

The School reserves the right to amend the Schedule of Fees from time to time. Any changes to the Schedule of Fees shall be communicated prior to the start of the Academic Year.

Successful admission and the continuity of a student's enrolment are only confirmed when all applicable fees* are paid on time. This applies to both individuals and companies making payments. Parents are responsible for all payment-related matters. The school will not liaise with any third party.

*New parents: registration fee, security deposit, tuition fee. Current parents: tuition fee

I. ESSENTIAL FEES

1. TUITION FEES

Parents have the option to pay tuition fee either annually or by instalment as below:

YEAR LEVEL	INSTALMENT FEE (VND) (TOTAL 4 INSTALMENTS)		ANNUAL FEE (VND) (IN FULL)	
	Half-Day (8am - 12.30pm)	Full-Day (8am - 5pm)	Half-Day (8am - 12.30pm)	Full-Day (8am - 5pm)
Playgroup	47,500,000	60,500,000	178,500,000	229,500,000
Nursery 1	48,500,000	61,500,000	182,000,000	234,000,000
Nursery 2	49,500,000	63,500,000	187,000,000	240,500,000
Kindergarten	50,500,000	64,500,000	190,500,000	245,000,000

Tuition Fees also cover a standard set of uniform (see page 2) and meals. They exclude any after-school services, school transportation service and additional sets of uniform.

A one-time non-refundable Registration Fee is payable within seven (7) days when the child is offered a placement. Students must stay enrolled continuously (not skipping any school term) with the school; payment of a renewed Registration Fee must be made upon re-enrolment at the school. Enrolment is only confirmed when all the fees are paid.

2. TRIAL WEEK FEE (FOR NEW PRESCHOOL STUDENTS)

A half-day (8am - 12.30pm) trial week across 5 continuous school days is available for prospective preschool students to experience what school life is like at AHI before enrolling. The trial week fee of **6,500,000 VND** is non-refundable and cannot be pro-rated should the child discontinue the trial. Please approach our Admissions & Student Care team for more information.

3. REGISTRATION FEE & SECURITY DEPOSIT (FOR NEW STUDENTS & RE-ENROLMENT)

REGISTRATION FEE A one-time non-refundable Registration Fee of **15,000,000 VND** is payable within seven (7) days when the child is offered a placement. The Registration Fee is also applicable for re-enrolment.

SECURITY DEPOSIT A one-time payment of **20,000,000 VND** per student is required as a security deposit to secure the child's placement.

The security deposit will be transferred from Preschool to Primary.

A security deposit is applicable for re-enrolment at the school.

This deposit will be refunded:

- Once the student has withdrawn from the school, provided that the Withdrawal Notification Form is submitted at least **60 days in advance** prior to the child's last day (see page 4 for Withdrawal Procedure).

- Upon graduation

This deposit will not be refunded:

- If parents fail to submit the form 60 days before the last day of school or if the parent changes his/her decision after securing a placement at the school.

4. AY 2023 - 2024 TUITION FEE DISCOUNT OFFERS

Order of discounts applied to Tuition Fees: (1) Early Bird Annual Tuition Fee (2) Sibling Discount (3) Loyalty Discount

Early Bird Annual Tuition Fee The Early Bird Annual Tuition Fee rate is only applicable for the payment of annual tuition fees before 31st March 2023. A one-time full payment is required before the stipulated date to qualify for this discount. The Early Bird discount is not applicable for instalment payments.

	EARLY BIRD ANNUAL TUITION	
	Half-Day (8am - 12.30pm)	Full-Day (8am - 5pm)
Playgroup	170,000,000	218,500,000
Nursery 1	173,000,000	222,500,000
Nursery 2	178,000,000	228,500,000
Kindergarten	181,000,000	233,000,000

Sibling Discount The Sibling Discount is applicable to families who have two or more children enrolled in the school at the same time. Siblings of an enrolled student will receive:

- 10% discount on Tuition Fees (the discount applies to the sibling(s) with the lower school fee(s))
- Waiver of the Registration Fee

Loyalty Discount Recognising the support of our loyal parents, a loyalty discount is applicable to the Tuition Fees of all students who are continuously enrolled for at least 12 months. The loyalty discount rate is determined by the number of months from the student’s enrolment date to 1st August 2023, and cannot be applied when there is a pause in enrolment.

12 months: 1%	24 months: 2%	36 months : 3%	48 months: 4%	60 months: 5%	72 months: 6%
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*Should a student be at the school in between any of the stated timeframes, then the lower timeframe shall apply e.g., if the student has been enrolled at the school for 18 months, the 12-month discount shall apply.

II. ADDITIONAL FEES (OPTIONAL)

1. UNIFORMS

The following items are included as part of the tuition fee:

	BOYS	GIRLS
PRESCHOOL	2 T-shirts	2 T-shirts
	2 Shorts	2 Culottes
	1 Cap (only for new students)	1 Cap (only for new students)

Students must adhere to the school’s uniform policy whilst on campus. T-shirts, socks, caps and jumpers must bear the AHI logo. Please refer to the Parent-Student Handbook for more information.

