

# TUITION FEES

## (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 enrolled at or applying to study at RGS Vietnam.

This financial terms and conditions document is read, agreed and signed by each parent/guardian to complete the enrollment process (except in the case of a single parent family).

### I. Tuition fee:

#### New enrolling students:

Please complete enrollment requirements, including payment of the required tuition fee, by the dates indicated.

Unit: VND

Tuition fee	Option 1:	Option 2:*			
	Full payment for the entire school year	Quarterly payments (+4.5% tuition fee)			
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
		-35%	-25%	-25%	-15%
Nursery & Reception***	346,551,600	126,751,248	90,536,606	90,536,606	54,321,963
Year 1	415,566,578	151,993,476	108,566,769	108,566,769	65,140,061
Year 2 - Year 6	636,077,400	232,645,309	166,175,221	166,175,221	99,705,132
Year 7 - Year 9	708,374,561	259,087,996	185,062,854	185,062,854	111,037,712
Year 10 - Year 11	795,502,178	290,954,922	207,824,944	207,824,944	124,694,966
Year 12 - Year 13	858,530,400	314,007,494	224,291,067	224,291,067	134,574,640

#### Re-enrolling students: Receive a discount of 5% on the total tuition fee for the whole year

\*Detailed explanation can be found under Article 4 "Enrolment after 14 August 2023 for the 2023-2024 school year".

\*\*Tuition Fees include a qualified package of insurance benefits at the standard level as generally regulated for international schools in Vietnam. Option of registration for a premium insurance package (fees applicable) may be available starting from the 2023/24 school year.

\*\*\*Tuition Fees for Nursery & Reception and Year 1 are already greatly reduced; as such no additional discounts are applicable to these year groups.

\*\*\*Please contact our Admissions Office for the most current exchange rates.

#### Payment options

For students enrolling at the beginning of the school year:

- i) Option 1: Annual (Lump sum payment of all fees prior to students attending RGS Vietnam).
- ii) Option 2: Quarterly (Four instalments each paid prior to the commencement of each quarter). Note that a 4.5% finance charge is applied to the Tuition Fee when selecting this option. No refunds are possible for this option. For parents who are licensed to pay in USD, in compliance with Vietnam Government Regulations, please contact the Admissions Office for details. Note that, RGS Vietnam reserves the right to amend the fee schedule at the time of issuance of the quarterly invoice due to exchange rate fluctuation.

After submitting the Option of Payment (Annual or Quarterly), any request for a change of payment option comes with a Change Fee of VND 240,000 per change. This is to cover the administrative cost for work incurred due to the change in payment terms chosen by parents.

**2. Tuition deposits:** VND 24,000,000. One time payment. This fee is also required to confirm acceptance of an offered place at RGS Vietnam and must be paid before attending classes. The security deposit is not refunded if the student does not attend classes at RGS Vietnam after the acceptance of an offered place has been confirmed.

The security deposit is only refunded upon student graduation or withdrawal after the student attends classes at RGS Vietnam. Parents are requested to provide a 30-day written notice of withdrawal prior to the student's last day at school to RGS Vietnam Admissions Office should they wish to withdraw their children from RGS Vietnam. Failure to provide a 30-day written notice will forego the security deposit. Accordingly, for current students who do not wish to re-enrol in the new academic year, a 30-day written notice of withdrawal prior to the last school date of the current school year is also compulsory. Failure to provide a 30-day written notice will forego the security deposit.

In addition, current students who paid the Re-enrolment Fee to confirm their re-enrolment at the end of the current school year, but then withdraw before the start date of the new school year, the Security Deposit is not refunded. If these students withdraw after the start date of the new school year, the Security Deposit will be refunded provided a 30-day written notice prior to the student's last date at school is given to RGS Admissions Office.

**Enrollment fee:** VND 35,000,000. One time payment – Non-refundable. This fee is payable within 14 days to confirm acceptance of an offered place at RGV and must be paid before attending classes. If a student leaves RGSV and subsequently re-enrols, the enrolment fee is applicable

All students enrolling in the 2023-2024 academic year **are exempt from** the Enrollment fee.

### 3. Payments

Tuition and 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 and are not allowed to change the payment method after the debit note is issued.

In the event payments are not made as agreed, the following applies:

- 3 or more days beyond the debit note due date: 0.5% interest per working day shall be applied and shall not exceed 10%
- 20 or more days beyond the debit note due date: services will be suspended and the security deposit shall be used to clear out the unpaid debit notes; service suspension will be terminated when financial arrangements for unpaid debit notes are made.
- 60 or more days beyond the debit note due date: forced withdrawal will be processed together with a letter of debts.

All payments are required to be made via bank transfer. All bank charges are the responsibility of parents.

### 4. Enrollment after 14 August 2023 for the 2023-2024 school year

Quarter	Option 1 (Full payment)	Option 2 (Quarterly Payment)
1st Quarter	100% of annual tuition	35% + 25% + 25% + 15% as per table
2nd Quarter	85% of annual tuition	35% + 25% + 25% as per table
3rd Quarter	60% of annual tuition	35% + 25% as per table
4th Quarter	35% of annual tuition	35% as per table

If Option 2 (the quarterly payment plan) is chosen, the first payment is due before the beginning of the following quarter. Payment dates are available upon request from the Admissions Office.

For students that only attend the first 20 days (for student withdrawing) or last 20 days (for student enrolling) of any particular quarter, tuition fees will be pro-rated according to the school's policy and the specific amount will be shown in a debit note sent to parents. This policy requires 6 weeks prior notice of withdrawal, and is only applicable for the quarterly payment option.

## 5. Disclaimer

RGS Vietnam implements policies and regulations necessary for the effective management of the school. RGS Vietnam reserves the right to amend its policies and regulations whenever necessary and appropriate.

For further admissions related information, please contact the Admissions Department at:  
[admissions@reigategrammar.edu.vn](mailto:admissions@reigategrammar.edu.vn)