



TUITION & FEE SCHEDULE SCHOOL YEAR 2023-2024

BILINGUAL CANADIAN – LAO CAI INTERNATIONAL SCHOOL (BCIS – LAO CAI)

Effective date: 10 December 2022

ARTICLE 1: DEFINITION

- “**BCIS - Lao Cai**”: the abbreviation of the bilingual general education program of the Canadian – Lao Cai International Elementary - Middle - High School Branch located at Intersection 19/5 (B9 Street – B10 Street), Binh Minh Ward, Lao Cai City, Lao Cai Province.
- **CISS**: A system of educational institutions including AES, CIS, BCIS, CVK District 7, CVK Binh Chanh District, CIS – Lao Cai, BCIS – Lao Cai.
- **HS**: student(s), **HK**: Semester, **HP**: Tuition Fee, **TT**: payment

ARTICLE 2: SCOPE AND OBJECTS OF APPLICATION

- This Tuition & Fee Schedule regulates the tuition and other fees for the school year 2023-2024 at BCIS and the policies related to tuition fees including preferential policies, payment methods, tuition refund policies, booking and transfer of tuition fees, force majeure events, etc. (hereinafter referred to as “**Tuition & Fee Schedule**”)
- This Tuition & Fee Schedule applies to tuition fees paid on an annual basis

ARTICLE 3: TUITION FEES

3.1 General Tuition Fee (*Unit: VND*)

Grade	Discount 7%/full year tuition (Paid before 31/03/2023)	Discount 4%/full year tuition (Paid before 31/05/2023)	TUITION FEES		
			Full year tuition	1 st Installment	2 nd Installment
			(Paid before 30/06/2023)	(Paid before 30/06/2023)	(Paid before 5/12/2023)
Grade1	134,850,000	139,200,000	145,000,000	80,000,000	80,000,000
Grade2	152,520,000	157,440,000	164,000,000	90,000,000	90,000,000
Grade3	152,520,000	157,440,000	164,000,000	100,000,000	100,000,000
Grade4	152,520,000	157,440,000	164,000,000	110,000,000	110,000,000
Grade5	190,650,000	196,800,000	205,000,000	115,000,000	115,000,000
Grade6	190,650,000	196,800,000	205,000,000	117,000,000	117,000,000
Grade7	230,640,000	238,080,000	248,000,000	137,000,000	137,000,000
Grade8	230,640,000	238,080,000	248,000,000	142,000,000	142,000,000
Grade9	230,640,000	238,080,000	248,000,000	152,000,000	152,000,000
Grade10	271,560,000	280,320,000	292,000,000	152,000,000	152,000,000
Grade11	271,560,000	280,320,000	292,000,000	160,000,000	160,000,000
Grade12	271,560,000	280,320,000	292,000,000	161,000,000	161,000,000



Tuition includes:

- Two (2) uniforms (one winter set, one summer set), one (1) gymnastics set.
- Right to use textbooks.
- Accident insurance for Students
- Extracurricular clubs at school every Tuesday and Thursday

Note:

- Does not apply to students participating in the Financial Package program and other programs.
- For 2-term payment, parents are kindly requested to pay an additional **20,000,000VND/booking fee** with the first term tuition fee, and will be deducted from the second one tuition fee if you continue to pay.

3.2 Tuition fees for those enrolling after the first day of school

Admission date	Payment rate (based on full year tuition)	Admission date	Payment rate (based on full year tuition)
August - September/2023	100%	January - February/2024	50%
October/2023	90%	March/2024	40%
November/2023	80%	April/2024	30%
December/2023	70%	May/2024	20%

