

FINANCIAL TERMS AND CONDITIONS

(School year 2022-2023)

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

I. Tuition Fees table

The Tuition Fees for 2022-2023 School Year as approved by the Board of Trustees

Unit: USD

For parents who are licensed to pay in USD	Tuition fee	Option 1: Full payment for the entire school year	Option 2:*			
			Quarterly payments (+4.5% tuition fee)			
			1st Quarter (35%)	2nd Quarter (25%)	3rd Quarter (25%)	4th Quarter (15%)
Pre-K & K1***	11,495.00	4,204.30	3,003.07	3,003.07	1,801.84	
K2	12,780.63	4,674.51	3,338.94	3,338.94	2,003.36	
G1 - G5	21,367.50	7,815.16	5,582.26	5,582.26	3,349.36	
G6 - G8	24,182.81	8,844.86	6,317.76	6,317.76	3,790.66	
G9 - G10	27,575.63	10,085.78	7,204.13	7,204.13	4,322.48	
G11 - G12	30,030.00	10,983.47	7,845.34	7,845.34	4,707.20	

Unit: VND

For parents who are licensed to pay in VND****	Tuition fee	Option 1: Full payment for the entire school year	Option 2:*			
			Quarterly payments (+4.5% tuition fee)			
			1st Quarter (35%)	2nd Quarter (25%)	3rd Quarter (25%)	4th Quarter (15%)
Pre-K & K1***	265,477,025	97,098,222	69,355,873	69,355,873	41,613,524	
K2	295,168,534	107,957,891	77,112,780	77,112,780	46,267,668	
G1 - G5	493,482,413	180,491,192	128,922,280	128,922,280	77,353,368	
G6 - G8	558,502,055	204,272,127	145,908,662	145,908,662	87,545,197	
G9 - G10	636,859,059	232,931,201	166,379,429	166,379,429	99,827,658	
G11 - G12	693,542,850	253,663,297	181,188,070	181,188,070	108,712,842	

1st Quarter: To be confirmed

2nd Quarter: To be confirmed

3rd Quarter: To be confirmed

4th Quarter: To be confirmed

*Detailed explanation can be found under item 8 "Enrolment after 15 August 2022 for the 2022-2023 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 2022/23 school year.

***Tuition Fees for Pre-K & K1 and K2 are already greatly reduced; as such no additional discounts are applicable to these year groups.

****The amount in VND is calculated using the selling exchange rate of Vietcombank on **24 December 2021** and will be adjusted using the selling exchange rate of Vietcombank on the Debit Note processing date.

FINANCIAL TERMS AND CONDITIONS

(School year 2022-2023)

2. 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 USD 10/ VND 230,950 per charge. This is to cover the administrative cost for work incurred due to the change in payment terms chosen by parents.

3. Compulsory fees:

i) **Scholarship application fee: USD 50/ VND 1,154,750. One time payment – Non-refundable.** The scholarship application fee is raised to cover the administrative cost for students applying for RGS Vietnam scholarships for the first time. This fee is not a part of the Application Fee mentioned below. This fee is also applicable to RGS Vietnam students who wish to apply for the scholarship. Details of the scholarship retest fee can be found under item 6 “Other Entrance & Scholarship Fees”.

ii) **Application fee: USD 200/ VND 4,619,000. One time payment – Non-refundable.** The application fee is raised to cover the administrative cost for students applying to RGS Vietnam for the first time, including the initial entrance assessment fee. Applications cannot be processed for admission until the full application fee has been paid. Details of the retest fee can be found under item 6 “Other Entrance & Scholarship Fees”.

iii) **Enrolment fee: USD 1,500/ VND 34,642,500. One time payment – Non-refundable.** This fee is payable within 14 days to confirm acceptance of an offered place at RGS Vietnam and must be paid before attending classes. If a student leaves RGS Vietnam and subsequently re-enrols, the enrolment fee is applicable.

iv) **Security deposit: USD 1,000/ VND 23,095,000. One time payment.** This fee is also required to confirmed 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, as indicated in Article v) Development Fee below, 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' last date at school is given to RGS Admissions Office.

