

TUITION & FEE SCHEDULE ACADEMIC YEAR 2024-2025

SEDBERGH VIETNAM

Effective date: 01/01/2024.

ARTICLE 1: DEFINITIONS

- **CISS:** The Canadian International School System, including CIS, BCIS, CVK District 7, CVK Binh Chanh District, and AES.
- **IGCSE:** International General Certificate of Secondary Education, for Grade 9, Grade 10.
- **A-Level (Advanced Level):** General Certificate of Education Advanced Level from the British.

ARTICLE 2: SCOPE AND OBJECTS OF APPLICATION

- This Tuition & Fee Schedule regulates the tuition and other fees for the school year 2024-2025 at SSV 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)

YEAR GROUP	DISCOUNT RATE			FULL-YEAR TUITION	SEMESTERS TUITION	
	Discount 10% /Full year tuition Payment before 15/03/2024	Discount 7% /Full year tuition Payment before 30/04/2024	Discount 5% /Full year tuition Payment before 01/06/2024	Full year tuition (Payment from 01/06/2024)	1st Installment before 30/06/2024	2nd Installment before 05/12/2024
1	219.690.000	227.013.000	231.895.000	244.100.000	136.700.000	136.700.000
2	230.580.000	238.266.000	243.390.000	256.200.000	143.500.000	143.500.000
3	230.580.000	238.266.000	243.390.000	256.200.000	143.500.000	143.500.000
4	242.190.000	250.263.000	255.645.000	269.100.000	150.700.000	150.700.000
5	247.410.000	255.657.000	261.155.000	274.900.000	154.000.000	154.000.000
6	247.410.000	255.657.000	261.155.000	274.900.000	154.000.000	154.000.000
7	274.230.000	283.371.000	289.465.000	304.700.000	170.600.000	170.600.000
8	274.230.000	283.371.000	289.465.000	304.700.000	170.600.000	170.600.000

9	292.050.000	301.785.000	308.275.000	324.500.000	181.700.000	181.700.000
10	309.780.000	320.106.000	326.990.000	344.200.000	192.700.000	192.700.000
11	309.780.000	320.106.000	326.990.000	344.200.000	192.700.000	192.700.000
12	309.780.000	320.106.000	326.990.000	344.200.000	192.700.000	192.700.000

IGCSE and A- Level Program

9- IGCSE	439.920.000	454.584.000	464.360.000	488.800.000	273.700.000	273.700.000
10- IGCSE	439.920.000	454.584.000	464.360.000	488.800.000	273.700.000	273.700.000
11- A-Level	477.000.000	492.900.000	503.500.000	530.000.000	296.800.000	296.800.000
12- A-Level	477.000.000	492.900.000	503.500.000	530.000.000	296.800.000	296.800.000

The annual tuition fee includes:

- Access to MOET required textbooks.
- Student accident insurance.
- Tuesday and Thursday Clubs Program.

The Tuition fee does not include:

	Edinburgh Extracurricular Program	Outward Bound Extracurricular Program	Learning Resources	International Exam
Grade 1-5			1.5-2.000.000	2.500.000 (G5)
Grade 6-8			4-5.000.000	3.600.000 (G8)
Grade 9-10	~2.500.000	~9.700.000	5-7.000.000	18-20.000.000 (G10)
Grade 11-12	~3-4.000.000	~12.000.000	10.000.000	24-35.000.000 (G12)

NOTE:

- Not applicable to students who use the Financial package programs and scholarship programs
- If parents pay by each semesters, parents shall pay an extra 20,000,000VNĐ/deposit fee with 1st installment which will be deducted from 2nd installment if you continue payment.

3.1 LATE ENROLLMENT

Entry Date	Percentage (Published fees)	Entry Date	Percentage (Published fees)
August - September / 2024	100%	January – February /2025	50%
October/2024	90%	March/2025	40%

November/2024	80%	April/2025	30%
December/2024	70%	May/2025	20%

ARTICLE 4: OTHER FEES

No	Type of fee	Amount (VNĐ)	Regulation(s)
I NON-REFUNDABLE FEES			
1	Assessment fee (1 student/ 1 test)	Grades 1 - 12: 2.200.000	Must be paid before the scheduled assessment date.
2	Registration fee (1 student)	20.000.000	<ul style="list-style-type: none"> Must be paid within 5 working days after receiving the acceptance letter from the school. Applicable to new enrollments and/or students who are re-enrolling (more than 1 year after the official withdrawal time).
<ul style="list-style-type: none"> Fees specified in section I of this Article will not be refunded in all cases, including but not limited to enrolling but not attending, withdrawing from school (before or after the date of enrollment or opening school), being disciplined and forced to drop out of school, etc.. In case of a 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. 			

