

## **School Fee Regulations**

### **International German School Ho Chi Minh City (IGS)**

**2022-2023**

#### **1. Validity**

Regulations on the school fees shall take effect from March 01, 2022 and supersede previous regulations. These shall be applicable until further revision.

#### **2. Duration of the Academic Year**

The duration of the academic year usually lasts from 1 August until 31 July of the following year. The academic year usually lasts 180 days, including projects and trips.

#### **3. 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.

#### **4. Admission and Withdrawal at IGS**

- a) The registration and withdrawal of children at IGS must be done in writing and confirmed by the school manager.
- b) For every new application a non-refundable registration fee shall be charged, which is payable within 14 days from the acceptance by the school management. In case of any delay in payment the confirmation of acceptance loses its validity. A written reminder will not be issued.
- c) Upon registering for admission in the year, registration shall be automatically renewed by default for the student, unless either of the contract parties terminates the contract by 30 June of the academic year.
- d) A student enrolled during the school year shall pay the tuition on a round-up proportional basis of the month.
- e) In case a child is withdrawn during the school year, the school shall not reimburse the tuition fee for that year.

#### **5. Contract Duration / Termination of the Contract**

The contract shall be effective if neither of the parties terminates it before June 30 of the respective school year. If the termination has not been submitted in due time, the parent is still obliged to pay the tuition for the subsequent school year.

## 6. Adjustment of Tuition

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

## 7. Payment of Tuition

- a) All invoices shall be paid immediately.
- b) In case of delayed payment, overdue fines shall be charged.
- c) All fees shall be made in VND.
- d) 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.
- e) Payment in installments must be agreed on with the school management in a separate consent form.
- f) School uniforms, work and study materials, textbooks and costs for school trips are not included in the tuition and shall be charged separately.

## 8. Additional Services: Bus Transportation and Catering (Lunch)

- a) Costs of additional services shall be paid right after invoicing. (before 1 August).
- b) The registration for catering services can take place any time. The service agreement can be terminated with a 2-weeks by the end of the month.
- c) Registration for bus transportation can take place at anytime. The fee of 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.

## 9. Other Educational Services

The fees for the 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.

## 10. Written form

Any changes in the school contract, registration, and withdrawal of learners as well as the application for or withdrawal from additional services must be conducted in writing.



**11. Tuition Schedule for the School Year 2022-2023**

|   |                 |  |
|---|-----------------|--|
| <b>Admission fee</b><br><i>Applied for Kindergarten</i><br>(Including entrance level test and trial period) - can be reimbursed if failing probationary period.                                     | VND 76,000,000  | One time payment                         |
| <b>Admission fee</b><br><i>Applied for Primary, Middle and High School</i><br>(Including entrance level test and trial period) - can be reimbursed if failing entrance level test/ probation period | VND 136,000,000 | One time payment                         |
| <b>U6 Tuition Fee</b>   | VND 272,000,000 | Per school year                          |
| <b>Tuition for Primary School</b><br>(Grade 1-4)  | VND 333,500,000 | Per school year                          |
| <b>Tuition for Orientation Stage</b><br>(Grade 5-6)   | VND 356,500,000 | Per school year                          |
| <b>Tuition for Secondary I</b><br>(Grade 7-9)   | VND 426,500,000 | Per school year                          |
| <b>Tuition for Secondary II</b><br>(Grade 10-12)  | VND 442,500,000 | Per school year                          |
| <b>Bus Transportation to Districts 1, 2, and Binh Thanh District</b><br>- other districts upon request  | VND 38,000,000  | Per school year                          |
| <b>Catering</b><br>(U6, Grade 1-4)  | VND 21,000,000  | Per school year                          |
| <b>Catering</b><br>(Grade 5-12)   | VND 22,000,000  | Per school year                          |
| <b>Extended Care</b>  | VND 500,000     | for each 30 minutes and fraction thereof |
| <b>Care Week</b><br>excluding other costs required for trips, meals, etc.   | VND 7,000,000   | per week                                 |



**12. Discount Program**

|   |     |   |
|---|-----|---|
| <b>“Early Bird” Discount</b><br>Prerequisite:<br><u>New registration and payment up to 30th April</u>                       | 10% | Tuition fee for all grades  |
| <b>Discount for complete one time payment</b><br>Annual tuition and extra services are paid as per invoice until 30th April | 5%  | on <u>tuition fee, bus fee, and catering</u> for all grades                           |
| <b>Discount for Siblings</b>  | 25% | on <u>tuition fee</u> from 3rd child who is admitted and paying the school fee at IGS |

**13. Payment Reminder**

|                    |                    |  |
|--------------------|--------------------|--|
| <b>1. Reminder</b> | <b>VND 120,000</b> | in case payment is overdue for more than 2 weeks |
| <b>2. Reminder</b> | <b>VND 240,000</b> | in case payment is overdue for more than 4 weeks |

HCM City, March 8th, 2022

*M. Smapp, OSTD*

Principal