

## TUITION AND FEE SCHEDULE

### THE CANADIAN INTERNATIONAL SCHOOL (CIS) SCHOOL YEAR 2019 - 2020

#### 1. TUITION

##### 1.1 ONTARIO INTERNATIONAL PROGRAMME – ONTARIO SECONDARY SCHOOL DIPLOMA (OSSD)

Grade	Early-payment		Published tuition		
	Early payment 1 (Payment in full by 30 <sup>th</sup> April 2019)	Early payment 2 (Payment in full by 30 <sup>th</sup> June 2019)	Total annual fee (Payment in full by 15 <sup>th</sup> July 2019)	1 <sup>st</sup> installment (Due date 15 <sup>th</sup> July 2019)	2 <sup>nd</sup> installment (Due date 15 <sup>th</sup> December 2019)
Kindergarten (age 4)	264,900,000	276,300,000	284,800,000	161,000,000	161,000,000
Kindergarten (age 5)	264,900,000	276,300,000	284,800,000	161,000,000	161,000,000
GRADE 1	402,900,000	420,300,000	433,200,000	244,800,000	244,800,000
GRADE 2	402,900,000	420,300,000	433,200,000	244,800,000	244,800,000
GRADE 3	402,900,000	420,300,000	433,200,000	244,800,000	244,800,000
GRADE 4	412,400,000	430,100,000	443,400,000	250,600,000	250,600,000
GRADE 5	412,400,000	430,100,000	443,400,000	250,600,000	250,600,000
GRADE 6	450,400,000	469,700,000	484,200,000	273,600,000	273,600,000
GRADE 7	450,400,000	469,700,000	484,200,000	273,600,000	273,600,000
GRADE 8	450,400,000	469,700,000	484,200,000	273,600,000	273,600,000
GRADE 9	499,500,000	520,900,000	537,000,000	303,500,000	303,500,000
GRADE 10*	505,300,000	527,100,000	543,300,000	307,000,000	307,000,000
GRADE 11	499,500,000	520,900,000	537,000,000	303,500,000	303,500,000
GRADE 12	595,100,000	620,700,000	639,800,000	361,500,000	361,500,000

*All Fees are quoted in Vietnamese Dong (VND)*

##### 1.2 INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IBDP)

Grade	Early payment		Published tuition		
	Early payment 1 (Payment in full by 30 <sup>th</sup> April 2019)	Early payment 2 (Payment in full by 30 <sup>th</sup> June 2019)	Total annual fee (Payment in full by 15 <sup>th</sup> July 2019)	1 <sup>st</sup> installment (Due date 15 <sup>th</sup> July 2019)	2 <sup>nd</sup> installment (Due date 15 <sup>th</sup> December 2019)
GRADE 11	592,056,000	631,900,000	651,400,000	368,100,000	368,100,000
GRADE 12	604,476,000	651,600,000	671,700,000	379,483,380	379,483,380

*All Fees are quoted in Vietnamese Dong (VND)*

#### Annual tuition fee inclusions

- Two (2) sets of uniform, one (1) PE
- Access all required text books;
- Student's accident insurance;
- Clubs after school (not including fee of ELL programme and Saturday Vietnamese classes);
- The Ontario Secondary School Literacy Test fee – for Grade 10 only\*;
- IB examination fees in Grade 12 are included in the published tuition