II TUITION RESERVATION FEE			
1	Tuition reservation fee	20.000.000	<ul style="list-style-type: none"> The re-enrollment deposit guarantees placement for 1 student in 1 school year at the school provided all other requirements are met. Student re-enrollment: The retention fee must be paid within 15 working days from the date of confirmation of re-enrollment for the following school year. New students: The reservation fee must be paid within 05 working days from the date the Parents receive the acceptance letter. This fee is valid until June 30, 2024, and will be deducted when paying tuition fees. After June 30, 2024, 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 2024-2025 or before paying the Term 02 tuition fee, this fee will not be refunded and will be deducted when refunding the tuition fee, including the case if the Reservation Fee has not yet been paid.

III OTHER FEES			
1	Meal fee	See attached fee schedule	See attached regulations.
2	Bus fee	See attached fee schedule	See attached regulations.
3	Boarding fee (1 student/1 school year)	180.000.000	This fee includes accommodation, meals (breakfast, lunch, dinner, and snacks), transportation, laundry service, and weekend living expenses.

4	Obtaining copies of school records	Free	Apply for the first request for 1 student/ 1 set.
		50.000	Apply for the 2nd request onwards for 1 student/ 1 set.
5	Field trip and other fees (if any)		Schools will announce these fees during the school year and subject to grade-level curriculum. The cost of the trip will depend on the destination.
6	After-Hours Childcare Fee (1 student/hour)	250.000	From 4:00 PM to 6:00 PM Minimum of 250,000 VND Apply for students from Y1 to Y5
7	School supplies, stationery, reference books...	250.000	These are separate fees other than tuition and will be borne by the Parents/guardians.

ARTICLE 5: SIBLING POLICY

5.1 Scope

- 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 and haven't signed or joined any other promotional programs or financial packages.
- In the case of families who both have a child who participates in the financial package and a child who doesn't, this policy is still applicable for the child who doesn't participate in the financial package.
- 2nd, 3rd child ... will be calculated from the oldest to youngest.

5.2 Discount Rate:

- 2nd child: a 10% discount is applied to debit tuition.
- 3rd and subsequent children: a 15% discount is applied to debit tuition.

5.3 Proof of biological siblings:

- Student's birth certificate or certified copy of household registration.
- Or other valid papers of proof value if any.

ARTICLE 6: ENROLLMENT POLICY AND PARENTS' RESPONSIBILITIES

6.1 For Current Students

- **For all returning students, placement for the student in the new school year is guaranteed until 30/06/2024 provided the following requirements are met:**
 - Re-enrollment confirmation is received by the school according to the annual re-enrollment procedure. (Parents confirm via email or Re-enrollment Application Form).
 - Re-enrollment deposit or full tuition fee (Full-Year or full semester) before 30/06/2024 is recorded by the CISS Accounting Department.

- After June 30, 2024, the school prioritizes class arrangements for all students on the condition that:
 - Students are accepted according to the school’s Policy of enrollment and Re-enrollment.
 - Placements are available at the appropriate grade level.
 - Tuition fees are paid in full and on time as per the school policy.

6.2. 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 before the student’s official acceptance does not offer any guarantee of placement for the student, or any promotions or special rates.
- In a case where the tuition fee is paid in advance but the student is not eligible to meet the school’s enrollment conditions, the school commits to refund the tuition without incurring interest.

