

## TUITION AND FEE SCHEDULE

### THE CANADIAN INTERNATIONAL SCHOOL (CIS)

#### SCHOOL YEAR 2019 – 2020

## 1. TUITION

### 1.1 ONTARIO CURRICULUM –SECONDARY SCHOOL DIPLOMA (OSSD)

Grade	Tuition	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 before 31 <sup>st</sup> July 2021)	1 <sup>st</sup> installment (Due date 31 <sup>st</sup> July 2021)	2 <sup>nd</sup> installment (Due date 15 <sup>th</sup> December 2021)
Kindergarten (age 4)		264,900,000	276,300,000	284,800,000	161,000,000	161,000,000
Kindergarten (age 5)		264,900,000	276,300,000	284,800,000	161,000,000	161,000,000
GRADE 1		402,900,000	420,300,000	433,200,000	244,800,000	244,800,000
GRADE 2		402,900,000	420,300,000	433,200,000	244,800,000	244,800,000
GRADE 3		402,900,000	420,300,000	433,200,000	244,800,000	244,800,000
GRADE 4		412,400,000	430,100,000	443,400,000	250,600,000	250,600,000
GRADE 5		412,400,000	430,100,000	443,400,000	250,600,000	250,600,000
GRADE 6		450,400,000	469,700,000	484,200,000	273,600,000	273,600,000
GRADE 7		450,400,000	469,700,000	484,200,000	273,600,000	273,600,000
GRADE 8		450,400,000	469,700,000	484,200,000	273,600,000	273,600,000
GRADE 9		499,500,000	520,900,000	537,000,000	303,500,000	303,500,000
GRADE 10*		505,300,000	527,100,000	543,300,000	307,000,000	307,000,000
GRADE 11		499,500,000	520,900,000	537,000,000	303,500,000	303,500,000
GRADE 12		595,100,000	620,700,000	639,800,000	361,500,000	361,500,000

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

### 1.2 INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IBDP)

Grade	Tuition	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 before 31 <sup>st</sup> July 2021)	1 <sup>st</sup> installment (Due date 31 <sup>st</sup> July 2021)	2 <sup>nd</sup> installment (Due date 15 <sup>th</sup> December 2021)
GRADE 11		592,056,000	631,900,000	651,400,000	368,100,000	368,100,000
GRADE 12		604,476,000	651,600,000	671,700,000	379,483,380	379,483,380

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

#### The annual tuition fee includes:

- Two (2) sets of the regular uniform, one (1) PE uniform
- Access to all required textbooks
- Student's accident insurance
- Monday and Thursday Club Program
- The Ontario Secondary School Literacy Test fee – for first time writers in Grade 10 only \*
- IB examination fees in Grade 12

## 2. OTHER FEES

No.	Type of fees	Amount (VND)	Regulation(s)
<b>A. NON-REFUNDABLE FEES</b>			
1	Assessment fee (1 student/ 1 test)	<b>Kindergarten:</b> 1,100,000 <b>Grades 1 - 12:</b> 2,200,000	Must be paid prior to the scheduled assessment date.
2	Registration fee (1 student)	<b>K – Grade 5:</b> 33,000,000 <b>Grades 6 - 8:</b> 26,400,000 <b>Grades 9-12 (OSSD and IBDP):</b> 22,000,000	a) Must be paid within 3 days after receiving acceptance from the school. b) Applicable to new enrolments and/or students who are re-enrolling ( <b>more than 1 year after the official withdrawal time</b> )
3	Re-enrolment deposit (1 student)	20,000,000	b) The re-enrolment deposit guarantees a placement for 1 student at the school provided all other requirements are met. c) The re-enrolment deposit requirement is not applicable to a family whose child(ren) has already participated in the financial aid package.
4	Saturday Vietnamese Classes (1 student/ 1 School year)	19,000,000	a) The tuition fee for Saturday Vietnamese classes includes snacks but does not include the cost of field trips (if any). b) The fee is payable at the same time as the school tuition fee.
<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 accommodation, meals (breakfast, lunch, dinner and snacks), bus, laundry service and weekend activities.
8	English Language Learning Program (ELL) (1 student/1 School year)	92,000,000	ELL fee is required to be made at the same time with school fee or by the time ELL starts. The fee is only refundable provided all following requirements are met: a) After each term, students meet the requirements and do not need to continue the program. b) ELL fee is paid in full and on time c) The rate of refund proportional to the remaining time of the student who has not yet studied but does not exceed 35% for one academic year
<b>C. OTHER FEES</b>			
9	IBDP application fee (1 student/1 course)	22,000,000	This fee applies to current students at the time of acceptance to the IBDP. This fee will be deducted from the final payment of Grade 12 tuition fees or refunded 100% if the student withdraws from the program <b>before</b> it begins.
10	Field trip and other fees (if applicable)		Will be determined and communicated during the school year depending on the curriculum by grade. The cost will be quoted depending on destination and duration of the field trip.
11	Learning materials, stationery, reference books etc.		These separate fees are not included in the school tuition fee and will be settled by the student's parents / guardians.
12	Obtaining copies of school records	Free of charge	For first-time requests only. (1 student/ 1 set of records)
		50,000	Applicable to subsequent and any additional requests (1 student/ 1 set of records)

- The fees specified in Section A above will not be refunded in all cases, including but not limited to: enrolled but not attending the school, absence, suspension from the school etc.