ARTICLE 4: OTHER FEES

No	Fee	Amount (VND)	Regulations
I. NON-REFUNDABLE			
1	Entrance test fee (1 student/1 test)	Grade 1 - Grade 12: 2.200.000	Administrative costs and entrance assessment for each student enrolled pay before the entrance test.
2	Admission fee (1 student)	25.000.000	<ul style="list-style-type: none"> • Pay within 05 working days after the school notifies that the student has passed the entrance test/Invitation letter. • Applies to new students or returning students who previously withdrew.
<ul style="list-style-type: none"> • <i>Fees specified in Section I of this Article will not be refunded in all cases of withdrawal, including but not limited to: enrolling but not attending, withdrawing from school (before the opening date or after the date of enrollment or school opening date), being disciplined and forced to withdraw from the school, etc..</i> • <i>In case of refund of tuition fees as prescribed in Article 8 of the Tuition & Fee Schedule, these fees will be deducted before refunding if the parents have not yet paid.</i> 			
II. BOOKING FEE			
1	Booking fee	20.000.000	<ul style="list-style-type: none"> • Is the fee to guarantee the booking for 1 student during 1 school year. • Re-enrolling student: The booking fee must be paid within 15 working days from the date of confirmation of re-enrollment for the following school year. • New student: The booking fee must be paid within 05 working days from the date the



No	Fee	Amount (VND)	Regulations
			<p>parents receive the notification that the student has passed the entrance test/Invitation letter.</p> <ul style="list-style-type: none"> This fee is valid until 30/06/2023 and will be deducted when paying tuition fees. After 30/06/2023, if the tuition fee payment and admission procedures are not completed, this fee is no longer valid and cannot be deducted. In case the student withdraws from school before the start of the school year 2023-2024 or before paying the 02nd installment, this fee will not be refunded and will be deducted when refunding the tuition fee, including if the booking fee hasn't been paid.
III. OTHER SERVICE FEES			
1	Meal fee	See attached fee schedule	See attached regulations
2	Transportation fee	See attached fee schedule	See attached regulations
3	Boarding fee (1 student/1 year)	170.000.000	This fee includes accommodation, meals (breakfast, lunch, dinner and snacks), transportation, laundry service and weekend living expenses.
4	Document supplying fee	Free	Apply for the first supply for 1 student/1 set.
		50.000	Apply for the 2nd supply onwards for 1 student/1 set.
5	Field trip fee and other fees (if any)		Schools will announce during the school year and depends on each grade's curriculum. The cost of the field trip will depend on the destination.
6	Overtime Childcare fees (1 student/hour)	250.000	From 16:30 to 18:00 Minimum 250,000 VND Applicable to students from Grade 1 to Grade 5
7	School supplies, stationery, reference books.,,,		These are fees separate from tuition fee and will be paid by the Parent/guardian.

ARTICLE 5: PREFERENTIAL POLICIES FOR SIBLINGS

5.1 Subjects of application:

- For families with 02 or more biological children (including children from the same father/different mother, same mother/different father) who are studying or enrolling in the CISS for the first time, paying tuition fees on time and in full (full year) and have not signed a contract to participate in tuition preferential programs or financial packages already available at schools in the CISS system
- The 2nd, 3rd children... are sorted by age from older to younger.
- Not applicable to students participating in the Finance package, Passport and other programs..

5.1 Discounts:

- 2nd child: 5% off (additional) the tuition fee calculated at the time the school receives the full tuition fee (the tuition fee has been calculated with the payment discount).
- From 3rd child onward: 10% off (additional) the tuition fee calculated at the time the school receives the full tuition fee (the tuition fee has been calculated with the payment discount).

5.2 Proof of siblings:

- Students' birth certificate or certified copy of household registration.



- Or other valid proof if any.

ARTICLE 6: BOOKING

6.1 For existing students:

- The school prioritizes to keep the class until the end of **June 30, 2023** with the following conditions:
 - The school has received feedback from the Parents who will re-enroll in accordance with the school's annual re-enrollment application process (confirmation by email or re-enrollment application).
 - The school has received the fee to keep the place before **June 30, 2023** or received the full tuition fee (full year or semester fee).
- After **June 30, 2023**, the school will prioritize class placement for students with the following conditions:
 - The student has been accepted/re-admitted in accordance with regulations.
 - Enrollment/re-enrollment student's class level has enough class sizes.
 - Tuition and other fees are paid on time and in full.

