

## FINANCE POLICY 2021 – 2022 (Bilingual Program)

1	Admission Fee		5,000,000VND (One-time payment)			
2	Infrastructure Fee		9,000,000VND (Annual payment)			
3	Program	Attendant Ages	Term	T1 (Sep - Dec)	T2 (Jan - April)	T3 (May - Aug)
			Tuition Fee	38,720,000	38,720,000	38,720,000
	Full day	1 - 5 yo	Meal Fee	9,160,000	9,160,000	9,120,000
			Package	47,880,000	47,880,000	47,840,000
4	PreK Math & Literacy Work Books Fee (4-6 years old)				2,000,000VND/year (Annual payment)	
5	School bus				Contact to the administration for the details.	

### A. TUTION FEES

- The tuition fee includes: tuition fee, fees for events and field trips.

### B. REGULATION

- Parents can pay tuition fee by 4 months, 8 months or 12 months once. The payment should be settled at least by quarter. Any payment less than a quarter is denied.
- Special offers: 3% discount of tuition fee if parents pay by 8 months once (only for full day program), 6.5% discount of tuition fee if parents pay by 12 months once (only for full day program).
- Family discounts are available. Siblings need to study at school at the same time. The family will be offered 3% discount of tuition fee for the 2<sup>nd</sup> child, 6% for the 3<sup>rd</sup> child. This one could not combine with other special offers of 2 terms or annual payment.
- If children will be absent at school, parents should notify school admin before 3 p.m. the day before by mail or text. The meal fee will be deducted from the next payment accordingly.
- Admission fee, infrastructure fee and learning material fee are non-refundable and non-transferable.
- School opens Mon – Fri, 7.30 a.m. – 4.30 p.m.

### C. TUITION & MEAL FEES PAYMENT POLICY

- The meal fee is charged according to the child's exact attendant days, or it can be allocated to the next payment cycle if his/her absence was announced in advance.
- The tuition fee is paid by 4 months, 8 months or 12 months. **The tuition fee is non-refundable:** if the child is absence during the school days.
- Withdrawal and refund fees are applied according to the school policy. In case student stopped studying at school:
  - Tuition fee will be refunded 30% corresponding to the exact months is paid but students have not learned yet.
  - Meal fee will be refunded 100% corresponding to the exact days is paid but students have not used yet.
  - School bus fee be refunded 100% corresponding to the exact weeks is paid but students have not used yet.
  - The refund will pay back in cash after 6 months from the date when parents notify the school.
- The tuition fee and meal fee have been deducted with regards to the school vacations and the public holidays. Therefore, students will not get the refund of the tuition fee and meal fee relating to these days.
- When force majeure situations happen, such as, war, natural disasters, or pandemics, the fees will be allocated to the next payment term, but not be refunded in cash. The case is refunded in cash/transfer only when family moves from Vietnam due to immigration issues, or returns to the home country to live and study, then the case will follow the school's withdrawal regulations.

### D. LATE PAYMENT

- Parents pay tuition fee from 15<sup>th</sup> to 30<sup>th</sup> of the month before the start of next term.
- If parents, for any specific reasons, couldn't pay the fees on time. It is required to inform date of late payment to the school's administrator in advance.
- The payment made after the 30<sup>th</sup> of the month is considered as the late payment (without notice). The school will charge 200,000 VND/ school day.

### E. PAYMENT METHODS

- Payment in cash at the school office
- Transferring to bank account:  
Beneficiary: Kinder Academy JSC. (CONG TY CO PHAN DAU TU VA TU VAN GIAO DUC KINDER ACADEMY)  
Account number: 060125590902  
Branch: Sai Gon Thuong Tin Commercial Joint Stock Bank (SACOMBANK) – Transaction office Thao Dien

Kindly note,  
Kinder Academy Preschool