

## I. TUITION

1. Tuition is applicable to all students from Y1-Y11 who enroll in BCVN in the school year 2024-2025. Tuition includes a uniform set, mandatory insurance according to Vietnamese law, extra-curricular activities (excluding activities with external experts), textbooks (students can borrow textbooks at the school library and return them by the end of the school year). Tuition does not include external examinations.
2. Late enrolment: If a student is enrolled into BCVN after the school year start date, the tuition will be calculated as follows:

Date of enrolment	Late Enrolment tuition
First half of semester 1	100% Annual tuition
Second half of semester 1	60% semester 1 tuition and 100% semester 2 tuition
Anytime during semester 2	100% semester 2 tuition

## II. DISCOUNT POLICIES

Discount policies are applicable in the order of below priority and are applicable on the remaining tuition fee after the previous discount(s).

1. **15% Scholarship:** The Lifetime Founding Scholarship, providing a 15% reduction of the main course tuition fee, is available for the entire uninterrupted study period at BCVN. This scholarship is offered to the first 300 students who fulfill the eligibility criteria in one of the following two categories:
  - a. Students who enroll before December 22, 2024, or
  - b. Students who have a sibling enrolled at BCVN before August 15, 2024, provided that they enroll themselves no later than August 15, 2015. The students' parents must complete the payment of the fees listed in sections III.1, III.2, III.3 (below), including in the Application Fee, Enrollment Fee, and Security Deposit, by January 31, 2025. Please note that these fees are non-refundable if the students fail to meet the admission requirements.
2. **Excellence Scholarship:** 20 Excellence Scholarship of 50% tuition will be granted to students who get the top results (review annually) and follow annual payment plan. This scholarship cannot be combined with the lifetime Founding Scholarship and other discounts (if any).
3. **IGCSE Excellence Scholarship:** Scholarship of 100% tuition for 5 top students enrolled to Year 10 (grade 9) in 2024 – 2025 school year. This scholarship will be granted (with conditions) until the student graduates from BCVN.

**4. Discount for siblings:** This discount applies to families with more than 1 child (natural or legally adopted) enrolled at BCVN simultaneously. A discount of 5% is applicable on tuition for the second child. A discount of 10% is applicable on tuition for the third and subsequent child/children. To secure this discount, please submit certified copies of birth certificates, and/or adoption documents for each child enrolled during registration.

**Note:** *In case the sibling/siblings no longer attends/attend BCVN, this discount will be adjusted and the difference will be payable by parents.*

### **III. OTHER FEES**

#### **1. The application Fee:**

1.1. The application fee is payable once parents submit the Application form. Please note that payment of the application fee does not guarantee your child's place in BCVN.

1.2. The application fee is 10,000,000 VND. This fee is non-refundable and non-transferable (even if the student no longer intends to enrol in BCVN or does not satisfy the entrance assessment). This fee is valid for 1 year from the date of payment of the application fee. Students who retake the exam will be charged a retake fee of 5,000,000 VND.

#### **2. The Enrolment Fee:**

2.1. After receiving the official letter of acceptance from BCVN, parents are required to pay the non-refundable enrollment fee. The student is only officially enrolled at BCVN once this fee is paid.

2.2. Enrolment fee: 30,000,000 VND. This fee is non-refundable and non-transferable (even if the student no longer intends to study at BCVN). This fee is paid only once as long as the child is continuously enrolled at BCVN.

#### **3. The Security Deposit:**

3.1. A security deposit is payable when the school's offer of place is accepted. This fee is given back to parents once the student no longer attends BCVN, according to the condition in article 3.2.

3.2. Security deposit: 45,000,000 VND. This mandatory fee is paid only once for every student when the student receives the school's offer letter and for the duration of the student's enrolment at BCVN. This deposit is refunded only when parents provide a 90-days written notice to the school prior to the student's last day at school. If parents fail to provide the 90-days written notice, BCVN is not obliged to return the deposit.

#### **4. School Bus Fee**

4.1. The school provides bus services in two forms: On-site and at home (the bus picks up/drops off students at the beginning of the alley if the alley is small and is not convenient for vehicles to enter; the bus picks up/drops off students in front of the lobby for students).

<b>Detail</b>	<b>Monthly fee</b>	<b>Annual fee discount 5%</b>	<b>Semester 1</b>	<b>Semester 2</b>
At point < 20km	2.200.000	21.945.000	12.100.000	11.000.000
At point >= 20km	2.750.000	27.431.250	15.125.000	13.750.000
At home < 20km	2.750.000	27.431.250	15.125.000	13.750.000
At home >= 20km	3.300.000	32.917.500	18.150.000	16.500.000
Special	4.400.000	43.890.000	24.200.000	22.000.000

4.2. The school only provides two-way bus service. If students only go one way, the bus service fee still needs to be paid both ways according to regulations.

4.3. Bus service is an optional service and is arranged based on Parents' wishes and the School's ability to respond. If a student withdraws his/her application/drops out of school due to not being provided with bus service, the withdrawal application procedures still need to comply with the School's regulations.