All students who receive RGS Vietnam scholarship offers or scholarship renewals from 2022-23 school year are required to complete all the remaining academic programmes at RGS Vietnam until graduation of Grade 12. If the student withdraws from RGS Vietnam after attending school for reasons other than a dismissal due to disciplinary issues or loss/reduction of scholarship due to poor academic performance, the security deposit is not refunded.

FINANCIAL TERMS AND CONDITIONS

(School year 2022-2023)

v) **Development fee: USD 2,000/ VND 46,190,000 for annual payment or USD 2,500/ VND 57,737,500 for quarterly payment (USD 625/ VND 14,434,375 each Quarter). Annual fee - Non-refundable.** This fee is payable by all students enrolled at RGS Vietnam. This fee covers the capital expenditure and development needs of the school including those for educational supplies, equipment, and any facility upgrades.

	Annual	Quarterly
Current students	Two equal (02) installments of USD 1,000/ VND 23,095,000 each, at the end of the current school year (as Re-enrolment fee-non-refundable) & Quarter 1 of the new school year.	Four (04) installments: <ul style="list-style-type: none"> • USD 1,000/VND 23,095,000 at the end of the current school year (as Re-enrolment fee - non-refundable) • Two equal (02) installments of USD 625/VND 14,434,375 each in Quarter 2 and Quarter 3 of the new school year. • USD 250/ VND 5,773,750 in Quarter 4 of the new school year.
New student joining in Quarter 1	USD 2,000/VND 46,190,000 at enrolment	Four equal (04) installments of USD 625/VND 14,434,375 each, at enrolment, Quarter 2, Quarter 3 and Quarter 4.
New student joining in Quarter 2	USD 1,625/VND 37,529,375 at enrolment	Three equal (03) installments of USD 625/VND 14,434,375 each, at enrolment, Quarter 3 and Quarter 4.
New student joining in Quarter 3	USD 1000/VND 23,095,000 each, at enrolment, Quarter 3 and Quarter 4	Two equal (02) installments of USD 625/VND 14,434,375 each, at enrolment and Quarter 4.
New student joining in Quarter 4	[Not applicable]	USD 625/ VND 14,434,375 each, at enrolment and Quarter 4.

vi) **Compulsory residential field trip: USD 350/ VND 8,083,250 per year. Annual Fee – Non-refundable fee (applicable to G5 - G12 students).** This fee is to cover costs associated with a set of compulsory two or three night residential field trips taken by all students in Grades 5 – 12, usually in September for G11 & G12 students and in November for G5 – 10 students.

vii) **Compulsory G12 Leaving Ceremony 2023 Ticket: USD 250/ VND 5,773,750 – Non-refundable fee (applicable to G12 students).** This ticket price is for the Grade 12 student and two (02) complimentary guests, including the hired gown, professional photographer; buffet dinner and pre-dinner drinks at a 5-star hotel. In the case of cancellation due to force majeure, a full/ partial refund will be processed depending on the actual arrangements that have been made up to the point of cancellation.

FINANCIAL TERMS AND CONDITIONS

(School year 2022-2023)

4. Additional Academic Fees

The following fees may be applicable:

- i) **EAL Support:** Additional English classes (EAL) are provided for students who need support with English. The EAL fee amounts USD 2,500/ VND 57,737,500 per school year, or one-quarter of this amount paid quarterly.
- ii) **Enrichment classes for Lower Secondary Talent Programme Students: USD 200/ VND 4,619,000 per school year. Annual Fee – Non-Refundable (applicable to G6-G8 Talent & Academic Programme students).** Academic Enrichment classes are provided for Lower Secondary Talent & Academic Programme students (G6-G8) to continue to develop the student's academic studies. Enrichment classes are held twice a week, after ECA hours on either Tuesday, Wednesday, or Thursday. Existing students will be subsidised with USD 100/ VND 2,309,500 in the academic year 2022-2023.
- iii) **Saturday Soccer Programme: USD 150/ VND 3,464,250 per school year. Annual Fee – Non-Refundable (applicable to only selected students).** The Saturday Soccer Programme is to nurture talented RGS Vietnam students to establish a progressive RGS Vietnam Soccer Development Squad for competing in interschool opportunities locally and around South East Asia (e.g. HAC, MRISA). Attendance for the Saturday Soccer Development Squad is on a selection basis. Existing parents will be subsidised with USD 50/ VND 1,154,750 in the academic year 2022-2023.
- v) **Orchestra Programme: USD 170/ VND 3,926,150 per school year. Annual Fee – Non-Refundable (applicable to only selected students).** The Orchestra Programme is to nurture talented RGS Vietnam students to establish a RGS Vietnam Orchestra for performing in school and competing in interschool opportunities locally. Attendance for the Orchestra Programme is on a selection basis.
- v) **After-school IGCSE courses: USD 1,500/ VND 34,642,500 per school year. Annual Fee – Non-Refundable (applicable to only selected students).** These courses are built to offer more opportunities to students to take additional Cambridge IGCSE subjects outside of the normal school day. These subjects would be scheduled to be taught in the evening and at the weekends, and would run over the course of two academic years to ensure we meet the minimum guided hours for IGCSE. A 20% discount is offered to current RGS Vietnam students. The course will also open to some selected external students.

