



LEARNING TO INSPIRE

United Nations International School Hanoi Student Tuition and Fees Information 2021-2022

1. Please refer to all financial information provided for details of the terms and conditions applied to enrolment at UNIS Hanoi in the 2021-2022 academic year.
2. Parents must indicate their preferred option choice for payment of tuition and applicable fees in the Enrolment Contract provided in the online enrolment portal.
3. The school requires the signature of each parent / guardian in order to complete the Enrolment Contract (*except in the case of a single parent family*).
4. **RETURNING STUDENTS:** In order to secure placement for each child returning, please complete enrolment requirements, including payment of the required tuition deposit, by **01 March 2021**.
5. **ENROLLING STUDENTS:** In order to secure placement for each new student, please complete enrolment requirements, including payment of the required tuition deposit and enrolment fee, by the dates indicated. The business office shall issue a debit note to parents via email based on choice of payment options made in the Enrolment Contract.
6. Full financial details and instructions for payment of all applicable fees are outlined in this document. Please note cash/card payments at the school are not possible.
7. Payment for the remainder of tuition and fees must be received prior to the dates specified in this document to secure placement for each student in the 2021-2022 academic year. Failure to remit payment as outlined will result in the loss of placement.

For assistance with financial information, please contact:

Email: revenueaccountant@unishanoi.org

Phone: (84 24) 7300 4500 extensions 8725 / 8756

United Nations International School of Hanoi

G9 Ciputra, Tay Ho, Hanoi, Vietnam

Telephone: +84 24 7300 4500 Fax: +84 24 3758 1542 Email: info@unishanoi.org

www.unishanoi.org

Tuition and Fees Schedule

Parental financial obligation

- Tuition:** Parents of students enrolled at the United Nations International School of Hanoi (UNIS Hanoi) are required to pay tuition fees as detailed in the Tuition and Fees Schedule. Parents have the option of paying fees annually in advance, or on a semester instalment basis. Fees applicable under the semester payment plan are subject to a four percent (4%) administrative charge.
- Tuition deposits:** All students are required to pay a **mandatory** deposit to secure a placement at UNIS Hanoi for the next academic year. A debit note will be prepared for the required tuition deposit of USD 1,000 and payment is due by **01 March 2021**. UNIS Hanoi will prepare a debit note for all newly accepted students who have agreed to accept an offer of placement for the coming school year, which must be paid by the due date specified in the debit note. This payment guarantees a placement for the student listed in the debit note, provided all other requirements are met. If the required payment is not received by the due date, it will be assumed that the student is not enrolled and his or her place will be made available to another student. The deposit is non-refundable and non-transferable if a student is unable to attend UNIS Hanoi. The deposit will be credited against the tuition fee in the first debit note for the 2021-2022 school year.
- Tuition and Fees schedule:**

UNIS Tuition and Fees (US Dollars) as approved by the Board of Directors for the following grades:	OPTION 1: Payment in Full (USD)	OPTION 2: Semester Payment Plan with four percent (4%) Administrative Charge (USD)	
	For Entire School Year*	1 st Semester Attended (50%)**	2 nd Semester Attended (50%)**
Early Years 3 (Discovery) <i>School day to 2:00 pm except Wed</i>	12,570	6,535	6,535
Early Years 3 (Discovery) <i>Extended day</i>	14,370	7,470	7,470
Early Years 4 (Kindergarten 1) <i>School day to 2:00 pm except Wed</i>	12,570	6,535	6,535
Early Years 4 (Kindergarten 1) <i>Extended day</i>	14,370	7,470	7,470
Kindergarten (Kindergarten 2)	19,850	10,320	10,320
1 - 5	25,315	13,165	13,165
6 - 8	26,925	14,000	14,000
9 - 10	28,880	15,015	15,015
11 - 12	30,880	16,055	16,055

*Or at the date of enrolment if in the first semester

**Please see the explanation regarding payments for students beginning after semester 1 in the section on the next page.

- Payment options for students enrolling at the beginning of the school year, 2 options apply:**
 - Option 1:** A full academic year's tuition is due on or before 09 July 2021, or before the date of enrolment if joining UNIS within the first semester.
 - Option 2:** A semester payment plan with no refund option. A four percent (4%) administrative charge will be levied on the annual tuition fee. Please refer to the tuition fee schedule outlined above, which specifies the percentage of total tuition fee payable each semester.
- Compulsory fees: The following fees are compulsory, non-refundable and non-transferable:**
 - Enrolment Fee: USD 1,200 per student.** This fee is payable when a student is offered a placement at UNIS Hanoi and must be paid before attending classes. This fee is paid only once, as long as a student is continuously enrolled. If a student leaves UNIS Hanoi for a period of more than two years and subsequently re-enrolls, the Enrolment Fee is again payable.

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- ii) **Annual Capital Fee Kindergarten to Grade 12: USD 3,000 per student and Annual Capital Fee Early Years 4: USD 1,500 per student.** This fee is payable when a student is enrolling at UNIS Hanoi and must be paid before attending classes. This fee is non-refundable under any circumstances. No Capital Fee will apply for Early Years 3 students.

