



Tuition and Fees 2018-2019

In compliance with Vietnam Government Regulations on foreign exchange control, all fees are given in Vietnam Dong (VND). Please contact our accounts department for the most current exchange rates.

APPLICATION FEE

The non-refundable Application Fee per student is 4,500,000 VND. This fee is payable upon submission of an application form to the school from July 1, 2017.

ACCEPTANCE FEE

The Acceptance Fee is 24,000,000 VND and must be paid after receiving the letter of enrolment at HIS. This will secure the student's admission to HIS. The application deposit will be:

- Refunded 50% if the student does not take up his or her place at HIS.
- Paid towards the Enrollment Fee when the student commences at HIS.

ENROLLMENT FEE

The enrollment fee is 24,000,000VND. This fee is payable per student and is transferred from the Acceptance Fee. This payment reserves the student's place within HIS. This fee is a once-only, non-refundable, non-transferable payment for each period of continuous study at HIS. Students who re-enroll at HIS, having been at another educational facility for a period of time, will be liable again for this fee.

TUITION AND FEES SCHEDULE

Tuition fees paid by semester will attract an administration fee of 3% of the total tuition fee. Tuition fees paid quarterly will attract an administration fee of 4% of the total tuition fee.

GRADE	FULL PAYMENT	SEMESTER PAYMENT (included administration fee)		PAYMENT MADE QUARTERLY (included administration fee)			
	Academic Fee 2018-2019	Semester 1	Semester 2	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Pre-K and K	375,600,000	193,434,000	193,434,000	97,656,000	97,656,000	97,656,000	97,656,000
Grade 1/2/3/4	463,200,000	238,548,000	238,548,000	120,432,000	120,432,000	120,432,000	120,432,000
Grade 5	469,200,000	241,638,000	241,638,000	121,992,000	121,992,000	121,992,000	121,992,000
Grade 6/7/8	510,000,000	262,650,000	262,650,000	132,600,000	132,600,000	132,600,000	132,600,000
Grade 9/10	553,200,000	284,898,000	284,898,000	143,832,000	143,832,000	143,832,000	143,832,000
Grade 11/12	602,400,000	310,236,000	310,236,000	156,624,000	156,624,000	156,624,000	156,624,000
Payment Due Date	Aug 13, 2018	Aug 13, 2018	Jan 7, 2019	Aug 13, 2018	Oct 15, 2018	Jan 8, 2018	Mar 25, 2019

*Grade 11 and 12 – Years one and two of the International Baccalaureate Diploma programme.

Tuition fees also include the cost of the yearbook, swimming charges, annual Grade camps from Grades 5-12, field trip entrance costs within Hanoi and most of the costs associated with the Co-Curricular Programme. Parents may elect to pay tuition fees annually or quarterly or by semester.

REFUNDABLE BOOK/ SECURITY DEPOSIT.

For students joining HIS, a refundable fee of 8,000,000VND per family is payable at the time of the first payment of tuition fees for the 2018-2019 school year. It will be refunded upon completion of all procedures associated with the withdrawal from HIS of the last student from the family (for example, the return all course and library books or equipment and the payment of any outstanding fees).

INTERNATIONAL BACCALAUREATE DIPLOMA EXAMINATION FEES.

Students registering for International Baccalaureate Certificate examinations will, upon registration for these examinations in March of their Grade 12 year, be charged a non-refundable, non-transferable fee of 4,800,000VND per subject, to cover examination and administration charges.

EXTRA LEARNING SUPPORT FEE (ELS).

Extra Learning Support covers English as an Additional Language (EAL) and/or Special Educational Needs (SEN). If the student is placed into one of its ELS programmes, payment is due within two weeks of an invoice being received. The ELS fee is 15,600,000VND per quarter or 31,200,000VND per semester or 62,400,000VND per year. A refund will be provided only for a full quarter of non-participation. The decision about inclusion in an ELS programme will be made by the Vice-Principal in collaboration with appropriate staff. **Please note:**

This will be obligatory if it is decided that your child requires ELS. The withdrawal of a student from ELS programme will be determined by the Vice Principal in consultation with appropriate staff.