5. Additional School service fees

The following fees may be applicable:

- i) **School bus fee:** Transportation service is provided by RGS Vietnam's service subsidiary. Students who select 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 USD 1,1500 / VND 26,559,250 (one way USD 690 / VND 15,935,550) or quarterly at USD 316.25/ VND 7,303,794 (one way USD 190/ VND 4,388,050).

There will be no pro-rata refund for withdrawal from the bus service during a particular quarter.

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.

- ii) **School snack & lunch fee:** 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 select to use school snack/ lunch must register with the Registrar Office and pay a charge for this service. Parents may choose to pay by annual or quarter only. If the snack & lunch fee is paid by annual or quarterly quotation, there will be no pro-rata refund for withdrawal from this service. If the snack & lunch fee is paid by 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.

FINANCIAL TERMS AND CONDITIONS

(School year 2022-2023)

Snack & Lunch Quotation as the table below:

	Lunch Only		Snack Only	Combo (Lunch + Snack)
	Pre-K-Grade 1	Grade 2-12		
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	14,560,000 VND	15,470,000 VND	9,100,000 VND	22,750,000 VND

The parents have 2 options to pay snack and lunch fee as below:

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

6. Other fees

i) Late pick up fee:

Monday & Friday: Pick up time is 15.00 – 15.30. Late pick up fee of VND 100,000 is charged from 15.30. This pick up time will be extended in the case of RGS Vietnam sporting events, sports training and the later return of school trips.

Tuesday – Thursday: Pick up time is 16.00 – 16.30. Late pick up fee of VND 100,000 is charged from 16.30. This pick up time will be extended in the case of RGS Vietnam sporting events, sports training and the later return of school trips.

Late pick up service is not provided after 17.00. Late pick up fee of VND 200,000 is charged from 17.00. This pick up time will be extended in the case of RGS Vietnam sporting events, sports training and the later return of school trips.

ii) **Document Fee:** For any school's documents (certificate of attendance, school reports, school transcripts etc.) that are requested for student's personal uses, students will be provided with one original copy. From the 2nd copy, there will be a charge of USD 0.86/ VND 20,000 per page. This fee is not applicable to documents that are requested by the university counsellor and school offices for university application.

FINANCIAL TERMS AND CONDITIONS

(School year 2022-2023)

iii) **Miscellaneous expenses:** Students may also incur costs during the academic year which are not included in this schedule. Examples: uniforms, optional sporting activities, examination fees (ie. IGCSE & DP), field trips, excursions, lunch expenses, stationery, etc.

Compulsory Cambridge IGCSE and IB Diploma Programme (DP)/ A-level Examination Fees (delivery fees included): From school year 2022-2023, scholarship students are required to pay in full these examination fees at the beginning of their course (IGCSE Examination Fees at the beginning of Grade 9 and IB DP/A-level Examination Fees at the beginning of Grade 11). The Headmaster, Head of Secondary, Head of Department and Faculty will enter the students in to the exams with good faith that the student will do well in those exams. Should the School advise the student not to take the exams, a refund for those exams will be processed. If the school advises the student to take the exams but the student refuses to take it, no refund will be processed. Any difference in the announced examination fees will be covered by the school.

