000	50.000.000

C. TUITION FEE

Please see the tuition fee table below:

TUITION FEE	FULL YEAR (one-time payment: 5% off)	SEMESTER (X2) (split payment: 3% off)	INSTALLMENTS (X4)
	Prior to 15/08/2024	Prior to 15/08/2024 & 15/12/2024	Prior to 15/08/2024, 13/10/2024, 15/12/2024 & 15/02/2025
Grade 1-5	532.000.000	271.600.000	140.000.000

- All school fees need to be paid before the notified deadlines.
- The above tuition fee includes instructional fee, breakfast, lunch, student health insurance according to national regulations, school activities, and comprehensive development programme following a fixed daily schedule.
- Uniform fee is included in the tuition fee of the first school year and a separate policy applies to each school year.
- The above tuition fee does not include transportation, learning materials, long excursions, tuition fees for additional support and extension classes.
- Tuition fee will not be reduced under any circumstances.

EARLY BIRD INCENTIVE SPECIALLY APPLIED FOR THE ACADEMIC YEAR 2024 – 2025 AS FOLLOWS:

The incentive is applicable only to the option of paying full tuition fees for the whole year.

FULL PAYMENT	TUITION FEE
By 15/05/2024	436.800.000
By 30/06/2024	448.000.000

D. WITHDRAWAL/ TUITION FEE REFUND POLICY

- The School does not offer a refund to parents who choose to pay tuition fee in 4 installments per year.
- In case of withdrawal from school, parents are responsible for sending an official notice to the school by submitting a Withdrawal form to the Admissions Office at least 60 days prior to the student's last day of school (regardless of the student's presence at school or not). Absences from school without the prescribed Withdrawal form will not be considered for a refund, unless the student is expelled from the school.
- Tuition incentives only apply to students who complete one (1) school year.
In case of withdrawal before the end of the school year, the refund will be based on the tuition refund policy, and incentives will be eliminated.
- **Specifically, according to the following calculation:**
Refundable tuition = Tuition paid - (Original tuition x time studied) - credit card fee (if any).
(Note: Study time will be calculated by the full month. Original tuition fee is 560.000.000 vnd/one Academic Year).
- The deposit to hold the offer will not be refunded if the application is withdrawn earlier than the commitments stated in the agreement.
- Request for transfer of tuition fees can be considered only if the parent requests to transfer it to a sibling who is concurrently studying at the school.
- Request for tuition fee suspension can be considered only if the student applies for a suspension of at least 2 months and up to a maximum of 1 school year, provided that the parents strictly comply with the regulations on suspension.
- The School will only accept the Withdrawal form and parents will receive the student records, transcripts, and other relevant documents (if any) only after the parents complete the payment of the prescribed fees.
- Tuition fee will be refunded within 15 days from the date the Withdrawal form is accepted by School Administrators.
- In case the student violates school rules and is expelled from school, the settlement of tuition fee is based on the effective date of the School Board's official decision to withdraw.

3 – GENERAL POLICY

A. FAMILY INCENTIVES

Regarding families with 2 (two) or more siblings concurrently studying at the school and paying the tuition fees as prescribed, the incentive is applied to the younger child with the lowest tuition fee according to the following policy:

- 10% discount for the 2nd (second) sibling
- 5% discount for the 3rd (third) sibling onwards

Incentives are only applicable at the time the student's sibling is accepted and agrees to attend the School. This policy will not apply to families with siblings who have been entitled to any other tuition incentives from the School.

B. LATE PAYMENT FEE

Parents are required to ensure that all fees are paid prior to the required deadline and this responsibility cannot be delegated to another entity. If payment of fees is not made within 14 days from the specified date, the school will add 0.05% per day of late payment for unpaid fees.

If no payment is made after 30 days from the specified date, the School will not release the student records and academic reports to the family, and the student will not be able to continue attending the School until the tuition fees are paid in full.

C. BANK ACCOUNT DETAILS

All fees can be paid in cash or by bank transfer as shown below. Fees need to be paid with the correct account as announced, excluding transfer fees. Parents, after the transfer, please send an email or a copy of the payment authorisation/bank transfer to the Admissions Office. In case of payment from outside Vietnam, the applicable exchange rate will be applied accordingly at the time of payment.

ACCOUNT NUMBER	1032241178
ACCOUNT NAME	VIET NAM TINH HOA PRIMARY SCHOOL
BANK	JOINT STOCK COMMERCIAL BANK FOR FOREIGN TRADE OF VIETNAM (VCB) - HAM NGHI - HCM

D. OTHER POLICIES

- In case of force majeure, the fee collection or refund will be announced by the School based on the actual situation at the time. Force Majeure is defined as an unforeseeable closure of the School, such as, but not limited, natural disasters, political unrest or pandemic situation.
- The School reserves the right to adjust or change the fee policy and regulations.