## 2. OTHER FEES

No.	Type of fee(s)	Amount (in VND)	Regulation(s)
<b>A. NON-REFUNDABLE FEES</b>			
1	Assessment test fee (1 student/ 1 test)	<b>Kindergarten:</b> 1,100,000 <b>Grades 1 - 12:</b> 2,200,000	Must be paid prior to assessment date.
2	Admissions fee (1 student)	<b>K – Grade 5:</b> 33,000,000 <b>Grades 6 - 8:</b> 26,400,000 <b>Grades 9-12 (OSSD and IBDP):</b> 22,000,000	a) Be paid within 3 days after the student is accepted to school b) This admission fee is applicable to new enrolled student and past student re-enroll c) The differences between Grade levels are not applicable.
3	Re-enrollment deposit (1 student)	20,000,000	This type of fee is applicable to 2 cases: a) For those who choose to pay in installments from the beginning or as default method: This fee is expected to be paid when 1st installment is made and is deducted to the final installment. b) For current students of CIS: Payment of the deposit will guarantee a seat for the student provided other regulations are met.
4	Saturday Vietnamese Classes (1 student/1 SY)	19,000,000	a) The tuition fee for Saturday Vietnamese includes snacks but does not include the cost of any field trips. b) The fee is payable at the same time with school tuition fee.
<b>B. REFUNDABLE FEES</b>			
5	Food services	See attached fee	See attached regulations
6	Bus services	See attached fee	See attached regulations
7	Boarding house (1 student/1 SY)	152,000,000	This fee includes accommodations, meals (breakfast, lunch, dinner and snacks), bus, laundry service and weekend activities
8	English Language Learning Programme (ELL) (1 student/1 SY)	91,800,000	ELL fee is required to be made at the same time with school fee or by the time ELL starts. The fee is only refundable provided all following requirements are met: a) After each term, students meet the requirements and do not need to continue the program. b) ELL fee is paid in full and on time c) The rate of refund proportional to the remaining time of the student who has not yet studied but does not exceed 35% for one academic year
<b>C. OTHER FEES</b>			
9	IBDP application fee (1 student/1 course)	22,000,000	This fee applies to current students paying at the time the school notices acceptance of students to IBDP. This fee will be deducted to the final payment of Grade 12 tuition fee or refund 100% if the student withdraws from the programme before it starts.
10	Field trip and other fees (if applicable)		Will be determined and informed during the school year depending on grade's curriculum and field trip's destination.
11	Obtaining copies of school records	Free of charge	Is applied to the first-time request (1 student/ 1 set of records)
		50,000	Is applied to the second time request onwards (1 student/ 1 set of records)



### 3. SIBLINGS POLICY

**3.1** This policy is applied to tuition fee only and to family with 2 or more eligible biological children who enroll at the Canadian International School provided that tuition is made in full and on time.

- 2<sup>nd</sup> child: a 5% discount is applied to debit tuition
- 3<sup>rd</sup> and subsequent children: a 10% discount is applied to debit tuition

**3.2** This discount does not apply to the family that have child(ren) who already received financial-aid or any other special offers at CISS

### 4. RE-ENROLLMENT POLICY AND PARENTS' RESPONSIBILITY

**4.1** For all returning students, a seat for the student in the new school year will be guaranteed until 31<sup>st</sup> May 2019 provided the following requirements are met:

- Re-enrollment confirmation is well received by the School according to the annual re-enrollment procedure
- **Re-enrollment deposit** or **Full year tuition fee for 2019-2020** is well recorded by the Accounting Department of CIS.

**4.2** After 1<sup>st</sup> June, 2019, the school will prioritize class arrangement for all students on the condition that:

- Students are accepted according to the school's Policy of Enrollment and Re-enrollment
- Seats are available at acceptable Grade levels
- Tuition fees are made in full and on time as per the school policy

**4.3** Tuition and other fees are only applicable once the student is accepted by the school. Completion of tuition and other fees prior to the student's official acceptance does not mean that the school must guarantee a seat for the student under any commitment or promotional/preferential program.

**4.4** In the case where the tuition fee is made in advance but the student is not eligible to meet with the school's enrollment conditions, the school commits to refund the tuition without incurring interests.

### 5. TIME OF PAYMENT AND PAYMENT METHODS

**5.1** All tuition and other fees are considered valid payments and eligible for preferential policies (including payment discount) and are applied based on the date the school receives the full amount via bank transfer or by cash or other forms without any deduction for any transaction fees (e.g bank transfer fees).