ARTICLE 7: PAYMENT METHODS

7.1 Payment Method:

Payment in cash, via bank transfer, or by bank card at the school. Bank transfers should be made to one of the following bank accounts:

RECEIVER	CÔNG TY CP TRƯỜNG TH – THCS – THPT QUỐC TẾ CANADA
BANK ACCOUNT	2425262728 (VNĐ)
BANK NAME	Ngân hàng Thương mại Cổ phần Á Châu - Chi Nhánh Tp.Hồ Chí Minh Số 480 Nguyễn Thị Minh Khai, Phường 2, Quận 3, Tp.HCM
SWIFT CODE	ASCBVNVX

OR

RECEIVER	CÔNG TY CP TRƯỜNG TH – THCS – THPT QUỐC TẾ CANADA
BANK ACCOUNT	0181000334455 (VNĐ) 0181371235679 (USD)
BANK NAME	Vietcombank - Chi nhánh Nam Sài Gòn Số 23 Nguyễn Hữu Thọ, Phường Tân Hưng, Quận 7, Tp.HCM
SWIFT CODE	BFTV VNVX 018

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

[Student’s SSV ID] – [Student’s Fullname] – [Grade] – [Details of payment]

- **Note 1:** Please write the details of the transfer or payment authorization to meet the following information: STUDENT'S SSV ID - STUDENT'S FULL NAME - GRADE - TUITION FEE. 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 to issue a VAT invoice, please notify them in advance by directing 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, without any transaction fee deduction (e.g. bank transfer fee).

7.2. In case of late payment:

- **After 15 days** from the date of notice of overdue, 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 the overdue notice, in addition to applying the above late payment interest rate, SSV will suspend the academic service and will not confirm the student's academic results until the payment has been completed.

ARTICLE 8: FEES REFUND, RESERVATION, AND TRANSFER POLICY

8.1 Subjects to apply for tuition refund

The tuition refund policy applies to all cases where a student drops out of school for any reason including but not limited to epidemic, natural disaster, parent's job transfers, illness, 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 CIS "Withdrawal Application" form and submitting it to the Academic Service Office. The time when the Academic Service 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 a 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; the date of the Withdrawal Application Form (or date of school expulsion), and the 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-re-fundable 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	60 days advance notice	30 days advance notice	Other cases (*)
Before opening date of 2024-2025 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 30/09/2024	60% paid tuition fees	50% paid tuition fees	40% paid tuition fees
01/10/2024 - 31/12/2024	35% paid tuition fees	25% paid tuition fees	20% paid tuition fees
01/01/2025 – 31/03/2025	15% paid tuition fees	10% paid tuition fees	No refund
After 31/03/2025	No refund	No refund	No refund

(*) 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 01 school years. 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 Service Office at least 30 days before the start of the school year.
- In case a student has already enrolled and applies for a reservation, CISS will reserve the remaining tuition amount after deducting the tuition fee of the period of study calculated according to this Fee Schedule.

For 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 is to be done 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 Service Office at least 30 days before the start of the school year.
- Non-refundable fees and Reservation fees 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.

ARTICLE 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 SSV, forcing the closure of the school, SSV 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 complete into a learning program for students. At that time, SSV has no obligation to refund any fees previously paid to SSV (except for unused meals and transportation/pick-up fees, if any). Parents are responsible for paying all fees for the school year following this Fee Schedule to ensure that the Student completes the academic program.

ARTICLE 10. CHARGES SCHEDULE

10.1 Parents can find out information about the Fee Schedule in the following ways:

- Hard copies are available in person at the school's Admissions Office.
- Provide via email contact of Parents registered in the Admission Application (in case of email change, Parents please notify the Academic Service Officers in writing).
- Announced in the "enrollment" section on the school's website at <https://sedbergh.edu.vn/en>

10.3 Notice

SSV will send the Fee Schedule or other necessary notices by the following email addresses:

- Admission Department: Email: enquiry@sedbergh.edu.vn Phone: (+84) 28 54 113 123 Ext: 1
 - Academic Services Office (Elementary): Email: academic.elementary@teacher.sedbergh.edu.vn – Phone: 028 54 113 123 Ext: 2
 - Academic Services Office (Secondary): Email: academic.secondary@teacher.sedbergh.edu.vn Phone: 028 54 113 123 Ext: 2
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FOR PARENTS ACKNOWLEDGEMENT

I have read the SSV 2024-2025 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.

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

Parents Name/ Guardian:

(CAPITAL)

Sign _____

Operation Manager	Accountant /Finance Department	Legal Department	Finance Director	CEO

