

FEE POLICY (2016-17)

(This policy should be read in conjunction with the Fee Schedule)

Enrolment Fee

A non-refundable Enrolment Fee is payable when the offer of a school place is accepted. The acceptance of a school place is not confirmed until the Enrolment Fee has been paid. The Enrolment Fee is paid once and guarantees the place for the student. Full-time students who re-enrol at the school, having been at another educational facility for a period of time, will be liable again for this fee.

Development Fee

The Development Fee is an annual charge and is due from the quarter in which a child joins the school. Please note that from the 2015-15 academic year, Green Shoots' Development Fee is charged with your first invoice, as per standard practice at many other international schools. This will allow us to invest in the school's development from the beginning of each year and ensure that your child benefits from these investments throughout the year.

Tuition Fee

Parents can choose one of three payment plans: (i) annual, (ii) bi-annual (subject to a 3% finance charge) or (iii) quarterly (subject to a 5% finance charge). Please refer to the Fee Schedule for details of the amounts payable and the dates for payment.

The Tuition Fee covers tuition, school meals, and most learning materials. Students from KS2 and above are expected to provide their own stationery. The fee does not cover use of the school bus, extra curricular activities (such as camps, excursions, and sports carnivals), or other services listed in the Additional Fees section of this policy.

Bus Fee

The School bus service runs 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 3% finance charge) or (iii) quarterly (subject to a 5% finance charge). Please refer to the Fee Schedule for details.

The bus route is chosen by the school and has fixed stops. Routes and stops are changed at the School's discretion in order to accommodate the needs of the majority of families using the service. For more information, please see the Arrival and Departure section in our Parent and Student Handbook.

Additional Fees

- **Clothing:** Students from KS2/CP and above 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 T-shirt or sports shirts for off-campus outings.
- **Co-curricular Activities and School Trips:** Co-curricular Activities, and day or overnight trips away from the School to attend scholastic, cultural and athletic/sporting events are charged in addition to the Tuition Fee.
- **Extra Learning Support (ELS):** Extra Learning Support covers English as an Additional Language (EAL) and Special Educational Needs (SEN). The decision to enrol a student in either programme is made by the

School. Please note that ELS is obligatory if it is decided by the school that a student requires access to these services. The withdrawal of a student from an ELS programme will be determined by the School. All costs associated with the provision of ELS are borne by the fee payer.

- **IGCSE Exam-related costs**

Secondary students on our IGCSE programme will be charged the cost of exam registration, and other related costs as charged to Green Shoots by Cambridge International Exams. 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.

- **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 may be redeemed against Tuition Fees should the student enrol with the School.

- **Before and After School Care:** Our kindergarten (up to Key Stage One) offers Before and After School Care to families requiring childcare outside the normal school hours of 8:30am - 3:30pm. Parents may enrol their child on a regular or casual basis. Please see the Fee Schedule for details. Students who are dropped at the Kindergarten before 8:30am or collected after 3:30pm will be automatically enrolled in the Before or After School programme and fees levied accordingly.

Part-Time Enrolment

Part time enrolment is offered only to those enrolled in Little Shoots or Explorers, as per the options detailed in the Fee Schedule. Parents may choose either three full days or five half days (8:30am – 12pm) per week. Parents who choose to enrol their child for three full days must notify the school in writing upon enrolment which days of the week the child will attend. The School will try to accommodate a parent's request, but will make a final decision based on the number of children attending each day and available resources. A request by a parent to change the days their child attend can only be made on a quarterly basis and requires written notice to the School at least two weeks in advance of the start of the relevant quarter. The School's decision in respect of the request will be made on the same basis as the original request. If a child is sick or unable to attend any of the three chosen days, no fees will be refunded and the student will not be permitted to attend another day in lieu of the day(s) missed.

Late Enrolment

If a student enrolls after the beginning of the school year, Tuition, Development, and Bus fees for the student's first billable period, whether full or partial, will be charged at the full value of that period (one month for Explorers, Foundation, and Key Stage One, and one quarter for Key Stage Two/CP and above) regardless of the date of entry into the School. All subsequent fees will be charged as per the Fee Schedule.

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 second child and subsequent children.

- **Early Payment discount:** A 5% 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.

- **Group Enrolment discount:** A 5% Tuition Fee discount is offered to groups of five or more students enrolling with the school at the same time and paying all outstanding fees for that academic year before

joining the School. The discount may be applied for two consecutive years if all group members remain at the school. Group membership cannot be changed if one or more members of the group leave the school.

- **Referral bonus:** A one-off payment VND2,000,000 will be paid for each new fulltime enrolment that results from your referral, as confirmed by the new family and after the receipt of their first tuition fee payment.

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

Refunds due to Student Absence

To ensure that fees are applied fairly and transparently, the following policy applies to student absences from school during regular teaching terms:

- If a student is withdrawn from school during the school year but maintains his/her enrolment with the school, all fees must be paid as normal in order to secure 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 un-enrol) 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, Green Shoots cannot guarantee a place in the appropriate class upon the child's return if this suspension option is chosen.

Payment of School Fees

The Enrolment Fee is due upon acceptance of the student by the School. Tuition, Development, and Bus fees are payable in advance of the relevant date specified on the Fee Schedule. Other fees are due within two weeks of receipt of an invoice.

Payment may be made in cash or by bank transfer. If the latter, payment should be made into the appropriate USD or VND bank account below. All bank charges must be borne by the fee payer.

Bank Name: Sacombank

Bank Address: 93, Tran Hung Dao, Hoi An, Quang Nam, Viet Nam

SWIFT Code: SGTTVNVX

IBAN Number: 364442

Account Name: Green Shoots Education Vietnam, Co. Ltd.

Công ty TNHH Giáo Dục Chồi Xanh Việt Nam

Account Number: VND: 0400 1740 5820 **USD:** 0400 1740 5898

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

Late Payment

Where fees remain unpaid one month after the invoice payable date, fee payers will be charged a 10% penalty on the outstanding amount. The School reserves the right to suspend any student whose fees are unpaid two months after the invoice payable date.

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 period regardless of whether or not the student attends school during that time.

Refunds will be offered at the quarterly rate for each full quarter not attended and, where monthly payments are allowed, at the monthly rate for each additional month after the two-month notice period.

Refunds apply to Tuition, Development, Bus, and ELS fees. All other fees are non-refundable (including all and any fees paid in respect of days where a child is away from school due to illness or otherwise).

Please be aware that it can take up to 15 working days to process refund payments.

Please note that School Fees are subject to annual review.