

# TUITION FEE POLICY

## 2024-2025 Academic Year

### GENERAL REGULATIONS

- Tuition fee covers (\*):
  - + After school activities, learning support classes during school time. (\*\*)
  - + Annual same day field trips.
  - + School activities and events throughout the academic year.
  - + Access to all required textbooks.
  - + Medical expenses, health insurance, accident insurance for students.
  - + Fees for Primary School completion certificate; Middle School, High School diplomas.
  - + Fee for annual testing of student progress.
  - + External exam, contest, and competition fees for students on the School's approved list.
- (\*) Additional fees may apply for students who received the special offers or full-tuition scholarships.
- (\*\*) Additional Learning Support may require a fee depending on the structure of the class.
- The after-school care service is charged per unit of 01 (one) hour. After school care is from 17:00 to 18:00, and no later than 18:30. After 17:00, the School will transfer students who have not been picked up to the after-school care class, the fee in this case will be notified and paid at the beginning of next month.
- Fees for re-issuance of student cards, personal locker keys, etc. are charged when the student requests for re-issuance from the 3rd (third) time onwards.
- One-time application fee is paid upon submission of an application form to interview and is non-refundable.
- A non-refundable registration fee is payable at the first enrollment. The registration fee waiver is applicable to the re-enrollment within one year of leaving the school.
- A payment is required as a Security Deposit, applicable for new students who joins the school from 2023-2024 academic year. This deposit will be refunded when the child leaves the school provided 75 calendar days' notice is given in writing to the school. If parents do not submit the Withdrawal Notification Form to the school 75 days before the student's last school day then the school has no obligation to return the deposit.
- A reservation fee is required for re-enrollment for the upcoming academic year. The fee ensures the necessary facilities, teaching staff, teaching and learning resources can be made available to support the students' learning. Consequently, parents are required to send the "Re-enrollment Confirmation Letter" to the School and pay the reservation fee no later than annual **March 31st**. This fee will be deducted against the full payment of tuition fee or into the 2nd payment if the parents make 2-time payment. The reservation fee is non-refundable in all cases.
- Students are considered to have completed the admission process only when parents have submitted all relevant documents and paid tuition fee and other fees as per the School's regulations.
- Parents must pay debts before the completion of the school year and the student's graduation.
- Unused tuition and fees will be prioritized for deferral and deduction in the next payment before approved refund according to deferment, transfer, refund policy below.
- The school reserves the right to terminate its service provision and withhold relevant student records if Parents do not comply with these regulations. By signing the Application Form for Admission, parents are agreeing to adhere to the policies outlined in the Parent-Student Handbook and are stating that they have read, understood, and agreed to comply with the contents of the Schedule of Fees and Tuition & Fees Policy issued at the beginning of each school year and posted on the school's website. The school notification by phone or email for some reason not reaching the Parents does not mean delaying the responsibility to fulfill the obligation of tuition and fees for the student as regulated.
- The annual Tuition fee increases must be at least 6% and not more than 10% unless economic fluctuations and inflation is exceeded 10% as announced by the Government or there is another agreement accepted between the parents and the school. Tuition fee will be fixed during the school year; service fees may be changed based on current prices and be notified in writing to the parents 2 weeks before an adjustment.
- The school reserves the right to amend the Schedule of Fees and Tuition & Fees Policy from time to time.

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### PAYMENT SCHEDULE & PAYMENT METHOD

#### 1. PAYMENT SCHEDULE:

After 10 working days from the payment deadline, late payment of fees will result in an additional charge of 0.2% for each working day. If the fees remain unpaid for 30 days after that, the school reserves the right to withhold school reports and/or academic transcripts and terminate its service provision to the concerned student until all overdue fees are received by the school. In the event that the concerned student is withdrawn from the school after this period, parents will still be liable to pay all the outstanding fees owed to the school.

FULL PAYMENT	2 TIMES
No later than 31/07/2024	1st time: no later than 31/07/2024
	2nd time: no later than 22/12/2024

#### 2. PAYMENT METHOD:

All fee payments are payable in Vietnam Dong, can be made by following methods:

- Pay by cash at the school office.
- Pay by credit card, debit card, ATM card via POS machine at the school office.
- Pay by link via smart phone.  
*(only applies to domestic credit cards, the link will be generated when parents request)*
- Bank transfer with payment information as below. All bank charges and fees will be charged to the parents. For payments made via ATM (without details), Parents are required to confirm the transferred amount, **Student's name, ID and account holder name.**

Beneficiary name:	CÔNG TY TNHH MỘT THÀNH VIÊN ĐẦU TƯ VÀ PHÁT TRIỂN GIAO DỤC NHAN VAN	
Account Number:	1122988988	045704070020870
Bank Branch:	ACB - TP.HCM	HDBank - Sai Gon Branch

- Please indicate the details of bank transfer and the purpose of payment:  
{Student's name} - {ID} - {Class} - {Campus} - {Purpose of payment}
- If an official VAT invoice is required, please provide information to the Accounting Department before making payment. E-invoices will be issued and sent directly to email as soon as parents had made the payment. After the E-invoice is issued, any request for changing VAT information is not supported.

