



THE INTERNATIONAL
SCHOOL OF VIETNAM

FINANCIAL TERMS & CONDITIONS (School year 2019-2020)

In compliance with Vietnam Government Regulations on foreign exchange control, all fees are given in Vietnam Dong (VND).

This document summarizes the financial obligations of parents with children enrolled at, or applying to study at ISV.

1. Tuition Fees table

The Tuition Fees for 2019/20 School Year as approved by the Board of Trustees*

For parents who are licensed to pay in USD

Unit: USD

Tuition fee	Option 1: Full payment For the entire school year	Option 2: **			
		Quarterly payments (+4% tuition fee)			
		1 st Quarter (35%)	2 nd Quarter (25%)	3 rd Quarter (25%)	4 th Quarter (15%)
Pre-K & K1***	9,196.00	3,347.34	2,390.96	2,390.96	1,434.58
K2	10,224.50	3,721.72	2,658.37	2,658.37	1,595.02
G1 - G5	17,094.00	6,222.22	4,444.44	4,444.44	2,666.66
G6 - G8	19,346.25	7,042.04	5,030.03	5,030.03	3,018.02
G9 - G10	22,060.50	8,030.02	5,735.73	5,735.73	3,441.44
G11 - G12	24,024.00	8,744.74	6,246.24	6,246.24	3,747.74

For parents who are licensed to pay in VND****

Unit: VND

Tuition fee	Option 1: Full payment For the entire school year	Option 2: **			
		Quarterly payments (+4% tuition fee)			
		1 st Quarter (35%)	2 nd Quarter (25%)	3 rd Quarter (25%)	4 th Quarter (15%)
Pre-K & K1***	213,898,960	77,859,221	55,613,730	55,613,730	33,368,238
K2	237,821,870	86,567,161	61,833,686	61,833,686	37,100,212
G1 - G5	397,606,440	144,728,744	103,377,674	103,377,674	62,026,605
G6 - G8	449,993,775	163,797,734	116,998,382	116,998,382	70,199,029
G9 - G10	513,127,230	186,778,312	133,413,080	133,413,080	80,047,848
G11 - G12	558,798,240	203,402,559	145,287,542	145,287,542	87,172,525



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- 1st Quarter: 12th August 2019 – 04th October 2019
2nd Quarter: 14th October 2019 – 13th December 2019
3rd Quarter: 6th January 2020 – 27th March 2020
4th Quarter: 6th April 2020 – 12th June 2020

*ISV may operate an annual fee increase practice at the beginning of the academic year; any increase will not exceed 10% each academic year.

**Detailed explanation can be found under item 6 “Enrollment after 12 August for the 2019-2020 school year”.

***Tuition Fees for Pre-K & K1 and K2 are already greatly reduced; as such no additional discounts are applicable to these year groups.

****Tuition Fees include a qualified package of insurance benefits at the standard level as generally regulated for international schools in Vietnam. Option of registration for a premium insurance package (fees applicable) may be available starting from 2019/20 school year.

*****The amount in VND is calculated using the selling exchange rate of Vietcombank on 18 March 2019 and will be adjusted using the selling exchange rate of Vietcombank on Debit Note processing date.

2. Payment options

For students enrolling at the beginning of the school year:

- i) **Option 1:** Annual (Lump sum payment of all fees prior to students attending ISV)
- ii) **Option 2:** Quarterly (Four installments each paid prior to the commencement of each quarter). Note that a 4% finance charge is applied to the Tuition Fee when selecting this option. No refunds are possible for this option. For parents who are licensed to pay in USD, in compliance with Vietnam Government Regulations, please contact the Admissions Office for details. Note that, ISV reserves the right to amend the fee schedule at the time of issuance of the quarterly invoice due to exchange rate fluctuation.

