

SCHOOL FEES FOR SY 23-24



Fee Schedule for 2023-24 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 were previously enrolled at VIS, withdrew and then are re-applying 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	\$11,150	-	\$1,200
Prep 1	\$15,520	-	\$1,200
Prep 2	\$15,520	\$3,000	\$1,200
Primary – Grades 1-5	\$20,000	\$3,000	\$1,200
Secondary – Grades 6-8	\$23,020	\$3,000	\$1,200
Secondary – Grades 9-12	\$25,680	\$3,000	\$1,200
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).</p> <p>New students joining later in the school year will be charged as follows: after the October break - 75% of annual tuition fees; after the December break - 50% of annual tuition fees; or after Pii-Mai break - 25% of annual tuition fees. These are not pro-rated based on the actual number of days attended but reflect the school calendar each year and the actual dates will vary.</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 MT Coordinator: somphous@vislao.com.</p>		
Bus Fees:	<p>A limited bus service is available for students residing in Vientiane at a cost of US\$1,200 per year. This service is optional and dependent on route / seat availability. Contact schoolbus@vislao.com</p>		
Catering Services:	<p>Catering services are provided by an outside contractor and are charged on consumption, using a cashless payment system (Campus Card). Allow around LAK100,000 (primary) and LAK150,000 (Secondary) for a lunch with drink as a minimum. Contact dragoncafe@vislao.com</p>		
Billing Cycle and Financial Assistance:	<p>Fees are normally invoiced in full for the year. To assist with cash flow, parents may request to pay tuition fees in 2 equal (Semester) or 4 equal (Quarterly) installments. Please note</p>		

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	<p>that these payments DO NOT reflect the number of days in each semester or quarter i.e. they are not pro-rated. Payment dates are fixed as follows: 1 Aug (S/Q), 1 Oct (Q), 1 Jan (S/Q) and 1 Apr (Q).</p> <p>Payment Plan forms can be downloaded from the Parent Portal and submitted to invoices@vislao.com. Other requests for financial assistance must be made in writing to businessmanager@vislao.com and will be considered in line with Board policies.</p>
<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 fees and charges are quoted in USD and are payable in USD. Parents who cannot access USD, however, may pay in KIP by applying to the school for the School rate of exchange on the date of payment (also posted on the Parental Portal site).</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"> • seek legal recourse to recover all amounts through local and international collection agencies as appropriate, and • advise any future school(s) who request a reference about a student that fees remain unpaid at VIS.