



FEE SCHEDULE 2026 – 2027 SCHOOL YEAR

Vientiane International School is a non-profit school funded virtually entirely by tuition and school fees. As a condition of admission and continuing enrollment, parents and guardians confirm their obligation and requirement to meet the terms of the Fee Schedule.

NEW APPLICANTS	
Application Fee: \$250	A US \$250 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 most recent withdrawal date.
Enrollment Fee: \$1,000	A US \$1,000 per student Enrollment Fee is payable in advance and due with the Application Fee. The Enrollment Fee is a mandatory fee to secure a student's place when a favorable acceptance is offered. Should a student not be admitted by the school, the Enrollment Fee is refundable. The Enrollment Fee is non-transferable. It is only waived for students who were previously enrolled at VIS, withdrew, and are re-applying within three years of the most recent withdrawal date.
New Student Fee: \$2,500	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 most recent withdrawal date.

ANNUAL TUITION FEE SCHEDULE (in USD)			
GRADE LEVEL	TUITION FEE	CAPITAL FEE	TOTAL
Nursery	\$8,000	-	\$8,000
Prep One	\$11,200	-	\$11,200
Prep Two	\$11,200	\$3,000	\$14,200
Primary: Grades 1 – 5	\$21,975	\$3,000	\$24,975
Secondary: Grades 6 – 8	\$25,280	\$3,000	\$28,280
Secondary: Grades 9 – 12	\$28,200	\$3,000	\$31,200



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Late Student Enrollment, Tuition Fee	For late enrolling students, Tuition Fee will be prorated as follows: – 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 Pi Mai holiday - 25% of the annual Tuition Fee. 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.
Early Student Departure, Tuition Fee	For early departing students, if a student is enrolled more than thirty (30) calendar days in a semester, the full Tuition Fee for that semester is payable. Semester One (August – December): Semester One is defined as the period from the first day of school up to the last day of school prior to December holiday. Semester Two (January – June): Semester Two is defined as the period from the first day of school in January through the last day of school. 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. No tuition refunds are processed until all check-out procedures have been completed and outstanding charges have been determined and settled. No discounts or refunds will be considered during periods of on-line learning.
Capital Fee	The Capital Fee is an annual fee of \$3,000 per student. The Capital Fee is billed based upon a student's enrollment date. – prior to the October holiday - 100% of the annual Capital Fee, \$3,000 – after the October holiday - 75% of the annual Capital Fee, \$2,250 – after the December holiday - 50% of the annual Capital Fee, \$1,500 – after the Pi Mai holiday - 25% of the annual Capital Fee, \$750 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). The Capital Fee is non-refundable and non-transferable for early student departures.
Supplementary Fees	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.
Personal Home Language (PHL) Program	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 PHL@vislao.com
Bus Fees	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
Meal Service	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, FlexiSchools. For details, contact dragoncafe@vislao.com.
Fee Responsibility	All school fees are the responsibility of parents / guardians, regardless of whether a sponsoring organization pays for part of or for all school fees, either directly to the school or by reimbursement to the parents / guardians.
Late Payment Fee	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. 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



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	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. Should a family withdraw without settling their obligations to the school, the school reserves the right to: • 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 on a student that fees remain unpaid at VIS.
Billing Cycle and Financial Assistance	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. 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. Payment dates are fixed, as follows: 1 August (S/Q), 1 October (Q), 1 January (S/Q), and 1 April (Q). 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.
Payments	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. Payments must be made by bank transfer or cheque deposit to one of the designated accounts shown on the school invoice. The Family ID and student name must be referenced with the payment to ensure that funds are promptly credited to the correct account. 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.
Bank Charges	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 \$15 USD per transaction.
Force Majeure	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. Force Majeure means any event beyond the School's control, including epidemics, pandemics, strikes, other industrial disputes, war, riot, civil unrest, compliance with any law or government order, rule, regulation, or direction, accident, fire, flood. Storm, terrorist attack, failure of utility services and/or transportation, or any instances of impossibility of performance. If force majeure prevents the School's fulfillment of any of its obligations, the School shall give written notice to parents and legal guardians specifying the nature and circumstances giving rise to the force majeure. If the School has acted reasonably to prevent and minimize the effect of the force majeure, the School will have no liability in respect of those obligations it is unable to fulfill for the duration of the force majeure. The School shall make every effort to provide educational services for the duration of the force majeure, including, but not limited to providing online learning opportunities. If the school must close for reasons of Force Majeure, the Head of School will withhold all school fee refunds until the settlement of outstanding liabilities has been completed. No cash refund should be expected. 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.