

GENERAL REGULATIONS

- Tuition fee covers (*):
 - + After-school activities and learning support classes during school hours. (**)
 - + Annual same-day Field Trips / Expeditions
 - + School activities and events throughout the academic year.
 - + Access to required textbooks.
 - + Medical expenses, health insurance, and accident insurance for student.
 - + 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.

(*) *The above inclusions do not apply to students receiving scholarships, special tuition arrangements, or support programs.*

(**) *Additional Learning Support may require a fee depending on the structure of the class.*

- The after-school care service is charged on an hourly basis and applies from 17:00, with the latest pick-up time at 18:30. Students not picked up after 17:00 will be placed in after-school care and charged accordingly. The applicable fee will be notified and payable at the beginning of the following month.
- Charged from the third (03) reissuance request onward (student card, locker key, and similar items).
- One-time, non-refundable Application Fee payable upon submission of the application for entrance interview.
- One-time, non-refundable Enrollment Fee payable upon enrollment; waived if the student re-enrolls within one (01) year from the withdrawal date.
- The Security Deposit is mandatory for newly enrolled students. The deposit shall be refunded within forty-five (45) working days from the end of the academic year, provided that Parents submit a written Notice of Withdrawal at least seventy-five (75) days prior to the Student's official withdrawal date. Failure to fully and timely comply with the above notice requirement shall entitle the School to withhold the Security Deposit, and Parents shall be deemed to have accepted the forfeiture of such amount.
- The Reservation Fee applies to students re-enrolling for the following academic year. This fee secures essential facilities, teaching staff, and educational resources necessary to support the Student's learning. Parents must confirm re-enrollment and settle the Reservation Fee no later than 31 December each year. The fee shall be offset against the full annual tuition payment, or against the final installment of the academic year if tuition is paid in multiple installments. The Reservation Fee is non-refundable in all circumstances.
- Enrollment shall be deemed complete upon full submission of all required admission documents and full payment of tuition and other applicable fees in accordance with School regulations.
- Annual tuition increases shall range from six percent (6%) to ten percent (10%), except in cases of significant economic fluctuations or inflation exceeding ten percent (10%) as officially announced by the Government, or unless otherwise mutually agreed. Tuition fees are fixed within each academic year. Service fees may be adjusted subject to market conditions with at least two (02) weeks' prior written notice.
- This Tuition & Fee Policy shall take effect from the date of signing and shall apply throughout the Student's enrollment. The School reserves the right to amend this Policy from time to time. Any amendments shall apply to subsequent academic terms and shall take effect thirty (30) days after official notice is given to Parents.
- In the event of early withdrawal resulting in failure to fulfill the committed period required for scholarships or special incentives (outside the Fee Schedule), the School reserves the right to recover the value of such scholarships or incentives previously granted to the Student upon enrollment.

PAYMENT TERMS & METHODS

1. PAYMENT TERMS:

- A late payment charge of zero point two percent (0.2%) per day shall apply to any outstanding tuition and fees after ten (10) working days from the due date. If payment remains outstanding for thirty (30) working days from the date the late charge is incurred, the School reserves the right to suspend services and withhold the Student's relevant records until full payment is received. In the event the Student withdraws thereafter, Parents shall remain fully responsible for settling all outstanding amounts owed to the School.
- All outstanding fees shall be fully settled prior to the year-end completion review and grade promotion decision.
- The School reserves the right to suspend services and withhold the Student's relevant records in the event Parents fail to comply with the signed Regulations/Policies. By signing the "ENROLLMENT APPLICATION FORM" and the "TUITION & FEE POLICY," Parents acknowledge that they have read, understood, accepted, and agreed to comply with the policies set forth in the "PARENT & STUDENT HANDBOOK" and the annually issued "SCHEDULE OF FEES" published on the School's official website. Non-receipt of notice by telephone or email for any reason shall not relieve or delay Parents' obligation to pay all tuition and fees in accordance with applicable regulations.
- Remaining tuition and fees shall first be deferred and offset against the next payment before any refund to Parents is considered, in accordance with the deferment, transfer, and refund Policy set forth below.

