

TUITION AND FEE SCHEDULE

THE CANADIAN INTERNATIONAL SCHOOL (BCIS) SCHOOL YEAR 2019 - 2020

1. TUITION

All Fees are quoted in Vietnamese Dong (VND)

Tuition Grade	Early-payment		Published tuition		
	Early payment 1 (Payment in full by 30 th April 2019)	Early payment 2 (Payment in full by 30 th June 2019)	Total annual fee (Payment in full by 15 th July 2019)	1 st installment (Due date 15 th July 2019)	2 nd installment (Due date 15 th December 2019)
GRADE 1	188,900,000	197,000,000	203,100,000	114,800,000	114,800,000
GRADE 2	198,300,000	206,800,000	213,200,000	120,500,000	120,500,000
GRADE 3	198,300,000	206,800,000	213,200,000	120,500,000	120,500,000
GRADE 4	198,300,000	206,800,000	213,200,000	120,500,000	120,500,000
GRADE 5	202,700,000	211,400,000	217,900,000	123,100,000	123,100,000
GRADE 6	202,700,000	211,400,000	217,900,000	123,100,000	123,100,000
GRADE 7	224,500,000	234,200,000	241,400,000	136,400,000	136,400,000
GRADE 8	224,500,000	234,200,000	241,400,000	136,400,000	136,400,000
GRADE 9	239,100,000	249,400,000	257,100,000	145,300,000	145,300,000
GRADE 10	253,600,000	264,500,000	272,700,000	154,100,000	154,100,000
GRADE 11	253,600,000	264,500,000	272,700,000	154,100,000	154,100,000
GRADE 12	253,600,000	264,500,000	272,700,000	154,100,000	154,100,000

Annual tuition fee inclusions

- Two sets of uniform, one set of PE uniform.
- Access all required text books.
- Student's accident insurance.
- Clubs after school.

2. OTHER FEES

No.	Type of fee(s)	Amount (in VND)	Regulation(s)
A. NON-REFUNDABLE FEES			
1	Assessment test fee (1 student/ 1 test)	Grades 1 - 12: 2,200,000	Must be paid prior to assessment date.
2	Admissions fee (1 student)	Grade 1 – Grade 5: 33,000,000 Grades 6 - 8: 26,400,000 Grades 9-12: 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 the 1st installment is made and is deducted to the final installment. b) For current students: Payment of the deposit will guarantee a seat for the student provided other regulations are met.

B. REFUNDABLE FEES			
5	Food services	See attached fee	See attached regulations
6	Bus services	See attached fee	See attached regulations
7	Boarding house (1 student/ 1 School year)	152,000,000	This fee includes accommodations, meals (breakfast, lunch, dinner and snacks), bus, laundry service and weekend activities.
C. OTHER FEES			
8	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)
9	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.
10	Outside School hour care (1 student/ 1 hour)	100,000	From: 16:30 - 18:00 Minimum rate is 100,000 VND Applicable to students from Grade 1 – Grade 5

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 System provided that tuition is made in full and on time.

- 2nd child: a 5% discount is applied to debit tuition
- 3rd 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 31st 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.

4.2 After 1st 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 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	CÔNG TY CP TRƯỜNG TH, THCS, THPT QUỐC TẾ CANADA	ACCOUNT NAME	CÔNG TY CP TRƯỜNG TH, THCS, THPT QUỐC TẾ CANADA	
ACCOUNT NUMBER	2425262728 (VND)	ACCOUNT NUMBER	0181000334455 (VND)	0181371235679 (USD)
BANK	Asia Commercial Bank HCMC Branch 480 Nguyen Thi Minh Khai, Ward 2, District 3, HCMC	BANK	Vietcombank Sai Gon South Branch 23 Nguyen Huu Tho, Tan Hung Ward, District 7, HCMC	
SWIFT CODE	ASCBVNVX	SWIFT CODE	BFTV VNVX 018	

Please ensure the following information is written in Payment Order: **[Student ID] – [Student's full name] – [Current Grade]**

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:

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 the <<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 st Oct 2019	60% of paid tuition	50% of paid tuition	40% of paid tuition
1 st Oct 2019 – 31 st Dec 2020	35% of paid tuition	25% of paid tuition	20% of paid tuition
1 st Jan 2019 – 31 st Mar 2020	15% of paid tuition	10% of paid tuition	No refund
After 31 st 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.

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--