6.2 For new students:

- For new students, tuition and other fees are only charged when the student is accepted into the school. Completing the payment of tuition and other fees in advance will not guarantee a student's place at the school.
- In the event that Parents have paid tuition and other service fees but the student is NOT accepted by the school, all fees and tuition fees paid will be refunded to the Parent (no fees incurred).

ARTICLE 7: PAYMENT

7.1 Payment method: Parents can choose to pay by cash, by card at the School's Accounting Department or by bank transfer to the following account:

ACCOUNT NAME	CHI NHÁNH CÔNG TY CP TRƯỜNG TH – THCS – THPT QUỐC TẾ CANADA TẠI LÀO CAI	
ACCOUNT NUMBER	1037797979 (VND)	1031393939 (USD)
BANK	Vietcombank – Lao Cai branch	
SWIFT CODE	BFTVNVX	

****Please ensure the following information is written in Payment Order:*

[Student ID] – [Student's full name] – [Current Grade] - [Billing Content]

- **Note 1:** Please ensure the following information is written in Payment Order: [Student ID] - [Student's full name] - [Current Grade] - HOCPhi. After payment, please email or send a copy of the Payment Authorization/Bank transfer paper from the bank to the Accounting Office.
- **Note 2:** In case parents need to issue a VAT invoice, please notify in advance by direct notification or by emailing the Accounting Department.
- **Note 3:** All tuition fees and other fees are considered valid payments and preferential policies will be applied based on the date the school receives the full amount via bank transfer/cash or other forms without any transaction fees (e.g. bank transfer fees).

7.2. In case of late payment:

- **After 15 days** from the date of notice of overdue payment, the parent must bear the late payment interest of 0.05%/day on the total unpaid fee for each day of the late payment.
- **After 15 days** from the date of notice of overdue payment, in addition to applying the above late payment interest rate, the School will suspend the academic service and will not confirm the student's academic results until the payment has been made.



ARTICLE 8: REFUND, RESERVATION, TRANSFER POLICIES

8.1 Eligibility for tuition fee refund

The tuition refund policy applies to all cases where a student withdraws from the school for any reason including but not limited to: epidemic, natural disaster, parent's job transfer, illness and inability to continue studying, etc. or being forced to withdraw from the school due to disciplinary violations.

8.2 Conditions and procedures for tuition fee refund

- Tuition fee is paid once for the whole year. Payments other than the full year payment will not be refunded.
- Parent has completed the student’s withdrawing procedure by filling in the school’s “*Withdrawal Form*” and submitting the form to the Academic Services Office. The time when the Academic Services Office receives a valid “*Withdrawal Form*” is considered as the “*Submit Date*”. Verbal or other notices of withdrawal will not be considered valid.
- At the same time, parents submit a request for refund to the Accounting Department, clearly stating the beneficiary's information, account number, and bank.
- In case the student is disciplined and forced to withdraw from school, the tuition fee refund will be based on the date of the Principal's decision on expulsion.

8.3 Tuition fee refund rate

- The tuition fee refund rate depends on 3 factors: before or after the start of the school year; the withdrawal from submit date (or date of school’s expulsion) and student's last day of attendance at school.
- The refundable tuition fee is interest-free and isn’t applicable to the student’s dates of absence during the school year.
- The refundable tuition fee is the percentage of the paid tuition fee after deducting non-refundable fees (if these fees have not been paid) or the booking fee (for withdrawals submitted before the opening of the school year).
- Detailed refund rate as follow:

Last day of attendance	Submitted 60 days prior(*)	Submitted 30 days prior(*)	Other cases(*)
Before the start of the school year 2023-2024	100% of the paid tuition fee minus the booking fee	100% of the paid tuition fee minus the booking fee	100% of the paid tuition fee minus the booking fee
From school yeah opening day to 30/09/2023	60% of the paid tuition fee	50% of the paid tuition fee	40% of the paid tuition
01/10/2023 - 31/12/2023	35% of the paid tuition fee	25% of the paid tuition fee	20% of the paid tuition
01/01/2024 – 31/03/2024	15% of the paid tuition fee	10% of the paid tuition fee	No refund
After 31/03/2024	No refund	No refund	No refund

(*) Other cases: applied when summit under 30 days or the student is disciplined and forced to withdraw from school.

