

# SCHOOL FEES FOR SY 2021-22



Fee Schedule for 2021-2022 School Year			
New Applicants			
Application Fee	<p>US\$1000 per student application is payable in advance upon submission of application documents and is non-refundable and non-transferrable.</p> <p>The Application Fee will only be waived for students who commence at VIS, leave and then re-apply within three years of the date of original enrollment.</p>		
Annual Fee Schedule (in USD)			
Grade Level	Tuition Fee	Capital Fee	Bus Fee (if applicable)
Nursery	\$10,500	-	\$1,100
Prep 1	\$14,640	-	\$1,100
Prep 2	\$14,640	\$3,000	\$1,100
Primary – Grades 1-5	\$18,800	\$3,000	\$1,100
Secondary – Grades 6-8	\$21,640	\$3,000	\$1,100
Secondary – Grades 9-12	\$24,140	\$3,000	\$1,100
Pro-rated Fees and Refunds:	<p>If a student attends more than 30 calendar days in a semester, full tuition fees for that semester are payable. Tuition Fees will only be pro-rated if a student attends for less than 30 days in a semester (based on the number of days attended), or for new students joining after the October break (charged 75% of annual fees) or after Pii-Mai break (charged 25% of annual fees).</p> <p>No refunds are processed until all check-out procedures have been completed and any outstanding charges for items such as lost books, laptop purchases etc. have been determined and settled.</p> <p>No discounts or refunds will be considered during periods of on-line learning.</p>		
Capital Fee:	<p>This is payable in full regardless of when a student starts or leaves in a school year. It must be paid within two weeks of the start of the school year (or date of enrollment) regardless of the billing cycle (see Financial Assistance below) and is non-refundable.</p>		
Supplementary Fees:	<p>Supplementary fees will be charged for elective or discretionary student activities including school trips associated with individual courses, IB exam Fees in Grade 12, Co-Curricular Activities, MRISA sports trips etc. These will be invoiced separately as appropriate.</p>		
Mother Tongue Program:	<p>VIS offers a Mother Tongue Program. Those taking German MT will be charged an annual fee of \$3,000 per annum. All other languages (except Lao) will be invoiced by the tutor and are payable to the tutor. Contact the Language Department: <a href="mailto:languagesadmin@vislao.com">languagesadmin@vislao.com</a>.</p>		
Bus Fees:	<p>A limited bus service is available for students residing in Vientiane at a cost of US\$1,100 per year. This service is optional and dependent on route / seat availability.</p>		
Catering Services:	<p>Catering services are provided by an outside contractor and are charged on consumption, using a cashless payment system (MyCampus Card). Allow around LAK50,000 for a lunch with drink as a minimum.</p>		
Financial Assistance:	<p>Parents may request to be invoiced on an annual, semester or quarterly basis. Payment Plan forms can be downloaded from the Parent Portal and submitted to <a href="mailto:invoices@vislao.com">invoices@vislao.com</a>. Other requests for financial assistance must be made in writing to <a href="mailto:businessmanager@vislao.com">businessmanager@vislao.com</a> and will be considered in line with Board policies.</p>		

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<p>Payments:</p>	<p>Payments must be made by Bank Transfer or cheque deposit to one of the designated accounts shown on the invoice. All charges are quoted in USD but payments may be made in KIP based on the BCEL selling rate on the date of payment.</p> <p>Payments shall be deemed received after an authorized copy of the bank deposit or internet transfer document is forwarded to the Business Office and VIS receives confirmation from the recipient bank. The invoice number(s) must be quoted as reference to ensure that funds are promptly credited to the right account.</p> <p>The school can accept credit card payments in the Business Office, but all such payments must be in KIP and are subject to a 3% administrative charge.</p>
<p>Bank Charges:</p>	<p>All Bank charges are for the Remitter's account whether deducted en-route or on receipt in Lao. Remitters should be advised that local banks typically withhold 0.1% on incoming funds (around \$25 for a full year's invoice).</p>
<p>Force Majeure:</p>	<p>Vientiane International School sets its annual fees based on projected income and expenses. In cases of severe changes in financial circumstances, the Board of Trustees reserves the right to revise fees or the fee policy at any time during the school year.</p> <p>In the event that the school has to close for reasons of force majeure, the Head of School will withhold all tuition refunds until the settlement of outstanding liabilities has been completed. No cash refund should be expected.</p> <p>Any money left after these settlements would be divided proportionally among parents and sponsoring organizations to be credited to their school account(s). Account credits would be maintained for four (4) years after the school closure at which time they will be reverted to the school's general fund if unclaimed.</p>
<p>Penalties for Late Payment:</p>	<p>A Penalty Fee of \$100 per month will be charged on any unpaid balance of the annual tuition and other fees in excess of \$500 (after the first 30 days).</p> <p>Students will be subject to suspension for non-payment of fees beginning 30 days after the date any payment is due, unless the Operations and Finance Manager has been notified in writing of any extenuating circumstances for the delay in payment. Report cards, transcripts and diplomas will be withheld until all outstanding fees have been paid in full, including any penalty fees.</p> <p>In the event that a family withdraws without settling their obligations to the school, the school reserves the right to:</p> <ul style="list-style-type: none"> <li>• seek legal recourse to recover all amounts through local and international collection agencies as appropriate, and</li> <li>• advise any future school(s) who request a reference about a student that fees remain unpaid at VIS.</li> </ul>