4.4. Bus service is only guaranteed in cases where Parents have completed paying the bus service fee for the Student and the School can arrange a bus route that matches the Student's registration.

4.5. If students are using the bus service and wish to stop the service, parents need to notify the school at least 15 days in advance from the date the service stops. Refund levels are specified in article 4.6 below

4.6. Refunds/additional service fees mid-school year

- Refunds due to school holidays: The school only refunds for holidays and school breaks lasting 3 or more consecutive school days. The refund period is at the end of the school year or after the student has completed the school withdrawal procedure
- Refund due to service cancellation: If the service cancellation request date is before the 15th of the month, the entire month's fee will be charged. If the service cancellation request date is after the 15th of the month, the service fee will be charged for the entire month and 15 days of the following month. The refund period is at the end of the school year or after the student has completed the school withdrawal procedure.
- Charge for students who register for the service in the middle of the school year: if the start date of using the service is before the 15th day of the first month of using the service, then charge the entire month for the first month of using the service, if the If you start using the service after the 15th of the first month of using the service, you will be charged a half-month fee for the first month of using the service. Subsequent months are calculated according to the monthly fee in section 4.1

*(\*) The fees are subject to potential adjustments during the academic year in the event of significant fluctuations in input prices within the market. In such cases, BCVN will provide prior notification to parents at least 30 days in advance of official implementation.*

## **5. Lunch Fees**

5.1. The lunch fee per meal is 100,000 VND (one hundred thousand Dong), including VAT. The school will collect the lunch fee for the following month by deducting the amount from the Parents' bank account on the last day of the previous month.

**Note:** *The school only collects lunch service fees on a monthly basis, not separately on a daily basis.*

### **5.2. Voluntary exclusion from lunch service**

If Students do not wish to use the School's lunch service for the upcoming month, Parents must register through the software at least 2 working days before the end of the current month. For example, if Students do not plan to use the lunch service in September 2023, Parents need to complete the registration by 5:00 p.m. on August 29, 2023.

**Note:** *If Parents fail to register for opting out of the lunch service, the school will assume that Students intend to have lunch and will automatically deduct the fee from Parents' bank account as stated in article 5.1. In case there are insufficient funds in the account, a debt will be recorded.*

### **5.3. Lunch Service Refund**

The school will settle lunch service refunds at the end of the school year for cases where students have consecutive absences of 3 days or more.

*(\*) The fees are subject to potential adjustments during the school year in the event of significant fluctuations in input prices within the market. In such cases, the School will provide prior notification to Parents at least 30 days in advance of official implementation.*

## **IV. TUITION & FEES SCHEDULE**

**1. Tuition payment plan:** When parents choose the annual payment plan, they will benefit from a discount compared to the semester payment plan. To secure this discount, annual tuition must be paid in full before the start of Semester 1. Semester payments must be paid before the start of each semester and no later than the first day of the semester.

**2. Late payment:** If tuition and other fees are not paid in full by the due date on the invoice, a penalty of 0.03% per day will be added to the outstanding fees and it is parents' responsibility to pay all outstanding fees plus any additional charges.

**3. No payment:** In the event of no payment, the school has the right to refuse student enrolment and to stop providing education services to the student.

**Note:** *It is the parents' responsibility to pay the tuition and other fees by the due date. If for any reason the school's payment notice is unable to reach parents, this cannot be used as the reason for parents to delay their financial responsibility for tuition and other fees.*

## V. REGULATION ON WITHDRAWAL AND REFUND

1. When a child intends to leave the school, in any case, parents must submit a written notification to the Admissions Office at least 90 calendar days prior to the student's official last day at school. This is applicable to both new students and current students of BCVN.
2. **Tuition Refund:** The school will refund a percentage of the tuition based on the student's last official day at BCVN.

Last official day in school	Annual payment plan	Semester payment plan
Before the 1st day of school	95% of Annual Tuition	90% of semester 1 tuition
First half of semester 1 (before 26/10/2024)	65% of Annual Tuition	30% of semester 1 tuition
Second half of semester 1 (after 26/10/2024)	45% of Annual Tuition	No refund for semester 1 tuition 90% of semester 2 tuition
First half of semester 2 (before 05/04/2025)	15% of Annual Tuition	30% of semester 2 tuition
Second half of semester 2 (after 05/04/2025)	No refund	No refund

3. After deducting all fees, any excess amount will be refunded to parents within 30 days after the school has received parents' bank account information, or from the student's last official day at school (whichever date comes later).
4. All school property must be returned when the student leaves school (e.g. library books, laptop, lab equipment, ...) in the same condition as when it was borrowed. In case the properties are lost or damaged, the school will calculate the fees accordingly and debit from the security deposit.
5. The school will release the student's record within 3 days, provided:
  - The student no longer attends school;
  - Parents have submitted all paperwork required by law;
  - Parents have fulfilled all financial responsibility with BCVN.
6. In the event of force majeure, payments and/ or refunds will be announced by the school based on its own discretion.