

# TUITION AND FEE SCHEDULE

## THE CANADIAN INTERNATIONAL SCHOOL (BCIS)

### SCHOOL YEAR 2021 – 2022

Updated: 16<sup>th</sup> December, 2020

### 1. TUITION

Grade	Early payment		Published tuition		
	Early payment 1 (Payment in full before 29 <sup>th</sup> April 2021)	Early payment 2 (Payment in full before 30 <sup>th</sup> June 2021)	Total annual fee (Payment in full by 31 <sup>st</sup> July 2021)	1 <sup>st</sup> installment (Before 31 <sup>st</sup> July 2021)	2 <sup>nd</sup> installment (Before 15 <sup>th</sup> December 2021)
GRADE 1	218,332,500	227,685,000	234,672,500	132,655,000	132,655,000
GRADE 2	229,190,000	238,972,500	246,390,000	139,212,500	139,212,500
GRADE 3	229,190,000	238,972,500	246,390,000	139,212,500	139,212,500
GRADE 4	229,190,000	238,972,500	246,390,000	139,212,500	139,212,500
GRADE 5	234,242,500	244,347,500	251,765,000	142,222,500	142,222,500
GRADE 6	234,242,500	244,347,500	251,765,000	142,222,500	142,222,500
GRADE 7	259,397,500	270,685,000	278,962,500	157,595,000	157,595,000
GRADE 8	259,397,500	270,685,000	278,962,500	157,595,000	157,595,000
GRADE 9	276,275,000	288,207,500	297,130,000	167,915,000	167,915,000
GRADE 10	293,045,000	305,622,500	315,190,000	178,127,500	178,127,500
GRADE 11	293,045,000	305,622,500	315,190,000	178,127,500	178,127,500
GRADE 12	293,045,000	305,622,500	315,190,000	178,127,500	178,127,500

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

#### 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)
<b>A. NON-REFUNDABLE FEES</b>			
1	Assessment test fee (1 student/ 1 test)	<b>Grades 1 - 12:</b> 2,200,000	Must be paid prior to assessment date.
2	Registration fee (1 student)	<b>Grade 1 – Grade 5:</b> 33,000,000 <b>Grades 6 - 8:</b> 26,400,000 <b>Grades 9-12:</b> 22,000,000	a) a) Be paid within 3 days after the student is accepted to school b) b) This admission fee is applicable to new enrolled student and past student re-enroll ( <b>more than 1 year after the official withdrawal time</b> ) c) c) The differences between Grade levels are not applicable.
3	Deposit fee (1 student)	20,000,000	a) Payment of the mandatory deposit will guarantee a seat for the student provided all other requirements are met. b) The deposit requirement is not applicable to the family whose child(ren) already participated in the financial aid package.
<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 School year)	162.000.000	This fee includes accommodations, meals (breakfast, lunch, dinner and snacks), bus, laundry service and weekend activities.
<b>C. OTHER FEES</b>			
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
11	Stationery, personal supplies, referral books...		Are separated from tuition fees and payable by Parents/Guardians.

- All fees listed in section A are non –refundable in all cases, included but no limited to: failing to go to school after enrolment registration, withdrawal from school, dismissal cases regarding any school violations or any other reasons...

**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.

- 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 30<sup>th</sup> June 2020 if 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 2020-2021** is received by the Accounting Department.

4.2 After 30<sup>th</sup> June 2020 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	<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>0181000334455 (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]

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

## 6. LATE ENROLLMENT

### 6.1 Percentage of the annual tuition fee

If an applicant is enrolled after the start of the new school year, the Tuition fees for the remainder of the school year must be paid in advance as stated in the table below:

Entry Date	Percentage (Published fees)	Entry Date	Percentage (Published fees)
August - September 2021	100%	January – February 2022	50%
October 2021	90%	March 2022	40%
November 2021	80%	April 2022	30%
December 2021	70%	May 2022	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. WITHDRAWAL AND REFUND POLICIES

### 7.1 Procedure

- Parents must complete and return the <<Withdrawal Notification Form>> to the Academic Services Office (ASO) at least 60 calendar days prior to student's last day in school.
- Absences from school without notice or verbal or otherwise improper notification are considered invalid and will 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 the school year starts	100% of the tuition fee with the deduction of the deposit fee	100% of the tuition fee with the deduction of the deposit fee	100% of the tuition fee with the deduction of the deposit fee
Before 1 <sup>st</sup> Oct 2021	60% of paid tuition	50% of paid tuition	40% of paid tuition
1 <sup>st</sup> Oct 2021 – 31 <sup>st</sup> Dec 2021	35% of paid tuition	25% of paid tuition	20% of paid tuition
1 <sup>st</sup> Jan 2022 – 31 <sup>st</sup> Mar 2022	15% of paid tuition	10% of paid tuition	No refund
After 31 <sup>st</sup> March 2022	No refund	No refund	No refund



**NOTE:**

- The refunded fees and other fees will be interest-free and non-refundable for the days the student is absent during the school year.
- The refund policy is applicable to all withdrawal cases (for force majeure, pandemic or any other reasons) and all dismissal cases regarding any school violations or any other reasons (diseases which leads to any disability to continue their study...)
- In case of withdrawal of records before the school year starts, the deduction of the deposit fee if applied to all cases where deposit fee is paid, unpaid or no record of payment is found.
- In case of force majeure such as fire, weather, natural disasters, epidemics, pandemic, war, terrorism, social instability / violence or any event beyond the school’s control that forces the school to temporarily close, the school reserves the right to actively replace and / or adjust the curriculum and format to suit the context at that time while maintaining commitments. about completing the student program. At that time, the school is not obliged to reimburse any fees paid to the school previously (except meal fee and transportation fee, if any). Parents are responsible for the full tuition fees for the school year to ensure the completion of the academic program.

**7.3 Time of refund**

- Refund amounts are to be made within **15-20 working days** from the last school day approved by the school.
- In the event that parents do not submit the prescribed **<<Withdrawal Notification Form>>** 60 days in advance, the refund will take place after 30 working days from the student’s last school day.

**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 submit the **BOARDING HOUSE SERVICE CANCELLATION FORM** the Academic Services Office

**8. LATE PAYMENT POLICY**

- Late penalties will be charged as follow: After 15 days from the last required payment date, a 0.1% penalty applied on the total amount of the outstanding fee on a daily basis. The penalty will depend on the actual receiving date at BCIS.
- In case of not paying tuition fee: After 30 days the last required payment date, in addition to the 0.1% penalty / day, the school has the right to refuse to admit students to continue attending the school.

**FOR PARENT’S ACKNOWLEDGMENT ONLY**

**I have read the BCIS 2020-2021 Tuition and Fee Schedule. I understand and agree with all payment terms and promotions as well as all refund policies and others as published in this Tuition and Fee Schedule.**

Parent/ Guardian’s Full Name: .....

Confirmed Signature: .....

Date: .....

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