



## Hanoi International School 2024-2025 Tuition & Fees

In compliance with Vietnam Government Regulations on foreign exchange control, all fees are given in Vietnam Dong (VND). Please contact our accounting department for the most current exchange rates.

### HIS Entrance Test Fee

The non-refundable assessment fee per student is 5 000 000 VND. The fee is payable after the application is complete and before the date of assessment. The fee can be paid by online transfer or in school by cash.

### HIS Security Deposit

The HIS Security Deposit is 50 000 000 VND per student. Payment is required after receiving the HIS enrollment offer to secure the student seat at HIS.

This is a one-time payment that is held by HIS for the duration of the student's enrollment at HIS and is refundable as outlined in the HIS Withdrawal Policy.

### HIS Enrollment Fee

The enrollment fee is 25 200 000 VND. This is a one-time, non-refundable, non-transferable payment for each period of continuous study at HIS. Students who re-enroll at HIS, who have attended another educational facility for a period of time, will be liable again for this fee.

### HIS Tuition & Fees Schedule

Parents or companies can choose to pay yearly, by semester or by quarter. Tuition fees paid at once will not have any payment fees. Tuition fees paid by semester will accrue an additional fee of 3% of the total tuition fee, while payment by quarter will accrue an additional fee of 4% of the total tuition fee. Tuition fees include after school Co-Curricular Programs, cost of the yearbook, and annual grade camps (Grades 5-12). If the students who start at any time of the quarter are required to pay the full tuition fees amount of the quarter. The schedule is as follows (in VND):

	<b>Full Payment</b>	<b>Semester Payment (3% Additional Fee Included)</b>		<b>Quarterly Payment (4% Additional Fee Included)</b>			
	Academic Fee	Semester 1	Semester 2	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>PreK/K</b>	418 400 000	215 476 000	215 476 000	108 784 000	108 784 000	108 784 000	108 784 000
<b>1-3</b>	567 700 000	292 365 500	292 365 500	147 602 000	147 602 000	147 602 000	147 602 000
<b>4-5</b>	578 000 000	297 670 000	297 670 000	150 280 000	150 280 000	150 280 000	150 280 000
<b>6- 8</b>	625 100 000	321 926 500	321 926 500	162 526 000	162 526 000	162 526 000	162 526 000
<b>9-10</b>	678 800 000	349 582 000	349 582 000	176 488 000	176 488 000	176 488 000	176 488 000
<b>11-12</b>	738 400 000	380 276 000	380 276 000	191 984 000	191 984 000	191 984 000	191 984 000
<b>Due</b>	July 5, 2024	July 5, 2024	Dec 9, 2024	July 5, 2024	Sep 25, 2024	Dec 9, 2024	Mar 12, 2025



### **Special Discount**

Families applying with 3 or more children who will study at HIS concurrently will receive a 10% discount on yearly tuition. The discount applies only for the third and/or subsequent children. The discount fees are applied to the children following the order of the lowest to highest grade.

### **Refundable Book Deposit**

For new students, a refundable book deposit of 8 000 000 VND per student is applied and payable with the tuition fee. The deposit is refunded upon completion of all withdrawal procedures for the student at HIS.

### **IB Diploma Examination Fees**

Grade 12 students who register for an IB Certificate exam will be charged a non-refundable, non-transferable fee of 3 528 000 VND, per subject, upon registration of the examination.

### **School Bus Fee**

The school provides minibus transport to and from the school which is available to all students. Parents register for this service with the Main Office. Students may use the bus if there is available space and there is a suitable bus route. The fees can be paid by year, semester or quarter. The fees are as follows (in VND):

<b>Fee by Year</b>	<b>Fee by Semester</b>	<b>Fee by Quarter</b>
28 800 000	14 400 000	7 200 000

The school reserves the right to discontinue student bus services if the student displays unacceptable behavior on the bus. Students who decide to use the bus one way will be charged half the bus fee. When you decide to stop using the school bus or plan to withdraw, please inform the main office immediately. Refunds can only be made for unused full quarters.

### **Student Insurance Fees**

All Vietnamese students are required to pay the insurance fee of 600 000 VND directly to HIS on an annual basis. This is a requirement as per Vietnamese Insurance Law.

Foreign students are exempt from this requirement, however HIS strongly recommends all students be covered by their own personal health insurance.