6. Other fees: The following fees may be applicable:

- i) **School Bus Fee: USD 1,100 per year (one-way USD 660) or USD 600 per semester (one-way USD 360)** for those students who elect to use transport contracted by UNIS Hanoi which may be paid either annually or on a semester basis. There will be no pro-rata refund for withdrawal from the bus service during a particular semester. All parents requesting bus transport must register for this service.
- ii) **Community supported alternative languages and Mother Tongue languages:** To be determined.
- iii) **Miscellaneous expenses:** Students may incur costs during the school year that are not outlined in the Tuition and Fees Schedule such as optional field trips, t-shirts, lunches and sporting events, etc.

7. Special discounts: Students enrolled at UNIS Hanoi may be eligible for the following discount:

Families with three or more children simultaneously in attendance at UNIS Hanoi will receive a ten percent (10%) discount on tuition fees for the third child and a fifteen percent (15%) discount on tuition fees for the fourth and subsequent child/ren. These discounts will be applied to the youngest child/ren in attendance.

These discounts are not applicable to any other fees payable to UNIS Hanoi.

8. Enrolment after 18 August 2021 for the 2021-2022 academic year:

For new students enrolling after the first day of school, tuition will be payable as follows:

Enrolled Date	OPTION 1	OPTION 2
Any date during Semester 1	100% of annual tuition	50% + 50% as per above tuition table
Any date during Semester 2	50% of annual tuition	

9. Payment deadlines:

OPTION 1	OPTION 2
Due by 09 July 2021	Semester 1: due by 09 July 2021 Semester 2: due by 01 December 2021

- 10. **Refund procedures for tuition:** For students withdrawing during the 2021-2022 academic school year, refunds will **only apply** if Option 1 is chosen. Refunds will be facilitated, if written notification of a student's withdrawal is submitted to the school, in accordance with the following schedule:

On or before 01 December 2021	50% of annual tuition refunded
After 01 December 2021	No refund provided

- 11. **Payments:** Tuition and fees are payable by the due date indicated on the debit note. Payments received after the due date will incur a late payment charge of 2% per month or part thereof, unless arrangements acceptable to UNIS Hanoi and agreed in writing have been made. Continued failure to pay tuition and fees may result in the suspension/disenrollment of students. All fees are subject to change without notice at the discretion of the Board of Directors of the United Nations International School of Hanoi. For further information, please contact the Business Office at revenueaccountant@unishanoi.org.

Tuition and Fees Payment Instructions

12. Payment can be made by any of the following methods: Pay the exact amount in VND or USD as shown in the debit note.

- i) Direct bank transfer in U.S. Dollars or VN Dong to the school's bank accounts, details as follows:

Receiving bank

Account Name (full name in English):	United Nations International School of Hanoi
Account Name (full name in Vietnamese):	Truong Quoc Te Lien Hop Quoc Ha Noi
Account Name (short name):	UNIS Hanoi
Bank Name:	Vietnam Technological and Commercial Joint
Stock Bank	(Techcombank – Ha Thanh Branch)
Bank Address:	74 Ba Trieu, Hoan Kiem District, Hanoi, Vietnam
USD Bank Account No:	138 220 49108 027 (USD only)
VND Bank Account Number:	138 220 49108 019 (VND only)
Bank Swift Code:	VTCBVNVX
Citad Code (for domestic transfer):	01310001

Note: Either the full bank account name or short account name is acceptable.

- ii) Cash deposit in VN Dong at Techcombank into the school's accounts as shown above.

13. Terms and conditions:

- i) All tuition and fees are based on U.S. dollars, with an equivalent VND amount.
- ii) Payment may be made by any one of two methods detailed in the Tuition and Fees information. Any bank charges incurred by the school from payments made any way other than according to the instructions detailed above will be charged to the student's account.
- iii) Payments received after the due date will incur a late payment charge of 2% per month or part thereof, unless arrangements acceptable to UNIS and agreed in writing have been made. Continued failure to pay tuition and fees may result in the suspension of students.
- iv) Payment of tuition and fees are the legal responsibility of the parents. Where payment of fees is to be made by a third party (for example, an employer) the parent will be liable for any non-payment of fees. In all instances, all correspondence in relation to the non-payment of fees will be between UNIS Hanoi and the parent. Debit notes may be copied by email to an address identified by parents.
- v) A debit note stamped by the school will be issued for all tuition and fees. Tuition and fees must be paid by the due date listed on the debit note.
- vi) Refunds will only be issued when UNIS Hanoi receives a written request for the refund from a parent by the deadline and when UNIS Hanoi confirms that a refund is due. In the event that a student withdraws from UNIS Hanoi, all other obligations to the school, including returning any school property (i.e. library books, laptop computers, and parking permits), must be met before a refund is issued.
- vii) In the event that a student is expelled or suspended from UNIS Hanoi, all other obligations to the school, including returning any school property (i.e. library books, laptop computers, and parking permits), must be met.
- viii) Refund of tuition or fees for students who are expelled or suspended from UNIS Hanoi will be based on the tuition and fee schedule above.
- ix) Force Majeure: The school's duties and obligations under this contract shall be suspended immediately without notice during all periods that the school is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, earthquake, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, the school's duties and obligations in this contract will be postponed until such time as the school, in its sole discretion, may safely reopen. In the event of a temporary force majeure or that the school cannot reopen due to an event under this clause, the school is under no obligation to refund any portion of the tuition paid. The school may elect to deliver instruction online if the situation warrants.