CAT 4 Test Fee for Grade 6, 9 & 11: USD 30/ VND 692,850 per test – Non-Refundable. From school year 2022-2023, all students in Grade 6, 9 & 11 are required to complete the CAT4 Cognitive Ability Test at the beginning of the academic year, if not taken at RGS Vietnam within the preceding 20 months. This test is also part of RGS Vietnam admissions process for all Secondary applicants, which provides teachers, parents and students with the information about an individual's strengths, development and potential along with realistic external examination indicators. This test will be compulsorily administered at the 3 year groups of 6, 9 & 11 from 2022-2023 school year to help students select suitable programmes and set their goals, and for the teachers to monitor student's grades and success based on the predicted aptitudes.

7. Other Entrance & Scholarship fee

i) **Entrance assessment retest fees:** Students who do not meet RGS Vietnam entrance requirements may apply to re-attempt the entrance assessments. The retest fees are as below:

Preparatory		Secondary & Sixth Form	
2nd Attempt	USD 50/VND 1,154,750	2nd Attempt	USD 20/VND 461,900 per paper
3rd Attempt	USD 100/VND 2,309,500	3rd Attempt	USD 40/VND 923,800 per paper
4th Attempt & onwards	USD 150/VND 3,464,250	4th Attempt & onwards	USD 80/VND 1,847,600 per paper

ii) **Scholarship retest fees:** Students who do not meet RGS Vietnam scholarship standards may apply to re-attempt the scholarship assessments. The retest fees are as below:

2nd Attempt	USD 100/ VND 2,309,500
3rd Attempt	USD 200/ VND 4,619,000
4th Attempt & onwards	USD 400/ VND 9,238,000

iii) **Scholarship mock exam fees:** USD 30/ VND 692,850 for each grade level. Students who only wish to attempt RGS Vietnam Scholarship to test their level can choose to take the Scholarship mock exam. The students can attempt mock exams as many times as they wish but the results of these mock exams will not be taken for admissions.

FINANCIAL TERMS AND CONDITIONS

(School year 2022-2023)

8. Special discount

- Family discount: Families with two or more children simultaneously in attendance at RGS Vietnam will receive a 10% discount on tuition fees for the second child and any subsequent children. These discounts will be applied to the youngest children in attendance. These discounts are not applicable to any other fees payable to RGS Vietnam.
- NGO/ Diplomatic discount: Employees of organisations deemed as not-for-profit or diplomatic entities with children enrolled at RGS Vietnam receive a 10% discount on Tuition Fees.
- Corporate discount: A corporate that is paying school fees as part of an employee's remuneration is eligible for the following Tuition Fee discount:
 - 2 - 3 children: 5%
 - 4 or more children: 10%
- Early Bird Discount: Here at Reigate Grammar School Vietnam (RGSV), we wish to reward the loyalty of our current parents and also recognise the trust and support of new families who join RGSV in our founding year. Therefore, the Board of Trustees have decided to introduce a 10% Early Bird Discount for tuition fees to those families who pay their first term's tuition fees, for the next academic year (2022-23), by the deadline of 1st June, 2022. This applies to all current parents and newly enrolled parents for the 2022-23 academic year only.

9. Enrolment after 15 August 2022 for the 2022-2023 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

FINANCIAL TERMS AND CONDITIONS

(School year 2022-2023)

10. Refund process for tuition

Parents are requested to provide a 30-day written notice prior to the student's last day at school to the 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. Detail refund policy of the security deposit is referred to at Article iv) Security Deposit, Section 3. Compulsory Fees above. Refund of the security deposit can be claimed within 30 days from the date of withdrawal of the student. Refunds are only applicable for Option 1 as seen in Tuition Fee table.

Withdrawal on or before the end of 1st Quarter	65% of annual tuition refunded
Withdrawal on or before the end of 2nd Quarter	40% of annual tuition refunded
Withdrawal on or before the end of 3rd Quarter	15% of annual tuition refunded
Withdrawal after the end of 3rd Quarter	No refund provided

11. 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.

For families who are licensed to pay in USD, in compliance with Vietnam Government Regulations, please contact the Admissions Office to get information on the USD/ VND exchange rate.

12. 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