



# TUITION & FEES SCHEDULE

## SCHOOL YEAR 2023-2024

### THE CANADIAN INTERNATIONAL SCHOOL – LAO CAI

#### (CIS – LAO CAI)

**Effective Date: April 3<sup>rd</sup>, 2023**

#### CLAUSE 1: EXPLANATION

- **“CIS-Lao Cai”, “School”, “The school”**: is the name of THE CANADIAN INTERNATIONAL SCHOOL – LAO CAI located at Intersection 19/5 (B9 Street – B10 street), Binh Minh Ward, Lao Cai City, Lao Cai Province and a school teaching the Alberta, Canada curriculum.
- **Hệ thống CISS**: CISS System: includes the following institutions: AES, CIS, BCIS, CVK district 7, CVK Binh Chanh, CIS – Lao Cai, BCIS – Lao Cai.
- **HS**: Students, **HK**: school semester, **HP**: Tuition, **TT**: Payment

#### CLAUSE 2: SCOPE OF APPLICATION

- This **Fee Schedule** stipulates the tuition and other fees for the academic year 2023-2024 at CIS – Lao Cai and policies related to tuition fees, including preferential policies, payment methods, tuition refund policies, and reservations. and transfer of tuition fees, force majeure cases etc.. (hereinafter referred to as **“Fee Schedule”**)
- This is the annual tuition rate.

#### CLAUSE 3: TUITION

##### 3.1 General Tuition (Unit: VNĐ)

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 <sup>st</sup> Installment	2 <sup>nd</sup> Installment
			(Paid before 30/06/2023)	(Paid before 30/06/2023)	(Paid before 5/12/2023)
Pre-school 3	89,280,000	96,000,000	100,000,000	55,000,000	55,000,000
Pre-school 4	89,280,000	96,000,000	100,000,000	55,000,000	55,000,000
Kindergarten 5	223,200,000	230,400,000	240,000,000	132,000,000	132,000,000
Grade 1	310,620,000	320,640,000	334,000,000	183,700,000	183,700,000
Grade 2	375,720,000	387,840,000	404,000,000	222,200,000	222,200,000
Grade 3	375,720,000	387,840,000	404,000,000	222,200,000	222,200,000
Grade 4	375,720,000	387,840,000	404,000,000	222,200,000	222,200,000
Grade 5	384,090,000	396,480,000	413,000,000	227,150,000	227,150,000
Grade 6	384,090,000	396,480,000	413,000,000	227,150,000	227,150,000
Grade 7	422,220,000	435,840,000	454,000,000	249,700,000	249,700,000
Grade 8	422,220,000	435,840,000	454,000,000	249,700,000	249,700,000
Grade 9	422,220,000	435,840,000	454,000,000	249,700,000	249,700,000
Grade 10	445,470,000	459,840,000	479,000,000	263,450,000	263,450,000
Grade 11	445,470,000	459,840,000	479,000,000	263,450,000	263,450,000
Grade 12	445,470,000	459,840,000	479,000,000	263,450,000	263,450,000



**Tuition includes:**

- Two (02) uniforms (one for the winter and one for the summer), one (01) for the gymnastics.
- 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 Late Enrollment**

Entry Date	Percentage (Published tuition)	Entry Date	Percentage (Published 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%

**CLAUSE 4: OTHER FEES**

No	Type of fees	Amount (VND)	Regulation(s)
<b>I. NON-REFUNDABLE FEES</b>			
1	Assessment Fee (1 student/ 1 test)	<b>JK, SK:</b> 1.100.000 <b>Grade 1 – Grade 12:</b> 2.200.000	Administrative and entrance assessment costs for each student admitted. Must be paid prior to the scheduled assessment date.
2	Admission Fee (1 student)	25.000.000	<ul style="list-style-type: none"> <li>• Pay within <b>5 working days</b> after the school’s notification of the student’s entrance test result / admission letter</li> <li>• Applicable to new enrolments and/or students who are re-enrolling (more than 1 year after the official withdrawal time)</li> </ul>
<ul style="list-style-type: none"> <li>• <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. opening school), being disciplined and forced to drop out of school, etc...</i></li> <li>• <i>In case of refund of tuition fees as prescribed in Article 8 of the Fee Schedule, these fees will be deducted before refunding if the parents have not yet paid.</i></li> </ul>			
<b>II. BOOKING FEE</b>			
1	Booking fee		<ul style="list-style-type: none"> <li>• Guarantees a placement for 1 student at the school provided all other requirements are met.</li> <li>• Re-enrollment deposit: must be paid within <b>15 working days</b> from the date of confirmation of re-enrollment for the following school year</li> <li>• Booking for new student: must be paid within <b>5 working days</b> from the date parents receive the notification that the student has passed the entrance test/admission letter</li> </ul>