The ELS fee is due within 2 weeks of receipt of an invoice. If a student begins ELS during a quarter, the fee for that whole quarter will be charged.

If in addition, the school requires a student to have an individual learning support person or a consultant report such as an education psychologist report, this is an additional payment parents will pay.

Where specially hired staff are required to support students with special educational needs throughout the day, the staff are hired and paid for by the parents directly. The school is able to assist and give guidance in this process.

SCHOOL BUS FEE.

The School provides, where possible, minibus transport to and from home for its students. Parents must register for this service with the Main Office. The fee for this service is 7,200,000VND per quarter, 14,400,000VND per semester and 28,880,000VND per full year. This fee may be paid by quarter, semester or full year in advance. In case, you stop using the school bus service anytime of the year, you **have to** inform to our office. Refunds will only be made for unused full quarters. No discount is available if a child begins or withdraws within a quarter. Acceptance is based upon available space on the bus and suitable routing. Students who use one way bus services will pay half of the fee. The school reserves the right to discontinue a student's use of the bus service due to unacceptable behavior on the bus.

OPTIONAL FEES.

A) Co-Curricular Programme (CCP): Most Co-Curricular Programmes run by the school staff are usually included in the tuition fee. Occasionally there may be a need to charge a fee for outside professional expertise.

B) Lunch: Students have the option to bring their own lunch or to purchase lunch and snacks from the school cafeteria. Our current cafeteria service provider, [Donkey Bakery](#) lists prices as it thinks appropriate with the school's oversight.

C) Instrumental music lessons: Where a student takes instrumental music lessons tutored by a person organized by, but from outside the school, the fee will be paid by the parent. The instrumental teacher issues an invoice which is sent home with the child. For more information about instrumental lessons on offer, please contact the Main Office.

D) Miscellaneous Expenses: Students may incur cost during the school year that are not outlined in the list such as stationary, PE uniform, school trips... etc. Students are required to wear the official sports uniform for Physical Education and Sports lessons. This uniform can be purchased at the School Service Shop. Overnight or extended trip away from HIS to attend scholastic, cultural and athletic/sporting events occur periodically. Students participating are charged for transportation, accommodation and meals. Costs for teachers are built into student costs.

SPECIAL DISCOUNT

Families with more than two (2) children studying at HIS concurrently will receive a 10% discount on Tuition Fees only for the third (3) and any subsequent children. This discount is applied to the fees of the child/children following the order of the lowest to highest grades.

SCHOOL FEE PAYMENT POLICY.

1. For the families who are licensed to pay in USD, in compliance with Vietnam Government Regulations. Please contact the Business Office to get information on the USD to VND exchange rate.
2. Cash payments cannot be accepted at the school finance office. School fee payment can only be made through the school bank, detailed on the Invoice and Debit Note.

School fee payment can only be made through the school bank, detail as follows:	
<i>Bank name and address:</i>	BIDV, Hai Ba Trung Branch, No9 Dao Duy Anh St., Dong Da Dist., Hanoi, Vietnam (Swift code: BIDVNVX)
<i>Account Name:</i>	Hanoi International School
<i>Account Number:</i>	12110006658888 (VND) 12110370055555 (USD)

3. All bank charges are the responsibility of the parent.
4. **If a student begins/stops at HIS during a quarter, the fee for that whole quarter will be charged.**
5. **Late Payment Fee:** Parents whose school fees remaining unpaid 7 working days after the deadline for paying fees will be charged a penalty calculated at 10% of the total amount due. After 15 working days the school reserves the right to suspend the student from the education programme at HIS until the overdue amount is paid. For students who do not start school at the beginning of the quarter, late payment fee is applied when fees are not paid 7 working days after the student starts attending his/her classes.
6. Other fees (such as bus fee, IB Diploma examination fees) are due when the student uses the service and/ or registers for the examinations, and upon receipt of an invoice for the fee

REFUND POLICY.

A written notice of withdrawal must be received by the Principal at least fifteen (15) days prior to the date of withdrawal. Should any student who has paid fees for the year withdraw before the end of the academic year, refunds will be given upon written request to the Principal. There will be no refund for a quarter already begun. Please be aware that it can take up to 15 days to receive the refund. All bank charges are the responsibility of the parent.