3. Compulsory fees

- i) **Application fee: USD 200/VND 4,652,000. One time payment - Non refundable.** The application fee is raised to cover the administrative cost for students applying to ISV for the first time, including the initial entrance assessments fee. Applications cannot be processed for admission until the full application fee has been paid. Details of retest fee can be found under item 4 “Other fees”.
- ii) **Enrollment fee: USD 800/ VND 18,608,000. One time payment - Non refundable.** This fee is payable within 14 days to confirm acceptance of an offered place at ISV and must be paid before attending classes. If a student leaves ISV and subsequently re-enrolls, the enrollment fee is applicable.
- iii) **Security deposit: USD 1.500/ VND 34,890,000.** This deposit is refunded upon student graduation or withdrawal (30-day written notice is compulsory) from ISV.
- iv) **Development fee: USD 2.000/ VND 46,520,000. Annual fee - Non refundable.** This fee is payable by all students enrolled at ISV. This fee covers the capital expenditure and development needs of the school including those for educational supplies, equipment, and any facility upgrades. For current students, the Development fee for the new school year is payable in two equal (02) installments of USD 1.000/ VND 23,260,000 each, in Quarter 4 of the current school year & Quarter 1 of the new school year.
- v) **Compulsory residential field trip: USD 300/ VND 6,978,000 per year. Annual – Non refundable fee (applicable to G5 - G12 students).** This fee is to cover costs associated with a set of compulsory two or three night residential field trips taken by all students in Grades 5 – 12, usually in the last week of November.



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4. Other fees

The following fees may be applicable:

- i) **School bus fee:** Transportation service for students to and from home is provided by ISV's service subsidiary. Students who elect to use school bus must register with the Registrar Office and pay a charge for this service. Parents may choose to pay annually at USD 1,050/ VND 24,423,000 (one-way USD 630/ VND 14,653,800) or quarterly at USD 265/ VND 6,163,900 (one way USD 160/ VND 3,721,600). There will be no pro-rata refund for withdrawal from the bus service during a particular quarter. Families with three or more children simultaneously in attendance at ISV will receive a discount on School bus fee: 10% discount for the third child, 75% discount for the fourth child and a 100% discount for any subsequent children.
- ii) **School snack & lunch fee:** Snack & Lunch services are provided by ISV's service subsidiary, including a snack at recess time and set meal at lunch break. Students who elect to use school snack/lunch must register with the Registrar Office and pay a charge for this service. Parents may choose to pay annually or quarterly.

	Snack Only	Lunch Only	Combo (Snack & Lunch)
Pre-K – Grade 1	50,000 VND/per meal	70,000 VND/per meal	110,000 VND/per day
Grade 2 – 12	50,000 VND/per meal	80,000 VND/per meal	110,000 VND/per day

- iii) **EAL support:** Additional English classes (EAL) are provided for students who need support with English. The EAL fee amounts USD 2,500/ VND 58,150,000 per school year, or one-quarter of this amount, paid quarterly. The EAL fee has been suspended for the academic year 2019-2020, but may be re-introduced in the academic year 2020-2021.

iv) Late pick up fee:

Monday & Friday: Pick up time is 15.00 – 15.30. Late pick up fee of VND 100,000 is charged from 15.30. This pick up time will be extended in the case of ISV sporting events, sports training and the later return of school trips.

Tuesday – Thursday: Pick up time is 16.00 – 16.30. Late pick up fee of VND 100,000 is charged from 16.30. This pick up time will be extended in the case of ISV sporting events, sports training and the later return of school trips.

Late pick up service is not provided after 17.00. Late pick up fee of VND 200,000 is charged from 17.00. This pick up time will be extended in the case of ISV sporting events, sports training and the later return of school trips.

- v) **Miscellaneous expenses:** Students may also incur costs during the academic year which are not included in this schedule. Examples: uniforms, optional sporting activities, examination fees, field trips, excursions, lunch expenses, stationery, etc.
- vi) **Entrance assessment retest fees:** Students who do not meet ISV entrance requirements may apply to re-attempt the entrance assessments. The retest fees are as follows:

Pre-school & Elementary		Middle & High School	
2 nd Attempt	USD 50/VND 1,163,000	2 nd Attempt	USD 20/VND 465,200 per paper
3 rd Attempt	USD 100/VND 2,326,000	3 rd Attempt	USD 40/VND 930,400 per paper
4 th Attempt & onwards	USD 150/VND 3,489,000	4 th Attempt & onwards	USD 80/VND 1,860,800 per paper



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vii) **Scholarship retest fees:** Students who do not meet ISV scholarship standard may apply to re-attempt the scholarship assessments. The retest fees are as follows:

2 nd Attempt	USD 100/ VND 2,326,000
3 rd Attempt	USD 200/ VND 4,652,000
4 th Attempt & onwards	USD 400/ VND 9,304,000

