



LEARNING TO INSPIRE

United Nations International School Hanoi

Tuition and Fees Information

2023-2024

1. Please refer to all financial information provided for details of the terms and conditions applied to enrollment at UNIS Hanoi for the 2023-2024 academic year.
2. Parents must indicate their preferred option for payment of tuition and applicable fees in the Enrollment Contract provided in the online re-enrollment and enrollment portals.
3. The school requires the signature of each parent / guardian in order to complete the Enrollment Contract (*except in the case of a single parent family*).
4. **RETURNING STUDENTS:** In order to secure placement for each student returning, please complete enrollment requirements, including payment of the required tuition deposit, by **01 March, 2023**.
5. **ENROLLING STUDENTS:** In order to secure placement for each new student, please complete enrollment requirements, including payment of the required tuition deposit and enrollment 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 Enrollment 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 2023-2024 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

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Tuition and Fees Schedule

Parental financial obligation

- Tuition & Fees:** Parents of students enrolled at the United Nations International School of Hanoi (UNIS Hanoi) are required to pay tuition and fees as detailed in the Tuition and Fees Schedule. Parents have the option of paying annually, or on a semester installment basis when signing the Enrollment contract. Tuition & Fees applicable under the semester installment 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 per student and payment is due by **01 March 2023**. 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 2023-2024 school year.

3. Tuition schedule:

The Tuition Schedule is based on enrollment at the beginning of the school year. For students enrolling during the academic year, the Tuition will be adjusted as stipulated in Article 8.

Grade	OPTION 1: Annual Payment (USD)	OPTION 2: Semester Installment Payment Plan (USD)	
	For Entire School Year*	Semester 1 (50%)**	Semester 2 (50%)**
Early Years 3 <i>School day to 2:00 pm except Wed</i>	12,570	6,540	6,540
Early Years 3 <i>Extended day</i>	14,370	7,480	7,480
Early Years 4 <i>School day to 2:00 pm except Wed</i>	14,070	7,320	7,320
Early Years 4 <i>Extended day</i>	15,870	8,260	8,260
Kindergarten	23,950	12,450	12,450
1 - 5	29,670	15,430	15,430
6 - 8	31,360	16,310	16,310
9 - 10	33,410	17,370	17,370
11 - 12	35,500	18,470	18,470

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

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

Tuition and Fees Schedule

4. Payment dates:

Parents have two payment options for Tuition & Fees and Parents have to indicate their preferred payment option in the Enrollment contract, either:

Option 1: Annual payment

A full academic year's Tuition & Fees must be paid in full on or before 07 July 2023 or before the date of enrollment if joining UNIS Hanoi within the first semester.

Option 2: Semester payment

This payment plan is subject to a four percent (4%) administrative charge that will be levied on the annual tuition. Payment dates for semester installment payment plan are as follows:

- Semester 1: (50%) Tuition & Fees must be paid in full on or before 07 July 2023 or before the date of enrollment if joining UNIS within the first semester.
- Semester 2: (50%) Tuition & Fees must be paid in full on or before 01 December 2023 or before the date of enrollment if joining UNIS within the second semester.

Please note that the Tuition & Fees are non-refundable & non-transferable regardless of the choice of payment options. Refund procedures will only be applied as stipulated in Article 9 of this document.

Late or No 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 disenrollment of the student. All fees are subject to change without notice at the discretion of the Board of Directors of the United Nations International School of Hanoi.

5. **Enrollment fee** of USD 1,200 per student is compulsory, non-refundable and non-transferable. 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 Enrollment Fee is again payable.

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

- 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 transportation 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 transportation must register for this service.
- Community supported alternative languages and Home Languages:** To be determined.
- 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.

Tuition and Fees Schedule

8. Enrollment After the Start of the School Year:

For new students enrolling after the first day of school (16 August 2023), Tuition Schedule will be 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. Refund procedures:

If a student withdraws from the School before or during the 2023-2024 academic school year, the following refund procedures will be applied:

- i) A written notification and/or a withdrawal form submitted on the Parent Portal of a student's withdrawal is submitted to the school by the dates indicated below.
- ii) All other obligations to the School, including returning any school property (i.e. library books, laptop computers, and return of family ID cards, parking permits), must be met before a refund is issued.
- iii) The School will not refund any portion of application fee, enrollment fee or Tuition deposit.
- iv) The School's refund of Tuition is based on the chart below:

	Withdrawal notification on or before 07 July 2023	Withdrawal notification on or before 01 December 2023	Withdrawal notification after 01 December 2023
Annual tuition payment plan: If Annual tuition is paid, the refund amount as % of Annual Tuition	90%	50%	No refund
Semester installment payment plan: If only Semester 1 payment is paid, the refund amount as % of Semester 1 payment	80%	No refund	No refund
Semester installment payment plan: If Semester 2 payment is paid, the refund amount as % of Semester 2 payment	N/A	100%	No refund
If joining Semester 2 only and 50% annual tuition is paid, the refund amount as % of paid tuition	N/A	80%	No refund

Tuition and Fees Payment Instructions

10. 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.

11. 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 Hanoi and agreed in writing have been made. Continued failure to pay tuition and fees may result in the disenrollment of the student.
- 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 the tuition and 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. Please contact the Business Office at revenueaccountant@unishanoi.org if you require a receipt for payment.
- vi) Refunds will only be issued when UNIS Hanoi receives a written request for the refund or the withdrawal form is submitted on the Parent Portal 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, family ID cards, 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, including returning any school property (i.e. library books, laptop computers, family ID cards 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 fees 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.