

# SCHEDULE OF FEES

## 2024-2025

### 1 - DURATION OF THE ACADEMIC YEAR AND CARE TIME

The duration of the academic year usually runs from August 1<sup>st</sup> until July 31<sup>st</sup> of the following year, with total school days of around 180 days, including projects and trips.

School starts at 08:00 and finishes at 16:15 (Mondays-Fridays).

For Kindergarten admissions, Parents can sign up for half day - starting at 7:45 until after Lunch at 12:00, or full day from 7:45 to 16:15.

### 2 - APPLICATION FEE

A one-time non-refundable Application Fee of VND 3,000,000 is payable when the Application Form is submitted. This fee is to cover the administrative cost and testing (if required) of each applicant.

### 3 - REGISTRATION FEE

For every new application, a non-refundable registration fee shall be charged, which is payable within 14 days from acceptance by the school. In case of any delay in payment, the confirmation of acceptance loses its validity. A written reminder will not be issued.

A Registration Fee of VND 73,000,000 for Kindergarten and VND 133,000,000 for Primary/Secondary is payable when the offer of a school place is accepted. The Registration Fee is paid only once and guarantees a place for the student. In case the student fails the probationary period, it can be reimbursed.

Some students may be required to enter a probation period before they officially enrol in the school. In case the student fails the probation, an amount of the Registration Fee less the cost of the probation period will be refunded. The cost of the probation period will be calculated based on pro-rated Annual Tuition Fee.

### 4 - TUITION FEES

The adjustment of the Tuition Fees shall take place annually, usually according to the inflation rate for Vietnam as published by the Federal Statistical Office for the previous year as well as other parameters relevant to the operation of the school, which may have changed. The adjusted tuition table will be published by February 15<sup>th</sup> of the following year.

Section	Care time/Year Group	Tuition Fee if paid by Semester (VND)		Annual Fee (VND)*
		Semester 1	Semester 2	
Kindergarten U6	Half Day (5h)	103,800,000	103,800,000	188,700,000
	Full Day	159,700,000	159,700,000	290,300,000
	Vorschule / Preschool	159,700,000	159,700,000	290,300,000
Primary School	Year 1	195,800,000	195,800,000	356,000,000
	Year 2	195,800,000	195,800,000	356,000,000
	Year 3	195,800,000	195,800,000	356,000,000
	Year 4	195,800,000	195,800,000	356,000,000
Orientation Level	Year 5	209,200,000	209,200,000	380,400,000
	Year 6	209,200,000	209,200,000	380,400,000
Secondary I	Year 7	250,200,000	250,200,000	454,900,000
	Year 8	250,200,000	250,200,000	454,900,000
	Year 9	250,200,000	250,200,000	454,900,000
	Year 10	251,900,000	251,900,000	458,000,000
Secondary II	Year 11	251,900,000	251,900,000	458,000,000
	Year 12	251,900,000	251,900,000	458,000,000

\*Please note that paying an Annual Fee will save you 10% compared to paying in semesters.

Tuition fees are inclusive of tuition, selected extracurricular activities, personal accident insurance and the first IB examination for IB students. Costs for school trips and selected clubs are not included and shall be charged separately.

## 5 - MANDATORY LEARNING MATERIAL FEE

Annual Mandatory Learning Material Fee of VND 6,000,000 will cover uniforms, textbooks, reference materials, Yearbook, E-learning resources and subscriptions, stationaries and course materials for some subjects as well as education materials for Kindergarten/Preschool.

Uniforms: At the beginning of the school year, IGS offers 3 sets of standard school uniform and 2 sets of PE uniform.

## 6 - PAYMENT OF FEES

Tuition Fees are payable in advance. Payment needs to be made prior to the start of the academic year, at the latest by August 1<sup>st</sup> each year.

Tuition Fees remaining unpaid by August 1<sup>st</sup> will automatically have discounts (if any) removed. Additionally, the Tuition Fees remaining unpaid after the published due date will have a 0.05% penalty per day added to the outstanding balance.

Tuition Fees of the newly registered student must be paid within 14 days from the service quotation date and prior to the starting date of studying to be accepted into the school. All payment of fees shall be made in VND.

Payments can be made in two instalments (Payments for the first semester are due by August 1<sup>st</sup> and payments for the second semester are due by December 31<sup>st</sup>). All other types of instalments must be agreed upon with the school management in a separate consent form.

If the payment is delayed for over 2 months, the school has the right to terminate the contract while all obligations of payment remain valid and to not accept children to school anymore.

Parents are responsible for ensuring the payment of fees. This responsibility cannot be delegated to a company or a third party.