### 3. SIBLINGS POLICY

- 3.1. This policy is applied to the tuition fee only and for families with 2 or more biological children who enroll at the Canadian International School System provided that tuition is paid in full and on time.
- 2<sup>nd</sup> child: 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 policy does not apply to a family whose child(ren) has already received financial-aid or any other CISS special offers.

### 4. RE-ENROLMENT POLICY AND PARENTS' RESPONSIBILITY

- 4.1. For all returning students, a placement for the student in the new school year is guaranteed until **June 30, 2021** provided the following requirements are met:
- Re-enrolment confirmation is received by the school according to the annual re-enrolment procedure.
  - **Re-enrolment deposit** or **Full year tuition fee for 2021-2022** is recorded by the CIS Accounting Department.
- 4.2. After **June 30, 2021**, the school prioritizes class arrangements for all students on the condition that:
- Students are accepted according to the school's Policy of Enrolment and Re-enrolment.
  - Placements are available at the appropriate grade level.
  - Tuition fees are paid 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. Complete payment of tuition and other fees **prior to** the student's official acceptance does not offer any guarantee of placement for the student, or any promotions, special rates.
- 4.4. In a case where the tuition fee is paid in advance but the student is not eligible to meet with the school's enrolment conditions, the school commits to refund the tuition without incurring interest.

### 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 the school.
- 5.3. Bank transfers should be made to one of the following bank accounts:

ACCOUNT NAME	CÔNG TY CP TRƯỜNG TH – THCS – THPT QUỐC TẾ CANADA	ACCOUNT NAME	CÔNG TY CP TRƯỜNG TH – THCS – THPT QUỐC TẾ CANADA
ACCOUNT NUMBER	2425262728 (VND)	ACCOUNT NUMBER	0181002345679 (VND) 0181371235679 (USD)
BANK	Asia Commercial Bank HCMC Branch 480 Nguyen Thi Minh Khai, Ward 2, District 3, HCMC	BANK	Vietcombank Saigon South Branch, 23 Nguyen Huu Tho, Tan Hung, District 7, HCMC
SWIFT CODE	ASCBVNVX	SWIFT CODE	BFTVNVX 018

Please ensure the following information is written in the Payment Order  
**[Student ID] – [Student's full name] – [Current Grade level]**

- 5.4. Students can only be enrolled once all payments are received.

### 6. LATE ENROLMENT

#### 6.1. Percentage of the annual tuition fee

This percentage is applied to the published tuition fees and ELL fees:

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. REFUND POLICIES**

**7.1. Withdrawal Procedure**

- Parents must complete and submit <<Withdrawal form>> to the Academic Services Office (ASO) at least 60 days prior to the student's last day.
- Any cases of absence without advanced notice or verbal notification or otherwise improper notice will be considered invalid and will not be accepted.

**7.2. Percentage of refund**

Refund policies are **only** applied to **Tuition paid in full** and are subject to the following schedule:

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 school starts 2021-2022	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 Oct 1, 2021	60% of paid tuition	50% of paid tuition	40% of paid tuition
Oct 1 – Dec 31, 2021	35% of paid tuition	25% of paid tuition	20% of paid tuition
Jan 1 – Mar 31, 2022	15% of paid tuition	10% of paid tuition	No refund
After Mar 31, 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, natural disasters or any other reasons) and all suspension cases regarding any breach of discipline or school violations or any other reasons (diseases which lead to any disability to continue their study...).
- The deduction of the re-enrollment deposit fee under the circumstance of withdrawal before the school start day, will be applied to all cases inclusive of paid, unpaid or have not paid of re-enrolment deposit fee.
- In the case of force majeure such as fire, weather, natural disaster, epidemic, pandemic, war, terrorism, social instability / violence or any event beyond the control of the school that forces the school to be temporarily closed, the school reserves the right to actively substitute and / or adjust the curriculum and learning methods according to the situation at that time while maintaining commitments to completion of the school year program for students. Simultaneously, the school is under no obligation to reimburse any fees paid to the school previously (except for meals and transportation service, if applicable). Parents are responsible to settle the full school year payment to ensure the student completes the school year program.

**7.3. Time of refund**

- Refund amounts are to be made within **15-20 working days** after the approved student's last day.
- In the event that the parent does not submit the withdrawal form 60 days in advance, the school will make a refund transaction to the parents after 30 working days, counting from the student's last day at the school, submitted on the withdrawal form.

**7.4. Refund cases**

Fees are non-refundable **except** under the following circumstances:

- Meal, bus services:** Refunds are made in accordance with the policy of each service.
- 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 is calculated on a monthly basis, based on the number of months of using the service;
  - Parents must inform the Academic Services Office (ASO) at least 30 days prior to the student's last day of using the service.



### 8. LATE PAYMENT POLICY

- Late payments: After 15 days from the last required payment date, a 0.1% penalty is applied on the total amount of the outstanding fee on a daily basis. The penalty will depend on the actual receiving date at CIS. Besides, the school reserves all rights to allow the student(s) to continue at school or not regarding late payments.
- In the case of non-payment: After 30 days from the due date of payment, in addition to the 0.1% penalty per day, the school has the right to refuse to accept students to continue studying at the school.

#### FOR PARENTS ACKNOWLEDGEMENT ONLY

I have read the CIS 2021-2022 Tuition and Fee Schedule. I understand and agree with all payment terms and promotions as well as all refund policies and other policies as published in this Tuition and Fee Schedule.

Parent/ Guardian’s Full Name: .....

Signature: .....

Date: .....

*-- The end of the Tuition and Fee Schedule --*