2. PAYMENT METHODS:

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.
- 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:	CONG TY TNHH MOT THANH VIEN 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 a VAT invoice is required, please provide the necessary invoice information to the Accounting Department before making payment. The e-invoice will be issued and sent via email after payment is completed. After issuance, requests to change invoice information will not be processed.

LATE ENROLLMENT

- 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

DEFERMENT, TRANSFER, REFUND

- Fee transfer is only applicable to students whose siblings are also attending the school/siblings listed in the same household registration 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 the Student is permanently withdrawn by decision of the Principal, the School shall refund 70% of the remaining tuition, 100% of the remaining meal fee, and 70% of the remaining bus fee from the effective date of such decision.
- Details of deferment, transfer, refund of tuition fee, meal fee, school bus fee are stated as below.

Remaining tuition fee will be defined as below:

Remaining Tuition = Tuition Paid - Actual Tuition Incurred (under the Annual Fee Schedule) *

* Calculated at the standard listed tuition rate prior to the application of any scholarships, special tuition arrangements, or support programs.

Deferment	Transfer	Refund
<p>Condition:</p> <p>1. Students are absent continuously with the absent permit for over 05 school days</p> <p>2. Minimum for approval: + Tuition fee: the whole term (*) + Meal fee: 5 consecutive school days + School bus fee: the whole month (*) For Early Years and KG, minimum tuition fee for approval: the whole calendar month</p> <p>Deferment rate: + 100% of the remaining Tuition + 100% of the remaining Meal Fee + 70% of the remaining School Bus Fee</p> <p>Required Documents: + Reserve Form / Absence Form + Receipt or Invoice + Certificate of medical check (*) (if any)</p> <p>Documents submission deadline: 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>Approval time: 45 working days after all documents are submitted</p> <p>Note: Deferment for only 1 time within 12 months. Deferred fees can be transferred, but are non-refundable.</p>	<p>Condition:</p> <p>2. Students have been studying no more than 75% of an academic year</p> <p>2. Minimum for approval: + Tuition fee: the whole term + Meal fee: 5 consecutive school days + School bus fee: the whole month</p> <p>Transfer rate: + 100% of the remaining Tuition + 100% of the remaining Meal Fee + 70% of the remaining School Bus Fee</p> <p>Required Documents: + Transfer Form + Receipt or Invoice + 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)</p> <p>Documents submission deadline: At least 30 days before the student's last day at school.</p> <p>Approval time: 45 working days of the student's last day at school or when the school receives all documents, whichever occurs later.</p> <p>Note: Transfer for the only time. It can be applied for deferment fees.</p>	<p>Condition:</p> <p>2. Students have been studying no more than 75% of an academic year</p> <p>2. Minimum for approval: + Tuition fee: the whole term + Meal fee: 5 consecutive school days + School bus fee: the whole month</p> <p>Refund rate: + 100% of the remaining Tuition + 100% of the remaining Meal Fee + 70% of the remaining School Bus Fee</p> <p>Required Documents: + Refund Form + Receipt or Invoice + Certificate of medical check (*) (if any) + A copy of visa or flight ticket; + A copy of residence document; + Destination school Acceptance Letter (**)</p> <p>Documents submission deadline: At least 30 days before the student's last day at school.</p> <p>Approval time: 45 working days of the student's last day at school or when the school receives all documents, whichever occurs later.</p> <p>Note: No refund for transferred or deferred fees.</p>

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 <i>IB Lower Primary</i>	16%	18%	20%	100%	70%
Grade 3 - Grade 5 <i>IB Upper Primary</i>	11%	13%	15%	100%	70%
Grade 6 - Grade 10 <i>IB MYP</i>	6%	8%	10%	100%	70%
Grade 11, Grade 12 <i>IB DP</i>	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 scholarship programs, special tuition arrangements, or support programs are not eligible for additional tuition fee reductions, except for applicable discounts on meal fees and school bus fees during this period.

I acknowledge that I have read and understood the Tuition Fee Regulations issued by the School and agree to comply with them.

Parent's Name: _____ Signature: _____

Student's Name: _____ Grade: _____

Day/Month/Year: _____