

ADDITIONAL FEE TERMS & CONDITIONS (School year 2023-2024)

In compliance with Vietnam Government Regulations on foreign exchange control, all fees are given in Vietnam Dong (VND).

This document summarizes the financial obligations of parents with children registered the Additional school services (Meal, Transportation & Uniform) at RGS Vietnam.

Service fees bills are payable in full yearly or quarterly by debit notes.

I. School bus service:

- i) Form of Service use: Transportation service is provided by RGS Vietnam's service subsidiary. Students who elect to use the school bus must register with the Registrar Office, and pay a charge for this service. Parents may choose to pay annually at VND 28,000,000 (one-way VND 17,000,000) or quarterly at VND 8,000,000 (one way VND 5,000,000).
- ii) Cancellation of service: There will be no pro-rata refund for withdrawal from the bus service during a particular quarter.
- iii) Discount: Families with three or more children simultaneously in attendance at RGS Vietnam will receive a discount on the school bus fee: 10% discount for the third child, 75% discount for the fourth child and a 100% discount for any subsequent children.

2. School Snack & Lunch service:

- i) Form of Service use: Snack & Lunch services are provided by RGS Vietnam's service subsidiary, including a snack at recess time and set meal at lunch break. Students who elect to use school snack/lunch must register with the Registrar Office and pay a charge for this service. There are 3 types of service quotations: Annual (Non-refundable), Quarter (Non-refundable) and Day (Refundable).
- ii) Cancellation of service: If parents choose the annual or quarterly quotation, there will be no pro-rata refund for withdrawal from this service. If parents choose the daily quotation, the number of meals used will be consolidated at the end of the school year (for students returning in the following year) or together with the withdrawal process.
- iii) Payment options: The parents have 2 options to pay snack and lunch fee as below:

Quarter	Option 1 (Full payment)	Option 2 (Quarterly payment)
1 st Quarter	100% of annual meal fee	35% + 25% + 25% + 15% of annual meal fee
2 nd Quarter	85% of annual meal fee	35% + 25% + 25% of annual meal fee
3 rd Quarter	60% of annual meal fee	35% + 25% of annual meal fee
4 th Quarter	35% of annual meal fee	35% of annual meal fee

iv) Snack & Lunch Quotation as the table below:

	Lunch only		Snack only	Combo (Snack + Lunch)
	Nursery – Year 2	Year 3 - 13		
Annual (Non-refundable)	13,500,000 VND	14,400,000 VND	6,300,000 VND	18,000,000 VND
Quarter (Non-refundable)	14,040,000 VND	14,940,000 VND	8,100,000 VND	20,700,000 VND
Day (Refundable)	14,560,000 VND	15,470,000 VND	9,100,000 VND	22,750,000 VND

3. School Uniform:

i) Purchase options:

- In store: The Uniform shop is located at 13C7 Nguyen Cong Thai Street, Dai Kim Ward, Hoang Mai District, Hanoi. It opens from 8:30 - 12:00 in the morning and 13:00 - 17:00 in the afternoon from Monday to Friday.
- Online: To place an order, parents can contact the Registrar Office registrar.office@reigategrammar.edu.vn. Phone number: +84 (0) 2435 409 183 / Ext: 0/100
- The specific price for each item will be shown in the Appendix part.

ii) Payment options:

- Bank transfer: Payment need to be completed in advance before receiving the uniforms.
- Cash: Pay by Vietnamese Dong only.

iii) Delivery: Delivery times might depend on payment option and the number of goods in stock.

iv) Return or exchange policy:

- Return: There is no return for a change of mind.
- Exchange: In case the item is not fit or unsatisfied, the school shop will provide an exchange in line with our policy. The exchanged item has to be intact with a price tag. While the item may be exchanged within 7 days, please note there are some items that can not be exchanged and the exchanged item has to be in the same value or higher with the returned item.

4. Payments:

Additional fees are payable in advance. The payment due dates along with the methods of payment (annual/quarterly) are indicated on the debit note. Parents are required to provide confirmation of payment options prior to the academic year. Any request to change the payment method after the debit note is issued will be charged with VND 240,000. This is to cover the administrative cost for work incurred due to the change in payment term chosen by parents.

APPENDIX:

Uniform fees:

	Type	Unit	Size	Price (per 1 item)
I	Uniforms for Nursery/Reception/Year 1			
1	Polo Navy	Item	For 2 - 8 years old	315,000
2	Skirt	Item	For 3 - 5 years old	535,000
3	Boys Short	Item	For 3 - 7 years old	550,000
4	PE - Shirt	Item	Size 6XS - 4XS	350,000
5	PE - Short	Item	Size 6XS - 4XS	275,000
II	Uniforms for Year 2-6			
6	Girls short sleeve shirt	Item	For 3 - 10 years old	575,000
7	Girls long sleeve shirt	Item	For 3 - 10 years old	575,000
8	Boys short sleeve shirt	Item	For 5 - 10 years old	575,000
9	Boys long sleeve shirt	Item	For 5 - 10 years old	575,000
10	Skirt	Item	For 6 - 10 years old	535,000
11	Boys Trousers	Item	For 5 - 10 years old	605,000
12	PE - Shirt	Item	Size 3XS - S	350,000
13	PE - Short	Item	Size 3XS - S	275,000
III	Uniforms for Year 7-13			
14	Girls short sleeve shirt	Item	For 11 - 13 years old	575,000
15	Girls short sleeve shirt	Item	For 14 - 17 years old	645,000
16	Girls long sleeve shirt	Item	For 11 - 13 years old	575,000
17	Girls long sleeve shirt	Item	For 14 - 17 years old	650,000
18	Boys short sleeve shirt	Item	For 11 - 13 years old	575,000

19	Boys short sleeve shirt	Item	For 14 - 17 years old	655,000
20	Boys long sleeve shirt	Item	For 11 - 13 years old	575,000
21	Boys long sleeve shirt	Item	For 14 - 17 years old	650,000
22	Skirt	Item	For 11 - 12 years old	535,000
23	Skirt	Item	For 13 - 15 years old	655,000
24	Skirt	Item	For 16 - 18 years old	695,000
25	Boys Trousers	Item	For 11 - 13 years old	605,000
26	Boys Trousers	Item	For 14 - 18 years old	715,000
27	PE - Shirt	Item	Size M - 5XL	350,000
28	PE - Short	Item	Size M - 5XL	275,000
29	Boys Blazer	Item	For 11 - 18 years old	1,500,000
30	Girls Blazer	Item	For 11 - 18 years old	1,500,000
31	Tie	Item	Size 114; 132; 137	500,000
IV	Other uniforms			
32	Jumper	Item	For 3 - 10 years old	670,000
33	Jumper	Item	Size 2XS - S	670,000
34	Jumper	Item	Size M - 3XL	700,000
35	Basketball Jerseys	Item	Size 2XS - 4XL	400,000
36	Basketball Pants	Item	Size 2XS - 4XL	400,000
37	Football Shirt	Item	Size 2XS - 4XL	400,000
38	Football Pant	Item	Size 2XS - 4XL	400,000