

Fee Policy

Policy # 3.1

Implemented: Feb 2019

Circulation: BMTF

Review: Feb 2020



Policy

The school derives its total income from fees paid by the parents. The school is in receipt of no subsidies from any government or non-government agencies and therefore needs to ensure prudent fiscal management to ensure measured growth and maintenance of the highest quality of academic provision.

Our **revenue systems** will reflect the best international practice for monitoring and oversight whilst enabling the school to plan in a timely manner to meet the standards of a high-quality international school. All fees described below are levied on a per child basis.

Fee Types

Application Fee

A non-refundable application fee is payable when parents decide to formally apply for the school. Upon completion of the application process and payment of the fee, the student will be formally considered by the school for enrolment. Payment of the application fee does not guarantee that a child will be offered a place or admitted to Green Shoots.

Enrolment Fee

A non-refundable enrolment fee is payable within two weeks of an offer of a school place being made and invoice being issued. Confirmation of a school place will be made once the enrolment fee has been paid in full. Former Green Shoots students who re-enrol at the school, having been at another educational facility for a period in excess of 6 calendar months, will again be liable for this fee, as they will be for the Application fee.

Development Fee

The Development Fee is an annual charge and is due from the quarter in which a child joins the school. The fee is payable in full by existing students in May of the preceding school year. Payment in May reserves your child's place for the following school year. This fee acts as a guarantee for your child's place at Green Shoots. It is non-refundable in the event that you opt not to take the place.

Tuition Fee

Fees are inclusive of school meals, books, learning materials, ELS support (see below) and most day excursions. Students in Year 3 and above are expected to provide their own stationery and in Year 7 and above, a scientific calculator and compass set. The fee does not cover the use of the school bus, extra-curricular activities, off-campus activities such as camps, long excursions and sports carnivals, or other services listed in the Additional Fees section of this policy.

Parents can choose one of three payment plans: (i) annual, (ii) bi-annual (subject to a 6% finance charge) or (iii) quarterly (subject to a 10% finance charge). Please refer to the Fee Schedule for details of the amounts payable and the dates for payment.

Bus Fee

The School bus service runs within Hoi An and from Da Nang to Hoi An. The Bus Fee varies depending on the distance travelled to and from the School. Parents can choose one of three payment plans: (i) annual, (ii) bi-annual (subject to a 6% finance charge) or (iii) quarterly (subject to a 10% finance charge). Please refer to the Fee Schedule for details.

Additional Costs and Fees

- **Clothing:** All students are required to purchase and wear the school sports uniform for physical education classes during School hours or for ECA's, and all students must wear the School sports shirt for off-campus outings.
- **Extra Curricular Activities and School Trips:** Extra Curricular Activities and extended day or overnight trips away from the school to attend scholastic, cultural and athletic/sporting events are charged in addition to the Tuition Fee. Curriculum linked day excursions are covered by tuition fees.
- **IGCSE and Checkpoint Exam-related costs:** Secondary students on our IGCSE and Checkpoint programmes will be charged the cost of exam registration, and related costs as charged by Cambridge International Exams, together with administrative and courier costs attributed to Green Shoots, to ensure the safe handling of examination scripts. These will vary by student according to the number of subjects studied and the charges related to each subject. Green Shoots will advise parents of these costs as the school is issued them by Cambridge. Fees are updated throughout the year, meaning the school is not able to include exact figures in our annual Fee Schedule.
- **Secondary Laptop Requirement:** All secondary students are required to have a laptop for daily classroom use. Minimum machine specifications will be made available prior to the issuing of your first annual invoice when an option can also be made to purchase via the school.
- **Secondary Textbook Deposit:** This amount will be included on your first annual invoice and refunded to you at the end of the academic year when all textbooks have been returned in good condition.
- **Trial Days:** Green Shoots offers two trial days for families wishing to try our school before making a commitment to enrol. These are charged at a fixed rate and are non-refundable but will be offset against tuition fees should a child enrol within three months.

Fee variations

Part-Time Enrolment

Part-time enrolment is offered only to those enrolled in Little Shoots playgroup or Nursery (Pre-reception). Part-time enrolment is a total of five school days over two weeks, split into alternating two-day and three-day weeks. Availability will be confirmed with the Head of Early Years, upon enrolment. If a child is sick or unable to attend any of their scheduled days, no fees will be refunded and the student will not be permitted to attend another day in lieu of the day(s) missed.

