

ACADEMIC YEAR 2024 - 2025
Preschool Schedule of Fees



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	48,500,000	62,000,000	182,000,000	234,000,000
Nursery 1	49,500,000	63,000,000	185,500,000	239,000,000
Nursery 2	52,000,000	67,000,000	196,500,000	252,500,000
Kindergarten	54,000,000	69,000,000	204,000,000	262,000,000

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 PROGRAMME (FOR NEW PRESCHOOL STUDENTS)

Prospective preschool students can experience school life at AHI with a half-day (8am - 12:30pm) trial week across 5 continuous school days. The trial week fee is 7,000,000 VND.

If the child enrolls for at least one full term, this fee will be fully deducted from the next school tuition fee invoice. Please note, this deduction does not apply to deposits, registration fees, or other fees, and cannot be refunded as cash.

The trial week fee is non-refundable if the child does not enrol or discontinues the trial. For more details, please contact our Admissions & Student Care team.

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 withdrawal form 60 days before the last day of school.
- Payment has been completed, but the parent changes their decision after securing a placement, and the student refuses to start school.

4. AY 2024 - 2025 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 2024. 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	167,500,000	215,500,000
Nursery 1	170,500,000	220,000,000
Nursery 2	181,000,000	232,500,000
Kindergarten	187,500,000	241,000,000

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 2024, and cannot be applied when there is a pause in enrolment.



*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	280,000
Polo Shirt	300,000
Shorts	320,000
Culottes/Shorts	360,000
Grip Socks	60,000
Cap	130,000
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	4,500,000	16,600,000
	2-way	7,600,000	27,800,000
4km - 7km	1-way	5,000,000	17,800,000
	2-way	8,000,000	29,700,000
7km - 10km	1-way	5,200,000	19,000,000
	2-way	8,500,000	31,500,000

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 from 5pm to 6pm. After-school Care will be charged automatically if the parents pick up their children after 12.30pm (half-day students) or 5.15 pm (full-day students). Cash payment is to be made upon pick-up.

Hourly Rate: **200,000 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	7 th Aug 2024	13 th Jun 2025	31 st Mar 2024
Annual Tuition Fee	7 th Aug 2024	13 th Jun 2025	7 th Jun 2024
Instalment 1 Fee	7 th Aug 2024	4 th Oct 2024	7 th Jun 2024
Instalment 2 Fee	5 th Oct 2024	10 th Jan 2025	6 th Sep 2024
Instalment 3 Fee	11 th Jan 2025	28 th Mar 2025	13 th Dec 2024
Instalment 4 Fee	29 th Mar 2025	13 th Jun 2025	29 th Feb 2025

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 CỔ PHẦN ANNE HILL” or “ANNE HILL JSC”
Account Number	VietinBank: 119002628485
Bank	TMCP Công Thương Vietnam (VietinBank – Branch: Thu Duc)
Bank Address	VietinBank: No. 1 Vo Van Ngan, Linh Chieu Ward, Thu Duc City, HCMC
Swift Code	VietinBank: ICBVVNVX947

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 & TUITION FEE REFUNDS

Refunds are only applicable to the Annual Tuition Fee. Instalment payment plans and late enrolments are not eligible for refunds. Parents must complete and submit the School’s Withdrawal Notification Form 60 calendar days before the withdrawal date. Failure to do so will result in the forfeiture of the Security Deposit and tuition fee refund.

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 for any refunds. Tuition fees remain fixed and will not be adjusted (deduction, refund, credit, etc.) for absences from school. Refunds will be made in VND to the individual or company that made the payment.

5.1. Before the Start of the School Year

- If parents have completed the payment of the tuition fee (Early Bird or Annual Tuition) but decide to withdraw the student’s enrolment, the tuition fee will be refunded according to when the Withdrawal Notification Form is submitted to the Admissions Office:
- If the Admissions Office receives the Withdrawal Notification Form at least 90 calendar days before the start of the school year (including weekends and holidays), 90% of the tuition fee will be refunded.
- If the Admissions Office receives the Withdrawal Notification Form 60 calendar days before the start of the school year (including weekends and holidays), 85% of the tuition fee will be refunded.
- If parents submit the Withdrawal Notification Form after the school year begins, the refund will be applied as specified in section 5.2.

5.2. During the School Year

Refunds can only be applied once and will be calculated on a pro-rated basis as follows:

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

Refund Amount = Daily Refund Rate x Number of School Days Remaining From Withdrawal Date until the End of the Academic Year x 75%

This also applies if parents have completed the payment of the tuition fee after the start of the school year but decide to withdraw the student’s enrolment before starting school. The withdrawal date is equivalent to the last day of the notification period, 60 calendar days after the submission of the School’s Withdrawal Notification Form.

6. CONDITIONS FOR SECURING CLASS PLACEMENT

For Existing Students: Parents need to confirm their child's enrolment for the next academic year following the enrolment registration process and pay the tuition fee by the Annual Tuition Fee/Instalment 1 payment deadline to secure a place at the school.

For New Students: Parents must pay the security deposit fee when the student has met all admission requirements and pay the tuition fee within 14 days to secure a place.

If the school no longer has a place for students who have paid the security deposit fee after the above deadlines, the school will refund 100% of this security deposit fee. If places are still available, the school will collect the fee.