#### LATE APPLICATION

- Fees for new students who enroll (with an enrollment decision from the school Pedagogical Leadership Team) after the start of the school year will be calculated as below:

TYPE OF FEES	EARLY YEARS	PRIMARY	SECONDARY
Application fee, Registration fee, Security deposit	100%	100%	100%
Tuition fee, School bus fee, Meal fee	From the actual date of registration	From the actual date of registration	From the actual date of registration

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### DEFERMENT, TRANSFER, REFUND

- Fee transfer is only applicable to students whose siblings are also attending the school/students whose siblings are registered in the same residence book or a new student introduced by transferor.
- Tuition fee, meal fee, school bus fee will only be refunded in the following cases:
  - Students are sick, have been in treatment for a long time and are not healthy enough to study (\*)
  - Students move to another province/city/country to live (\*\*)
- If students withdraw before the committed time in the scholarships/discounts (not included in the Schedule of Fees), the school will recharge all proposed scholarships/discounts they have received after their enrollment.
- If the student is permanently obligated to leave school (based on Tesla Principal's decision), the school will refund 70% unused tuition fee, 100% unused meal fee, and 70% unused school bus fee based on the effective date of the decision.
- Details of deferment, transfer, refund of tuition fee, meal fee, school bus fee are stated as below.

Unused tuition fee will be defined as below:

**Unused tuition fee = Actual tuition fee payment - Used tuition fee (based on Annual Schedule of Fees)\***

*\* Annual Schedule of Fees: the published school fees do not include any discount (understood as the original fees).*

Deferment	Transfer	Refund
<p><b>Condition:</b></p> <ol style="list-style-type: none"> <li>Students are absent continuously with <b>the absent permit</b> for over 05 school days</li> <li><b>Minimum</b> for approval:           <ul style="list-style-type: none"> <li>+ Tuition fee: <b>the whole term (*)</b></li> <li>+ Meal fee: <b>5 consecutive school days</b></li> <li>+ School bus fee: <b>the whole month</b></li> </ul> </li> </ol> <p><b>(*) For Early Years and KG, minimum tuition fee for approval: the whole calendar month</b></p> <p><b>Deferment rate:</b></p> <ul style="list-style-type: none"> <li>+ 100% of <b>unused tuition fee value</b></li> <li>+ 100% of unused meal fee</li> <li>+ 70% of unused school bus fee</li> </ul> <p><b>Required Documents:</b></p> <ul style="list-style-type: none"> <li>+ Deferment Form</li> <li>+ Receipt or Invoice</li> <li>+ Certificate of medical check (*) (if any)</li> <li>+ Absence Form</li> </ul> <p><b>Documents submission deadline:</b></p> <p>At least 30 days before being absent. In cases of illness, students are required to submit leave of absence letter on the day off and deferment is calculated 01 day later.</p> <p><b>Approval time:</b></p> <p>45 working days after all documents are submitted</p> <p><b>Note:</b> Deferment for only 1 time within 12 months. Deferred fees can be transferred, but are non-refundable.</p>	<p><b>Condition:</b></p> <ol style="list-style-type: none"> <li>Students have been studying <b>no more than 75%</b> of an academic year</li> <li><b>Minimum</b> for approval:           <ul style="list-style-type: none"> <li>+ Tuition fee: <b>the whole term</b></li> <li>+ Meal fee: <b>5 consecutive school days</b></li> <li>+ School bus fee: <b>the whole month</b></li> </ul> </li> </ol> <p><b>Transfer rate:</b></p> <ul style="list-style-type: none"> <li>+ 100% of <b>unused tuition fee value</b></li> <li>+ 100% of unused meal fee</li> <li>+ 70% of unused school bus fee</li> </ul> <p><b>Required Documents:</b></p> <ul style="list-style-type: none"> <li>+ Transfer Form</li> <li>+ Receipt or Invoice</li> <li>+ Notarized copies of the birth certificate/residence book (in case of siblings transfer) or new student confirmation from AO (in case of new student transfer)</li> </ul> <p><b>Documents submission deadline:</b></p> <p>At least 30 days before the student's last day at school.</p> <p><b>Approval time:</b></p> <p>45 working days of the student's last day at school or when the school receives all documents, whichever occurs later.</p> <p><b>Note:</b> Transfer for the only time. It can be applied for deferment fees.</p>	<p><b>Condition:</b></p> <ol style="list-style-type: none"> <li>Students have been studying <b>no more than 75%</b> of an academic year</li> <li><b>Minimum</b> for approval:           <ul style="list-style-type: none"> <li>+ Tuition fee: <b>the whole term</b></li> <li>+ Meal fee: <b>5 consecutive school days</b></li> <li>+ School bus fee: <b>the whole month</b></li> </ul> </li> </ol> <p><b>Refund rate:</b></p> <ul style="list-style-type: none"> <li>+ 80% of <b>unused tuition fee value</b></li> <li>+ 100% of unused meal fee</li> <li>+ 70% of unused school bus fee</li> </ul> <p><b>Required Documents:</b></p> <ul style="list-style-type: none"> <li>+ Refund Form</li> <li>+ Receipt or Invoice</li> <li>+ Certificate of medical check (*) (if any)</li> <li>+ A copy of visa or flight ticket;</li> <li>+ A copy of residence document;</li> <li>+ Acceptance letter from the destination school (**)</li> </ul> <p><b>Documents submission deadline:</b></p> <p>At least 30 days before the student's last day at school.</p> <p><b>Approval time:</b></p> <p>45 working days of the student's last day at school or when the school receives all documents, whichever occurs later.</p> <p><b>Note:</b> No refund for transferred or deferred fees.</p>