No	Type of fees	Amount (VND)	Regulation(s)
1	Booking fee	20.000.000	<ul style="list-style-type: none"> <li>This fee is valid until <b>June 30, 2023</b> and will be deducted when paying tuition fees. After <b>June 30, 2023</b>, if the tuition fee payment and admission procedures are not completed, this fee is no longer valid and cannot be deducted.</li> <li>In case the student withdraws from school before the start of the school year 2023-2024 or before paying the 2<sup>nd</sup> installment tuition fee, this fee will not be refunded and will be deducted when refunding the tuition fee, including the case when the booking fee has not yet been paid.</li> </ul>
<b>III. OTHER FEES</b>			
1	Bus fee	See attached fee schedule	See attached regulations.
2	Meal fee	See attached fee schedule	See attached regulations.
3	Boarding fee (1 student/1 school year)	100.000.000	This fee includes accommodation, meals (Standard meals on attached regulations are not included), laundry service and weekend living expenses.
4	Vietnamese class fee on Saturday morning (1 student/1 school year)	23.000.000	<ul style="list-style-type: none"> <li>This fee includes a snack but does not include the cost of field trips in the program (if any).</li> <li>Time of payment is at the same time as tuition payment.</li> </ul>
5	Document providing fee	Free	Applied for first time service 1 student/ document pack.
		50.000	Applied for the 2 <sup>nd</sup> document pack onward 1 student/ document pack.
6	Field trip and other fees (if any)		School will announce these fees during the school year and subject to grade-level curriculum. The cost of the trip will depend on the destination.
7	Overtime Childcare fees (1 student/hour)	250.000	From 16:30 to 18:00 Minimum 250,000 VND Applicable to students from Pre School to Grade 5
8	School supplies, stationery, reference books...		These are separate fees other than tuition and will be borne by the parent/guardian

## CLAUSE 5: SIBLINGS POLICY

### 5.1 Scope:

- This policy is applied to families with 2 or more biological children (including childrens with different fathers but the same mother and vice versa) who enroll in the Canadian International School System provided that tuition is paid in full and on time and haven't signed or joined any other promotional programs or financial packages available at CISS.
- 2<sup>nd</sup>, 3<sup>rd</sup> child ... will be calculated from the oldest to youngest.
- Not applicable with other programs such as financial packages and other programs.



**5.2 Discount Rate:**

- 2<sup>nd</sup> child: Additional 5% discount. Tuition fee must be paid at the time the school receives the full tuition fee (the tuition fee has been calculated with the payment discount)
- 3<sup>rd</sup> child onward: Additional 10% discount. Tuition fee must be paid at the time the school receives the full tuition fee (the tuition fee has been calculated with the payment discount)

**5.3 Proof of biological siblings:**

- Students’ birth certificates or certified copy of household registration.
- Or other valid papers of proof value if any.

**CLAUSE 6: RETENTION**

**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 applicable once the student is accepted by the school. Complete payment of tuition and other fees prior to the student’s official acceptance does not offer any guarantee of placement for the student,.
- In a case where the tuition and other service fees are paid in advance but the student is not eligible to meet with the school’s enrollment conditions, the school commits to refund the tuition as well as other fees without incurring interest.. .

**ĐIỀU 7: PAYMENT METHODS**

**7.1 Payment Methods:** Parents can choose to pay by cash, credit card at the Accounting Department, or bank transfer to the following account:

RECEIVER	<b>CHI NHÁNH CÔNG TY CP TRƯỜNG TH – THCS – THPT QUỐC TẾ CANADA TẠI LÀO CAI</b>	
BANK NUMBER	<b>1037797979(VNĐ)</b>	<b>1031393939 (USD)</b>
BANK	<b>Ngân hàng thương mại cổ phần Ngoại thương Việt Nam (VietcomBank – VCB) – chi nhánh Lào Cai</b>	
SWIFT CODE	<b>BFTVNVX</b>	

*\*\*\*Content of transfer or Information on the Payment Authorization:*

*[[Student’s ID] – [Student’s Full Name] – [Grade] – [[Details of payment]*

- **Note 1:** Please write the details of the transfer or payment authorization to meet the following information:STUDENT’SID-STUDENT’SFULLNAME-GRADE-TUITIONFEE. After the payment, please email or send a copy of the Payment Authorization/Bank Transfer to the Accounting Department.
- **Note 2:** : In case parents need a VAT invoice, please notify in advance by calling or emailing the Accounting Department.