**5.2** Payment in cash, via bank transfer or by bank card at school

**5.3** Bank transfer should be made to one of the following bank accounts:

ACCOUNT NAME	<b>CÔNG TY CP TRƯỜNG TH, THCS, THPT QUỐC TẾ CANADA</b>	ACCOUNT NAME	<b>CÔNG TY CP TRƯỜNG TH, THCS, THPT QUỐC TẾ CANADA</b>	
ACCOUNT NUMBER	<b>2425262728 (VND)</b>	ACCOUNT NUMBER	<b>0181002345679 (VND)</b>	<b>0181371235679 (USD)</b>
BANK	<b>Asia Commercial Bank HCMC Branch 480 Nguyen Thi Minh Khai, Ward 2, District 3, HCMC</b>	BANK	<b>Vietcombank Sai Gon South Branch 23 Nguyen Huu Tho, Tan Hung Ward, District 7, HCMC</b>	
SWIFT CODE	<b>ASCBVNVX</b>	SWIFT CODE	<b>BFTV VNVX 018</b>	

Please ensure the following information is written in Payment Order

**[Student ID] – [Student's full name]– [Current Grade level]**

**5.4** Student can only be enrolled once all payments are made.

### 6. LATE ENROLLMENT

#### 6.1 Percentage of the annual tuition fee

This percentage is applied to published tuition fee and ELL fee:

Entry Date	Percentage (Published fees)	Entry Date	Percentage (Published fees)
August - September 2019	100%	January – February 2020	50%
October 2019	90%	March 2020	40%
November 2019	80%	April 2020	30%
December 2019	70%	May 2020	20%

#### 6.2 Percentage of other fees

Meal service, Bus service and Boarding house fees are calculated at the rate of service usage until the end of the school year.

## 7. REFUND POLICIES

### 7.1 Procedure

Parents must complete and submit <<Withdrawal form>> to the Academic Services Office (ASO) at least 60 days prior to student's last day (Verbal notification shall not be accepted).

### 7.2 Percentage of refund

Refund policies are **only** applied to **Tuition made in full** and are subject to the schedule below:

Last day or default last day	At least 60 days prior to departure	At least 30 days prior to departure	Less than 30 days prior to departure
Before 1 <sup>st</sup> Oct 2019	60% of paid tuition	50% of paid tuition	40% of paid tuition
1 <sup>st</sup> Oct 2019 – 31 <sup>st</sup> Dec 2020	35% of paid tuition	25% of paid tuition	20% of paid tuition
1 <sup>st</sup> Jan – 31 <sup>st</sup> Mar 2020	15% of paid tuition	10% of paid tuition	No refund
After 31 <sup>st</sup> March 2020	No refund	No refund	No refund

The refunded fees and other fees will be interest-free and non-refundable for the days the student is absent during the school year.

### 7.3 Time of refund

Refund amounts are to be made within **15-20 working days** after the student's last day at school.

### 7.4 Refund cases

All fees are non-refundable under any circumstances, **except** the following:

- a) **Meal, bus services:** refunds are made in accordance with the policy of each service.
- b) **Boarding house:**
  - The percentage of refund is proportional to the remaining time of the service which has not been used by the student. The time shall be calculated on the monthly basis of the number of months of using the service;
  - Parents must inform the Academic Services Office (ASO) at least 30 days prior to student's last day of using the service.
- c) **ELL fee** is only refundable **provided** all following requirements are met:
  - After each term, students meet the requirements and do not need to continue the program;
  - ELL fee is paid in full and on time;
  - The rate of refund is proportional to the remaining time of the student who has not yet studied but does not exceed 35% for one academic year.

## 8. LATE PAYMENT POLICY

All fees must be paid by the due date(s).

Late penalties will be charged as follows:

After 15 days since the payment due day, a 0.1% penalty will be applied on the total amount of the outstanding fee on daily basis. The penalty will depend on the date of the bank receipt.

**--End of Tuition and Fee Schedule--**