5. Special discounts

- i) Founding students discount:** All students enrolled at ISV during the 2013/14 academic year receive a 10% discount in the first and all future Tuition Fees for the duration of their time at ISV. Fees schedule will remain unchanged during their study at ISV.
- ii) Family discount:** Families with two or more children simultaneously in attendance at ISV will receive a 10% discount on tuition fees for the second child and any subsequent children. These discounts will be applied to the youngest child/ren in attendance. These discounts are not applicable to any other fees payable to ISV.
- iii) NGO/ Diplomatic discount:** Employees of organisations deemed as not-for-profit or diplomatic entities with children enrolled at ISV receive a 10% discount on Tuition Fees.
- iv) Corporate discount:** A corporate that is paying school fees as part of an employee's remuneration is eligible for the following Tuition Fee discount:
 - 2 children: 2.5%
 - 3 to 5 children: 5%
 - 6 to 9 children: 7.5%
 - 10 or more children: 10%
- v) Long-term discount:** Children who have attended ISV three consecutive years is eligible for a 5% discount on Tuition Fees in the fourth and subsequent years of enrollment.

6. Enrollment after 12 August 2019 for the 2019-2020 school year

Quarter	Option 1 (Full payment)	Option 2 (Quarterly Payment)
1 st Quarter	100% of annual tuition	35% + 25% + 25% + 15% as per table
2 nd Quarter	85% of annual tuition	35% + 25% + 25% as per table
3 rd Quarter	60% of annual tuition	35% + 25% as per table
4 th Quarter	35% of annual tuition	35% as per table

If **Option 2** (the quarterly payment plan) is chosen, the first payment is due before the beginning of the following quarter. Payment dates are available upon request from the Admissions Office.

For students that only attend the first 20 days (for student withdrawing) or last 20 days (for student enrolling) of any particular quarter, tuition fees will be pro-rated according to the school's policy and the specific amount will be shown in a debit note sent to parents. This policy requires 6 weeks prior notice of withdrawal.



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7. Refund procedures for tuition

Parents are requested to provide 30-day written notice prior to the student's last day at school to the Admissions Office should they wish to withdraw their child/ren from ISV. Failure to provide 30-day written notice will forego the security deposit. Refund of the security deposit can be claimed within 30 days from the date of withdrawal of the student. Refunds are only applicable for Option 1 as seen in Tuition Fee table.

1st Quarter withdrawal on or before 04 th October 2019	65% of annual tuition refunded
2nd Quarter withdrawal on or before 13 th December 2019	40% of annual tuition refunded
3rd Quarter withdrawal on or before 27 th March 2020	15% of annual tuition refunded
4th Quarter withdrawal after 27 th March 2020	No refund provided

8. Payments

Tuition and fees are payable in advance. The payment due dates along with the methods of payment (annual/quarterly) are indicated on the debit note. Parents are required to provide confirmation of payment options prior to the academic year and are not allowed to change the payment method after the debit note is issued. In the event payments are not made as agreed, the following applies:

- 3 or more days beyond the debit note due date: 0.5% interest per working day shall be applied and shall not exceed 10%.
- 20 or more days beyond the debit note due date: services will be suspended and the security deposit shall be used to clear out the unpaid debit notes; service suspension will be terminated when financial arrangements for unpaid debit notes are made.
- 60 or more days beyond the debit note due date: forced withdrawal will be processed together with a letter of debts.

All payments are required to be made via bank transfer. All bank charges are the responsibility of parents.

For families who are licensed to pay in USD, in compliance with Vietnam Government Regulations, please contact the Admissions Office to get information on the USD/VND exchange rate.

9. Disclaimer

ISV implements policies and regulations necessary for the effective management of the school. ISV reserves the right to amend its policies and regulations whenever necessary and appropriate.

For further admissions related information, please contact:

- Admissions Department at admissions@isvietnam.edu.vn
- Elementary School office at hoeoffice@isvietnam.edu.vn
- Secondary School office at hosooffice@isvietnam.edu.vn
- Registrar Office at registrar.office@isvietnam.edu.vn

By signing this document, I, _____, parent/guardian of _____ in Grade _____, affirm that I have read, understood and agree to abide by the Financial Terms & Conditions of the International School of Vietnam.

Signature & Full Name

Date