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### FORCE MAJEURE EVENTS TERMS AND CONDITIONS

- A force majeure event is an event that occurs objectively, which cannot be foreseen and cannot be remedied even though all necessary and permissible measures have been applied (*According to Article 156 of the Vietnamese Civil Code 2015*). The School and Parents/Guardians agree on force majeure events including fire, natural disaster, storm, earthquake, war, epidemic, pandemic, quarantine restriction(s) or the State authority' instruction(s) to disease and/or epidemic/pandemic, acts of terrorism, social unrest, or any other events which occur beyond the School's and Parents/Guardians control that force the School to close or cannot organize normal teaching activities.
- In the case of a force majeure (defined above), The School has the right to flexibly replace and/or adjust the learning schedule, teaching, and learning methods to suit the context at that time while still ensuring the School's commitment to the content and necessary skills of the program for the Student. Measures taken by the School must comply with the regulations and instructions of the superior management agencies at the time of force majeure events.
- The school will apply the form of **Distance Learning/Online Learning** during the time affected by force majeure events or **extend the school year (arrange the make-up classes directly at the school)** when ensuring compliance with the MOET Planning Framework and do not violate the terms in the contract between the School and the teachers - staff.

**In case the School applies the form of Distance Learning/Online learning**, the deduction of tuition and fees during Distance learning/Online learning compared to studying at the campus is as follows:

Grades	Tuition Fee			Meal Fee	School bus fee
	From 4 continuous weeks	From 6 continuous weeks	From 8 continuous weeks		
Early Years (EYP) <i>if there are enough students for the class</i>	16%	18%	20%	100%	70%
KG - Grade 2 IB Lower Primary	16%	18%	20%	100%	70%
Grade 3 - Grade 5 IB Upper Primary	11%	13%	15%	100%	70%
Grade 6 - Grade 10 IB MYP	6%	8%	10%	100%	70%
Grade 11, Grade 12 IB DP	not applicable			100%	70%

- The settlement of the deducted fees will be made by the school and notified to the Parents within 30 (thirty) working days from the end of Distance Learning/Online Learning. This fee will be deferred and deducted from the next payment of the tuition and fees.
- The deduction of tuition and fees policy during distance learning/online learning will not be applied to parents who paid tuition and fees after the payment deadline stated on page 2 of this policy.
- In case of force majeure events, the deferral and refund under normal conditions will be not applied unless parents have made an official document to withdraw your child/ren from Tesla before the School announces a force majeure situation.
- Students participating in the program "Education Saving", "Education Investment", Scholarship Program, or The tuition fee paid for 5 years in advance, are not eligible for the deduction of Tuition fee, except for discounting on Meal fee and School Bus fee during this time.

*I understand and agree to terms and conditions prescribed in the school schedule of fees*

Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Day/Month/Year: \_\_\_\_\_