

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

All Primary school students must take an admission assessment and meet the minimum standard to be accepted. For students requiring additional English support, this will be communicated/recommended in the letter of offer.

## I. ESSENTIAL FEES

### 1. TUITION FEES

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

YEAR	PAYMENT OPTIONS (VND)	
	4 INSTALMENTS	ANNUALLY
Year 1 (8am - 3pm)	65,500,000	248,500,000
Year 2 (8am - 3pm)	68,500,000	257,000,000
Year 3 (8am - 3pm)	70,500,000	266,000,000
Year 4 (8am - 3pm)	73,000,000	275,000,000
Year 5 (8am - 3pm)	75,500,000	285,500,000
Year 6 (8am - 3pm)	80,000,000	299,000,000

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. STUDENT SERVICE & AMENITIES FEE

Year 1 - Year 3: 10,000,000 VND

Year 4 - Year 6: 12,000,000 VND

The fee is a non-refundable fee. It is used to provide each student with non-academic services and activities to further support their learning journey. These include but not limited to:

- Student support services
- Stationery
- Educational day trips
- Learning materials and resources
- Digital resources
- Home-learning resources
- International assessments, including the Cambridge Primary Checkpoint in Year 6

\*The Student Service & Amenities Fee does not include after-school services and residential trips.

### 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 school.

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 Fees** 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.

<b>Year 1: 236,500,000</b>	<b>Year 2: 244,500,000</b>	<b>Year 3: 253,000,000</b>
<b>Year 4: 261,500,000</b>	<b>Year 5: 271,500,000</b>	<b>Year 6: 284,500,000</b>

**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 for the subsequent sibling registered

**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:

	<b>BOYS</b>	<b>GIRLS</b>
<b>PRIMARY SCHOOL</b>	<b>1 Polo Shirt</b>	<b>1 Polo Shirt</b>
	<b>1 Khaki Shorts</b>	<b>1 Culottes</b>
	<b>1 PE Uniform Set</b>	<b>1 PE Uniform Set</b>
	<b>1 Cap (only for new students)</b>	<b>1 Cap (only for new students)</b>

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:

<b>ITEM</b>	<b>PRICE PER ITEM (VND)</b>
<b>T-shirt</b>	<b>260,000</b>
<b>Polo Shirt</b>	<b>280,000</b>
<b>Shorts</b>	<b>300,000</b>
<b>Culottes/ Khaki Shorts</b>	<b>350,000</b>
<b>Grip Socks</b>	<b>60,000</b>
<b>Cap</b>	<b>120,000</b>
<b>Jumper</b>	<b>320,000</b>

**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 SERVICES**

**After-School Care service** The After-School Care service is extended to parents who are unable to pick up their child on time. The service is available until 6pm. Afterschool Care will be charged automatically if students do not have a CCA on the day and parents come to pick up their children after 3.15 pm. Cash payment is to be made upon pick-up.

Hourly Rate: 150,000 VND/per hour

**After School English service** For selected students who are recommended additional English support after school, the cost is 7,000,000 VND for 8 weeks (twice a week from 3pm – 4pm)

Afterschool English Tuition fee is optional and applicable for selected students only.

**Co-curricular Activities (CCAs)** CCAs are non-refundable and the availability is on a first-come-first-serve basis. For more information, kindly refer to <https://annehill.school/cca-fees/> for the latest term schedule and corresponding activity fees.

**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 <sup>th</sup> Aug 2023	14 <sup>th</sup> Jun 2024	31 <sup>st</sup> Mar 2023
Annual Tuition Fee	9 <sup>th</sup> Aug 2023	14 <sup>th</sup> Jun 2024	9 <sup>th</sup> Jun 2023
Instalment 1 Fee	9 <sup>th</sup> Aug 2023	6 <sup>th</sup> Oct 2023	9 <sup>th</sup> Jun 2023
Instalment 2 Fee	7 <sup>th</sup> Oct 2023	12 <sup>th</sup> Jan 2024	7 <sup>th</sup> Sep 2023
Instalment 3 Fee	13 <sup>th</sup> Jan 2024	29 <sup>th</sup> Mar 2024	8 <sup>th</sup> Dec 2023
Instalment 4 Fee	30 <sup>th</sup> Mar 2024	14 <sup>th</sup> Jun 2024	29 <sup>th</sup> Feb 2024

## PRIMARY SCHOOL SCHEDULE OF FEES Academic Year 2023 - 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

<b>Payee:</b>	<b>"CÔNG TY CỔ PHẦN ANNE HILL" or "ANNE HILL JSC"</b>
<b>Account Number</b>	<b>VietinBank: 119002628485</b>
<b>Bank</b>	<b>TMCP Công Thương Vietnam (VietinBank - Branch: Thu Duc)</b>
<b>Bank Address</b>	<b>VietinBank: No. 1 Vo Van Ngan, Linh Chieu Ward, Thu Duc City, HCMC</b>
<b>Swift Code</b>	<b>VietinBank: ICBVVNVX947</b>

Please ensure that your payment description states **"Student Name\_Year level\_Type of Fee"** (for example: ABCD\_Year 1\_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.

## PRIMARY SCHOOL