To ensure that your payment is correctly applied to your account, please remember to indicate the Student's Full Name, Year Group and/or Student ID Number.

By making a payment based on Debit Note/ Invoice, Parents/Guardians confirm that you have read, understand and agree with the terms and conditions outlined in the Schedule of Fees.

## 7 - LATE ENROLMENT

If a student is enrolled into the school after the start of Semester 1, the Tuition Fees for the remainder of the academic year have to be paid in advance according to the table below:

Student enrolls in	First half of Semester 1	Second half of Semester 1	Semester 2
Late Enrolment Tuition Fee	Annual Tuition Fee	85% of Annual Tuition Fees	Semester 2 Tuition Fees

## 8 - DISCOUNT PROGRAM

Early Bird Discount (applicable for all year groups): For all children joining the school for the first time, a 10% discount on the Tuition Fees can be applied when paying the Annual Tuition Fee for the upcoming school year before April 30<sup>th</sup>.

Early Payment Discount for Continuing Education (applicable for all year groups): For payment of the Tuition Fees for the upcoming school year before April 30<sup>th</sup>, the school grants a 5% discount on the Annual Tuition Fee.

Siblings Discount: a 25% Tuition Fees discount to the third child and any subsequent children in the same family studying concurrently at the school is offered.

## 9 - ADDITIONAL SERVICES:

Costs of additional services shall be paid right after invoicing (before August 1<sup>st</sup>).

Registration for catering services can take place at any time. The service agreement can be terminated in 2 weeks by the end of the month.

Registration for bus transportation can take place at any time. The fee for the bus service for less than 1 year shall be rounded off to the given month. De-registration is only possible at the end of the school year.

If there are any changes in fees for the bus transportation and/or the catering by the service providers, the school may make respective adjustments to these fees at any time.

(VND)

Type of Service	Amount	Payment term
Bus Transportation to Districts 1, 2, and Binh Thanh District - other districts upon request	39,300,000	Per school year
Catering (U6, Year 1-4)	21,800,000	Per school year
Catering (Year 5-12)	22,800,000	Per school year
Extended Care	300,000	Per 15 minutes (first 15 minutes is free)
Care Week excluding other costs required for trips, meals, etc.	7,300,000	Per week

In case of withdrawal, paid service fees will be refunded pro-rata on a monthly basis starting on the following month of withdrawal.

Other Educational Services: The fees for participation in other educational programs, e.g. extracurricular activities, summer school, additional German classes, etc. shall be charged separately. The basic fees for the IB exams are paid by the school. Other costs incurred (e.g. individual review of exam results, repetition/retake) will not be covered.

Extra Care Time: Extra care time before or after the opening hours shall be paid separately. The school contract does not include vacation or closing times indicated in the calendar. Extra care during these lesson-free periods can be agreed on separately.

## 10 - WITHDRAWAL AND REFUND OF FEES

### 10.1 Withdrawal during the academic year

If a student withdraws from the school during the academic year, the following refund policy will apply:

- It is the Parents' responsibility to complete the school's standard Withdrawal Notification Form and submit it to the school office at least 90 days prior to the child's last day at school. This will ensure the refund policy is applied and school reports are issued.
- The school will not refund any portion of Semester Tuition Fees or Late Enrolment Fee.
- The school will refund a percentage of the Annual Tuition Fee based on the date of the student's last day at school.

Last Day at School	First half of Semester 1	Second half of Semester 1	Semester 2
% Refund of Annual Tuition Fee	55%	40%	No refund

### 10.2 Withdrawal before the start of the academic year

In case parents have made full annual payment for next academic year's tuition in advance and decide to withdraw from the school, a Withdrawal Notification Form needs to be submitted to the school latest by June 30<sup>th</sup> to get the full refund of the fees paid. If the deadline of June 30<sup>th</sup> is not met, the school will apply the same refund policy as of 10.1 above.

Other monies owing to the School at the Withdrawal Date (e.g. fees, lost/damaged textbooks, unreturned library books, etc.) will also be deducted from any refund (or, if no refund is owed, will also be payable by the Parents/Guardians, immediately upon invoice).

Paid bus and meal fees will be refunded pro-rata on a monthly basis starting on the following month of withdrawal.

## 11 - BANK ACCOUNT

- Bank Name: **NGAN HANG TMCP NGOAI THUONG VIET NAM (VCB)**
- Account Name: **TRUONG QUOC TE DUC THANH PHO HO CHI MINH**
- Account Number: **1049231883**
- Branch Name: **Nam Sai Gon**
- Swift Code: **BFTVVNVX**