Temporary (Non-Permanent) Enrolment

Families wishing to enrol on a temporary basis will be considered, based on the availability of places within the appropriate class. Please contact the School's Admissions Office for further information.

Mid-Session (Permanent) Enrolment

Students may join at any time during the school year. If a student enrolls after the beginning of the school year, all fees for the student's first billable period, whether attendance is full or partial for that period, will be charged at the full value of that period.

Tuition Fee Discounts

The following discounts apply to the Tuition Fee only.

- **Sibling Discount:** A 5% Tuition Fee discount is offered to families with two or more children simultaneously attending the School. The discount will be applied to fees for the youngest enrolled children.

- **Early Payment Discount:** A 3% Tuition Fee discount is offered on full payment of the upcoming academic year's Tuition Fee where payment of the Enrolment (where applicable), Development, and Tuition fees are received by 31st May in the preceding academic year (Please note that this discount will be reduced in coming years and eventually discontinued).

Note: The Sibling and Early Payment discounts may be applied consecutively.

Temporary Student Absence

If a student is withdrawn from school during the school year but wishes to maintain his/her place at the school, all fees must be paid as normal in order to ensure that student's place upon his/her return to Green Shoots. Fee concessions will not be made for the absence of an enrolled child (eg for illness, holidays and other reasons)

Parents may suspend their child's enrolment (i.e. temporarily unenrol) from the school if the absence covers a full billing quarter or more. Suspension of an enrolment is not permitted for periods less than one billing quarter. However if fees are not maintained during the period of absence, Green Shoots cannot guarantee a place in the appropriate class upon the child's return.

Late Payment Penalties

Where fees remain unpaid two weeks after the invoice payable date, fee payers will be charged a 10% penalty on the outstanding amount. The School reserves the right to unenrol any student whose fees are unpaid one month after the invoice payable date. Re-enrolment will be considered when fees owed are fully paid, and will be dependent on the availability of space.

Withdrawal and Refund of Fees

Where it is intended that a student be withdrawn from the School, the School must be given two months' notice in writing. Fees will be applied during this notice period regardless of whether the student attends school or not during that time. Refunds will be given at the rate originally paid, for each full quarter not attended after the two month notice period. Refunds apply to Tuition and Bus fees with all other fees, in normal circumstances, being non-refundable (including all and any fees paid in respect of days where a child is away from school due to illness or otherwise). Requests for refund consideration should be addressed to the Director of Administration.

If a student is expelled or suspended, in line with our behaviour management policy, tuition fees for any unused full quarters will be refunded. All other payments are non-refundable in these circumstances.

Please be aware that it can take up to 15 working days to process refund payments. Refunds must be made in Vietnam Dong.

Payment Procedures

Payment of School Fees

The Application Fee is payable at the time a formal application is made. The Enrolment Fee is due within two weeks of the offer of a place being made. Payment provides confirmation that the student will attend the School. Tuition, Development and Bus fees are payable in advance of attendance in class.

Tuition invoices will be issued one month prior to the beginning of the period the payment will cover. Fees that remain unpaid at the due date, will receive a last chance reminder with payment to be received within 5 working days of the reminder. After this date, a 10% penalty will be applied.

Other invoices for trips, ECAs, uniforms etc become payable 10 days after the invoice is issued.

Payment should be made into the appropriate VND bank account below. All bank charges must be borne by the fee payer.

Bank Name: Techcombank, Da Nang Branch

Bank Address: 304 Nguyen Van Linh, Thanh Khe, Da Nang, Vietnam

SWIFT Code: VTCB VN VX (Please note Vietnamese banks do not use the IBAN system and this code is acceptable for international transfers)

Account Name: Green Shoots Vietnam Company Limited

Công ty TNHH Giáo Dục Chồi Xanh Việt Nam
Account Number: VND: 191 3213 6638 011

Where payment of fees is made by a third party, the parent will be liable for any non-payment. All correspondence in relation school fees will be with the parent. No correspondence will be entered into with a third party.

Please note that School Fees are subject to annual review.

*Individual circumstances may warrant a variation on this policy and if applied, must be authorised by the Director of Administration.