8.4 Time for refund

Refund time takes place within 15 - 20 business days from the last day of attendance approved by the school.



8.5 Reservation

- Students who have paid full tuition fees for the whole year but have an illness or a force majeure event that makes them temporarily unable to continue their studies will be entitled to a reservation for no more than 1 academic year. With the exception of sudden illness or force majeure event, parents are requested to submit the Reservation Application Form with documents proving the reason to the Academic Services Office at least 30 days before the start of the school year.
- In case a student has already started studying and requests a reservation, the school will reserve the remaining tuition fee after deducting the tuition fee of the students already studied according to this Tuition & Fee Schedule.
- For students who resume their study after the reservation period expires, the tuition fee will be applied according to the Tuition & Fee Schedule of that school year and will pay the difference if any.
- In case, after the reservation, the Student withdraws from school, the tuition fee will be refunded according to the tuition refund policy specified in Article 8 of the Tuition & Fee Schedule.

8.6 Tuition fee transfer

- The transfer of tuition fees is only applicable to cases where students are siblings who are studying at the school and done before the start of the school year.
- To make a tuition fee transfer, please send the Tuition Transfer Request Form together with proof of siblings to the Academic Services Office at least 30 days before the start of the school year.
- Non-refundable fees and booking fees as specified in Article 4 of the Tuition & Fee Schedule will be non-refundable upon application of a fee transfer.

8.7 Refund of other services fee

Meals and transportation fees are refundable according to the individual policies of each service, please refer to the detailed fee schedule of each service.

ARTICLE 9: FORCE MAJEURE EVENTS

In the event of force majeure events such as fire, weather, natural disasters, epidemics, pandemics, wars, terrorism, social unrest/riots or any other events that occur beyond the school's control which forces the closure of the school, the school has the right to actively replace and/or adjust the location, curriculum and form of study to suit the social situation at that time to ensure the completion of the academic program for students. At that time, the school has no obligation to refund any fees previously paid to the school (except for unused meals and transportation fees, if any). Parents are responsible for paying all fees for the school year in accordance with this Tuition & Fee Schedule to ensure that the student completes the academic program.

ARTICLE 10. PROVIDE TUITION & FEE SCHEDULE

10.1 Parents can find information about the Tuition & Fee Schedules using :

- Paper copies at the School Admissions Office.
- Through email contact which parents registered in the Admission Application (in case of email change, please notify the Academic Services Office in writing).
- Announced in the "Enrollment" section on the school's website at: <https://www.cis-laocai.edu.vn/>.

10.2 Announcements: The school will send the Tuition & Fee Schedule or other necessary announcements using the following email addresses:

- Admission Office: Email: enquiry@cis-laocai.edu.vn Phone: (028) 38 95 95 95
- Academic Service Office (Elementary): Email: elementary@cis-laocai.edu.vn
- Academic Service Office (Secondary): Email: secondary@cis-laocai.edu.vn
- AccountinG Office: Email: accountant@cis-laocai.edu.vn



SECTION FOR PARENTS

I have read the above Tuition & Fee Schedule for the 2023-2024 school year of BCIS-Lao Cai. I understand and commit to comply with the regulations regarding tuition and other fees in this Tuition & Fee Schedule.

Date.....Month.....Year.....

Name of Parent/Guardian: _____

(UPPERCASE)

Sign: _____

