



FEE SCHEDULE 2025 – 2026 SCHOOL YEAR

New Applicants			
Application Fee	A US \$1,000 per student Application Fee is payable in advance upon submission of application documents. The fee is non-refundable and non-transferable. The Application Fee will only be waived for students who were previously enrolled at VIS, withdrew and are re-applying within three years of the date of original enrollment.		
New Student Fee Note: Fee applies to new students ONLY. The fee does not apply to returning students.	A US \$2,500 New Student Fee is payable in full regardless of when a new student enrolls for the school year. The New Student Fee is payable for each new student enrolled and must be paid prior to the student’s first day of school. The Fee is non-refundable and non-transferable. The New Student Fee will only be waived for students who were previously enrolled at VIS, withdrew and are re-enrolling within three years of the date of original enrollment.		
Annual Fee Schedule (in USD)			
Grade Level	Tuition Fee	Capital Fee	Bus Fee (if applicable)
Nursery	\$11,850	-	\$1,325
Prep One	\$16,500	-	\$1,325
Prep Two	\$16,500	\$3,000	\$1,325
Primary: Grades 1 – 5	\$21,225	\$3,000	\$1,325
Secondary: Grades 6 – 8	\$24,425	\$3,000	\$1,325
Secondary: Grades 9 – 12	\$27,250	\$3,000	\$1,325
Prorated Fees and Refunds	<p>If a student is enrolled more than thirty (30) calendar days in a semester, the full Tuition Fee for that semester is payable. The Tuition Fee will only be prorated if a student attends thirty (30) calendar days or less in a semester with the Tuition Fee prorated based on the number of days enrolled.</p> <p>Note that Semester One is defined as the period from the first day of school up to the last day of school prior to December holiday (August – December). Semester Two is defined as the period from the first day of school following December holiday through the last day of school (January – June).</p> <p>Tuition Fee will be charged to late enrolling new students as follows:</p> <ul style="list-style-type: none">- prior to the October holiday - 100% of the annual Tuition Fee;- after the October holiday - 75% of the annual Tuition Fee;- after the December holiday - 50% of the annual Tuition Fee;- after the Pii-Mai holiday - 25% of the annual Tuition Fee. <p>Note that the Tuition Fee is NOT pro-rated based on the actual number of days enrolled but is based on when a student enrolls for the school year.</p> <p>No refunds are processed until all check-out procedures have been completed and</p>		



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	<p>outstanding charges have been determined and settled.</p> <p>No discounts or refunds will be considered during periods of on-line learning.</p>
Capital Fee	<p>The Capital Fee is an annual per student fee payable in full regardless of when a student enrolls or withdrawals for the school year. The Capital Fee must be paid within two weeks of the start of the school year, or date of enrollment, regardless of the billing cycle chosen (see Billing Cycle and Financial Assistance below) and is non-refundable and non-transferable.</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, and others. These Fees will be invoiced separately, as needed.</p>
Home Personal Language (HPL) Program	<p>VIS offers a Home Personal Language Program. Students enrolled in the German HPL Program will be charged an annual fee of \$3,000. All other languages (except Lao) will be invoiced by the tutor and are payable to the tutor. For details, contact the HPL Coordinator somphous@vislao.com.</p>
Bus Fees	<p>A limited bus service is available for students residing in Vientiane at a cost of US \$1,325 per school year. This service is optional, and dependent on route / seat availability. Given limited seat availability, priority is given to students committed to full-year, round-trip bus ridership. For details, contact schoolbus@vislao.com.</p>
Meal Service	<p>Meal service is provided by an external vendor who operates the school's Dragon Café. Meal and snack fees are charged directly to families, using a cashless payment system, Campus Card. For details, contact dragoncafe@vislao.com.</p>
Fee Responsibility	<p>All school fees are the responsibility of parents / guardians, regardless of whether a sponsoring organization pays for part or all school fees, either directly to the school or by reimbursement to the parent / guardian.</p>
Late Payment Fee	<p>A monthly Late Payment Fee of \$150 will be charged on any overdue balance of the annual tuition and on other fees totaling more than \$500. A 30-calendar day grace period will be granted before the first Late Payment Fee is applied.</p> <p>Students will be subject to suspension for non-payment of fees after the 30-calendar day grace period unless the Deputy Head of School for Operations and Finance 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 Late Payment Fee.</p> <p>Should a family withdraw 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 owed 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.
Billing Cycle and Financial Assistance	<p>Tuition Fees are invoiced in full for the academic year. Parents may request to pay Tuition Fees in two equal (Semester) or four equal (Quarterly) installments.</p> <p>Please note that these payment options do NOT provide pro-rated tuition for partial school year attendance. These payment options only allow for a flexible payment arrangement.</p> <p>Payment dates are fixed, as follows: 1 August (S/Q), 1 October (Q), 1 January (S/Q) and 1 April (Q).</p>



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	<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>
Payments	<p>All fees and charges are quoted and are payable in USD. Parents who cannot access USD, may pay in KIP at the School Rate of Exchange on the date of payment. The School Rate of Exchange can be found on the Parent Portal.</p> <p>Payments must be made by bank transfer or cheque deposit to one of the designated accounts shown on the invoice.</p> <p>Payments shall be deemed accepted 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 correct account.</p> <p>The school can accept credit card payments in the Business Office. All such payments are in KIP and are subject to a 3% bank charge.</p>
Bank Charges	<p>All Bank Charges are for the Remitter's account whether deducted en route or on receipt in Laos. Remitters should be advised that local banks typically withhold 0.1% on incoming funds (around \$25 for a full year's invoice).</p>
Force Majeure	<p>Vientiane International School sets its annual fees based on projected revenue 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. If the school must 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 funds left after the settlement of liabilities will be divided proportionally among parents and sponsoring organizations to be credited to their school account(s). Account credits will be maintained for four (4) years after the school closure, at which time they will be returned to the school's general fund, if unclaimed.</p>