



Before Enrollment:

Before the student official enrolls at HIS the Security Deposit refund will be issued as follows:

- *Written notice of withdrawal received before the students start date -: 50% refund of security deposit.*

After Enrollment:

Written notice of withdrawal received:

- *90 days before withdrawal date: 100% refund of security deposit.*
- *60 days before withdrawal date: 50% refund of security deposit.*
- *Less than 60 days before withdrawal date: 0% refund of security deposit.*

HIS Tuition and payment terms and conditions

1. School fees for a student who starts or stops during a quarter will be charged for the whole quarter. Other fees & payments are due when a student begins to use the service or registers for examinations upon receipt of an HIS invoice.
2. In compliance with Vietnam Government Regulations on foreign exchange control, all fees are invoiced in Vietnam Dong (VND). Families who are licensed, in compliance with Vietnamese Government Regulations, to pay in United States Dollars must contact the business office for information on the current exchange rates. accountant@hisvietnam.com. Any currency conversion costs or other charges incurred in making the payment or in processing a refund in a foreign currency shall be borne by the parent, and shall not be deductible from the amounts due to HIS.
3. When the balance of the account is unpaid for more than 7 working days from the due date, a late payment penalty automatically arises, equal to 10% of the total invoice amount. After 15 days, HIS reserves the right to suspend the student from all programs at HIS until the overdue amount is paid. For students who start after the beginning of any quarter, the payment is due within seven days of the student's start date.
4. Tuition payments are the legal responsibility of the parent or legal guardian. Where payment is agreed to be made by a third party (parent employer/parent company), the parent will remain liable for any non-paid tuition fees.
5. Refunds for tuition fees can only be issued when a written request is received by Hanoi International School. Refunds will be issued based on the HIS Refund policy above. When a student withdraws from Hanoi International School, all property (Library books, student and parent cards, laptops, etc) must be returned to HIS before the refund will be processed. Refunds will be issued within 15 working days.