Additional items can be purchased at the school’s reception:

ITEM	PRICE PER ITEM (VND)
T-shirt	260,000
Shorts	300,000
Culottes	350,000
Grip Socks	60,000
Cap	120,000
Jumper	320,000

2. TRANSPORTATION SERVICE

Transportation service is available for certain locations during the school year. The distance will be calculated based on the distance between the pick-up/drop-off point and the School on Google Maps.

DISTANCE	ROUTE	INSTALMENTS (VND) *	ANNUAL (VND)*
Under 4km	1-way	4,100,000	15,100,000
	2-way	6,900,000	25,300,000
4km - 7km	1-way	4,500,000	16,200,000
	2-way	7,300,000	27,000,000
7km - 10km	1-way	4,700,000	17,300,000
	2-way	7,700,000	28,600,000

Transportation fee is non-refundable. There will be no deductions for any circumstances, including absences or any changes in residential address that result in shorter route distances.

In the case of a change in residential address, which results in longer route distance, the difference in the new rate will be applied.

Transportation fee does not include toll fees. Additional surcharges may apply if the bus is charged a toll fee to access the pick-up/drop-off location.

Transportation service is only available at 4pm.

Transportation Services are based on a first-come-first-serve basis. Kindly contact the Admissions and Student Care Team for more details on bus registration, timings and locations.

The school reserves the right to make any changes to the transportation services.

3. AFTER-SCHOOL CARE SERVICE

The After-School Care service is extended to parents who are unable to pick up their child on time. This service is available until 6pm. After-school Care will be charged automatically if the parents pick up their children after 12.45pm (half-day students) or 5.15 pm (full-day students). Cash payment is to be made upon pick-up.

Hourly Rate: 150,000 VND/per hour

III. PAYMENT

1. PAYMENT DEADLINES

It is the parent's responsibility to ensure that payment of school fees, including Tuition Fees, are made on time. Below are the payment deadlines for each payment option:

INSTALMENT	START	END	PAYMENT DEADLINES
Early Bird Annual Tuition Fee	9 th Aug 2023	14 th Jun 2024	31 st Mar 2023
Annual Tuition Fee	9 th Aug 2023	14 th Jun 2024	9 th Jun 2023
Instalment 1 Fee	9 th Aug 2023	6 th Oct 2023	9 th Jun 2023
Instalment 2 Fee	7 th Oct 2023	12 th Jan 2024	7 th Sep 2023
Instalment 3 Fee	13 th Jan 2024	29 th Mar 2024	8 th Dec 2023
Instalment 4 Fee	30 th Mar 2024	14 th Jun 2024	29 th Feb 2024

2. LATE PAYMENT OF SCHOOL FEES

Any outstanding school fees that have not been paid by the payment deadline will be subjected to a penalty fee (0.05% per day). In the event of non-payment, your child's enrolment will be reviewed and/or assessment reports will be withheld.

3. PAYMENT METHOD

All payments can be made by cash or bank transfer in Vietnamese Dong (VND).

Red invoices are available upon request for all fees except security deposit. Parents must request a Red Invoice via written notice within 5 working days after the payment date.

In cases where payments are made from overseas in a foreign currency, the amount received must be equal to the tuition fee (in VND). The payer is liable for all banking related charges.

BANK TRANSFER INFORMATION

Payee:	“Công ty TNHH Anne Hill” or “Anne Hill Company Limited”
Account Number	VietinBank: 119002628485
Bank	TMCP Công Thương Vietnam (VietinBank - Branch: Thu Duc)
Bank Address	VietinBank: No. 1 Vo Van Ngan, Linh Chieu, Thu Duc District, HCMC
Swift Code	VietinBank: ICBVNVX947

Please ensure that your payment description states **“Student Name_Year level_Type of Fee”** (for example: ABCD_Playgroup_Instalment 2)

4. LATE ENROLMENT

If a student is enrolled during the 1st instalment period, parents have the option to pay the annual tuition fee on a pro-rated basis.

If parents wish to pay by instalments, the first payment will be on a pro-rated basis. All subsequent instalments will follow the schedule of fees.

Late enrolment tuition fees shall be paid seven (7) days before the first day of school.

5. WITHDRAWAL & REFUNDS

Parents must complete and submit the School’s Withdrawal Notification Form 60 days before the withdrawal date. Failure to do so will result in the forfeit of the Security Deposit and tuition fee refund.

Refunds can only apply to the Annual Tuition Fee.

The instalment payment plan and late enrolments are not entitled to refunds.

The refund can only be applied once and calculated on a pro-rated basis as below:

Daily Refund Rate = Annual Tuition Fees / The Number of School Days

Refund Amount = Daily Refund Rate x Number of School Days Remaining From the Last Day At School until the End of the Academic Year x 75%

Amounts will be refunded in VND to the individual or company that made the payment.

In the event that the School has to close due to force majeure, including, but not limited to, epidemic outbreaks and Acts of God, the School will not be liable to make any refunds.