- **Note 3:** All tuition fees and other fees are considered valid payments and preferential policies are applied based on the date the school receives the full amount via bank transfer/cash or other payment methods, or other forms without any transaction fee deduction (e.g. bank transfer fee)

**7.2. In case of late payment:**

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

**CLAUSE 8: TUTORIAL FEES REFUND, RESERVATION, AND TRANSFER POLICY**

**8.1 Subject to apply for tuition refund**

Tuition refund policy applies to all cases where a student already paid **full year** but withdraws from school for any reason including but not limited to: epidemic, natural disaster, parent's job transfer, illness and inability to continue to study, etc.. or being forced out of school by the school due to disciplinary violations.

**8.2 Refund conditions**

- Tuition is paid once for the whole year. Payments other than the full year will not be refunded.
- Parents have completed the notice of the student's absence by completing the school's "*Withdrawal Application*" form and submitting it to the Academic Services Office. The time when the Academic Services Office receives a valid "*Withdrawal Application*" is considered the "*Withdrawal Date*". Oral or other notices of expulsion 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 a student is disciplined and forced to withdraw from school, the tuition refund will be based on the date of the Principal's decision on expulsion.

**8.3 Tuition refund rate**

- The rate of tuition refund depends on 3 factors: before or after the start of the school year; Date of Withdrawal Form Application (or date of school expulsion) and student's last day of attendance at school.
- Refundable tuition is interest-free and non-refundable for days absent 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 deducting the reservation fee (for the case of applying before the start of the school year).
- Detailed refund rates are as follows:

Student's last day in school	Submitted 60 days prior	Submitted 30 days prior	Other cases(*)
Before opening date of 2023-2024 school year	100% paid tuition fees deducted reservation fee	100% paid tuition fees deducted reservation fee	100% paid tuition fees deducted reservation fee
From opening date to 30/09/2023	60% paid tuition fees	50% paid tuition fees	40% paid tuition fees
01/10/2023 - 31/12/2023	35% paid tuition fees	25% paid tuition fees	20% paid tuition fees
01/01/2024 – 31/03/2024	15% paid tuition fees	10% paid tuition fees	No refund



After 31/03/2024	No refund	No refund	No refund
(*) "Other cases": (*) Applicable to cases where the application is filed under 30 days or the student is disciplined and forced to drop out of school			

**8.4 Refund time**

The refund period takes place within 15 - 20 working days from the last school day 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 reserved for no more than one(1) school year. Except in the case of illness or sudden force majeure events, parents are kindly requested to submit the Reservation Application 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 enrolled and applies for a reservation, the school will reserve the remaining tuition amount after deducting the tuition fee of the period of study calculated according to this Fee Schedule.
- Students who continue to study after the reservation period expires, the tuition fee will be applied according to the 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 Clause 8 of the 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 finished before the start of the school year.
- In order to transfer tuition fees, parents please send the Tuition Transfer Application with proof of siblings to the Academic Services Office at least 30 days before the start of the school year.
- Non-refundable fees and Reservation fee as specified in Clause 4 of the Fee Schedule will be non-refundable upon application of a fee transfer.

**8.7 Refund of other services**

Meal fees and bus fees are refundable according to the individual policies of each service. Please refer to the detailed fee schedule of each service.

**CLAUSE 9: MAJEURE**

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 our control under the control of the school, forcing a closure, the school has the right to actively replace and/or adjust the location, curriculum and form of study to suit the context at that time to ensure and complete a learning program for students. At that time, the school has no obligation to refund any fees previously paid (except for unused meals and transportation/pick-up fees, if any). Parents are responsible for paying all fees for the school year in accordance with this Fee Schedule to ensure that the student completes the academic program.

**CLAUSE 10. PROVIDING SCHEDULE**

10.1 The school will provide Fee Schedules in the following ways:

- Hard copies are available in person at the school's Admissions Office.
- Provided via email contact of parents registered in the Admission Application (in case of email change, parents 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 **Notice:** The will send the Fee Schedule or other necessary notices by the following email addressesy:

- Admission Department: Email: [enquiry@cis-laocai.edu.vn](mailto:enquiry@cis-laocai.edu.vn) Phone: (028) 38 95 95 95



- Academic Services Office (Elementary): Email: [elementary@cis-laocai.edu.vn](mailto:elementary@cis-laocai.edu.vn)
- Academic Services Office (Seconadary): Email: [secondary@cis-laocai.edu.vn](mailto:secondary@cis-laocai.edu.vn)
- Accounting Department: Email: [accountant@cis-laocai.edu.vn](mailto:accountant@cis-laocai.edu.vn)

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**FOR PARENTS ACKNOWLEDGEMENT ONLY**

*I have read the CIS – Lao Cai 2023-2024 Tuition and Fee Schedule. I understand and agree with all terms regarding tuition fee as well as other fees in this Fee Schedule*

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

**Full name of parent/ guardian:** \_\_\_\_\_

(CAPITALIZE)

**Sign:** \_\_\_\_\_