### **Extra Learning Support Fees**

The school leadership, admissions and student success team reserves the right to decide, after observations, teacher feedback and/or internal and external assessment, whether the child will need to participate in the Extra Learning Support program.

1. English as an Additional Language (EAL) - Elementary School

This program aims to assist students to develop their English language skills so as to access the full curriculum. Students are assessed and placed in appropriate additional or parallel classes to the mainstream English classes. There are up to 5 levels, from 1 being the weakest. Phase 1 and 2 students



will be required to receive EAL support. As students' progress they will be moved to a higher level class when appropriate. These are small classes where students will receive individual attention to support their English Language development.

## 2. Beginner English Support (BES) - Secondary School

This program aims to assist students to develop their English language skills so as to access the full curriculum. Beginner English learners are excused from attending Individuals & Societies lessons and instead will be given one-one or small group intensive English language support in order to build basic communication skills. Accordingly, the student would receive five x 45 minute BES lessons, in addition to attending English Language Acquisition classes every week.

## 3. Individual Learning Support

If the Student Success team determines that a student will need an external full-time individual Learning support or an outside consultant report, the fee will not be included in the HIS Extra Learning Support fees and will incur an additional cost. This external service is to be paid privately by families and agree to adhere to HIS processes and policies. HIS can assist with sourcing and hiring Learning support. Learning support found by families will also be interviewed by HIS before they begin work. The school will give assistance and guidance for hiring outside support staff, outside consultant assessment reports and any ongoing additional external support.

After a child begins either EAL or BES, payment is due within two weeks of the invoice being received. Students who start midway through a school quarter will be required to pay the full quarterly amount for support services. Refunds for the Extra Learning Support program will only be made for a full quarter of non-participation. If a student withdraws from the program or no longer needs support services, decisions on fee refunds will be determined by the support team and the school on a case-by-case basis.

The fees are as follows (in VND):

Type of Support	Fee by Year	Fee by Semester	Fee by Quarter
<b>EAL/BES</b>	70 560 000	35 280 000	17 640 000
<b>Full time Learning Support External provider.</b>	Payment paid directly by family to the service provider		
<b>Part time Learning support External provider. (Estimated)</b>	2 per week: 62 160 000	2 per week: 31 080 000	2 per week: 15 540 000
	3 per week: 93 240 000	3 per week: 46 620 000	3 per week: 23 310 000
	6 per week: 186 480 000	6 per week: 93 240 000	6 per week: 46 620 000



### Optional Fees

- Co-Curricular Programs: Most CCP activities are included in the tuition fee. Occasionally fees may be charged as necessary for outside expertise. Instrumental Music Lessons: A student has the option to take music lessons from freelance teachers who are organized by the school.
- Lunch: Students have the option to pack snacks and lunch or purchase meals from the cafeteria provider, Joma Bakery Cafe.
- Physical Education & Sports: The school physical education uniform can be purchased in the school's stationary shop, for 450 000 VND, and is required for physical education. For sporting events, jerseys will be purchased from the athletics department.
- Miscellaneous Expense: Students may incur costs during the school year that may include, but are not limited to, stationary items, spirit wear, and school trips. HIS School camps are included in the tuition fee however, students may attend other overnight trips away from school for scholastic, cultural and athletic events which will need to be covered by the parent for the cost of transportation, accommodation and meals.

### HIS Payment Policy

The school fee payment can only be made through the school bank and all bank charges incurred are the responsibility of the parent. Cash payments cannot be accepted by HIS. The details are as follows:

**Bank Name & Address:** BIDV, Hai Ba Trung Branch  
No. 9 Dao Duy Anh Street  
Dong Da District, Hanoi, Vietnam

**Account Name:** HA NOI INTERNATIONAL SCHOOL or CONG TY TNHH TRUONG QUOC TE HA NOI

**Account Number:** 1216658888 (VND)  
1210055555 (USD)

**Swift code:** BIDVNVX

**Citad code (Bank code):** 01202011

### HIS Withdrawal and Refund Policy

If a student wishes to withdraw from HIS, in order to receive a refund (if eligible), parents must send written notification to the Main Office at [mainoffice@hisvietnam.com](mailto:mainoffice@hisvietnam.com)

Refunds will be issued based on the date of notification as follows:



### **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. Please note that if a student begins or ceases their enrollment at any point during a quarter, the school fees for that quarter will be charged in full. 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](mailto: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.