

SCHOOL FINANCIAL REGULATIONS (2023-2024)

General information

Enrolment, re-enrolment, and continuance of a child at La Petite Ecole Hanoi implies full acceptance of the school rules and of these Financial Regulations (hereinafter referred to as "Financial Regulations").

These Financial Regulations are effective for the school year 2023-2024. They supersede all previous documents.

Tuition at La Petite Ecole Hanoi is fee-based. Payment of school fees is a condition of enrolment. The Financial Regulations apply to all new enrolments or re-enrolments of a student on the school's roll.

Before the start of each school year, La Petite Ecole Hanoi prepares an educational organisation adapted to the number of pupils to be accommodated, in terms of human resources and equipment. The commitment of each family is therefore just as important to respect, as the commitment of the school to the families.

School fees

Prices are quoted in Vietnamese dong (VND). The fees are reviewed annually and are subject to increase in line with the inflation rate and the Consumer Price Index (CPI). In the current context of high economic difficulties, we would like to inform you that the amount indicated for the 2023-2024 tuition fees is subject to marginal adjustments and will not be definitively fixed until the end of June 2023.

NURSERY (1 to 3 years)				
Initial Enrolment Fee (VND)				Payment due
Discount – 50 %			5,850,000	Before 15 May 2023
Discount - 30 %			8,190,000	Before 15 June 2023
Full rate			11,700,000	Before 31 August 2023
Annual Tuition Fee (VND)		3 mornings	5 mornings	5 full days
In one instalment (Early Bird)*	71,725,000	103,550,000	132,900,000	Payment due Before 30 June 2023
In three instalments				
September-December 2023	30,200,000	43,600,000	55,960,000	Before 31 August 2023
January-March 2024	22,650,000	32,700,000	41,970,000	Before 15 Dec. 2023
April-June 2024	22,650,000	32,700,000	41,970,000	Before 15 March 2024
Total	75,500,000	109 000 000	139 900 000	
Canteen Fee (in three instalments, VND)				Payment due
September-December 2023			2,450,000	Before 31 August 2023
January-March 2024			1,837,500	Before 15 Dec. 2023
April-June 2024			1,837,500	Before 15 March 2024
Total			6,125,000	

KINDERGARTEN (3 to 6 years old)		
Initial Enrolment Fee (VND)		Payment due
Discount – 50 %	5,850,000	Before 15 May 2023
Discount - 30 %	8,190,000	Before 15 June 2023
Full rate	11,700,000	Before 31 August 2023
Re-enrolment Fee (VND)		Payment due
Full rate	3,750,000	Before 31 August 2023
Annual Tuition Fee (VND)		Payment due
In one instalment (Early Bird)*	132,900,000	Before 30 June 2023
In three instalments		
September-December 2023	55,960,000	Before 31 August 2023
January-March 2024	41,970,000	Before 15 Dec. 2023
April-June 2024	41,970,000	Before 15 March 2024
Total	139 900 000	
Canteen Fee (in three instalments, VND)		Payment due
September-December 2023	2,450,000	Before 31 August 2023
January-March 2024	1,837,500	Before 15 Dec. 2023
April-June 2024	1,837,500	Before 15 March 2024
Total	6,125,000	

General conditions

* Special rates for early payment of annual fees (Early Bird). In case of departure during the year, the refund will be based on the normal rate.

Any term started is due in full.

A special rate is available for siblings:

- For the 2nd child: 5% discount on the school fees,
- For the 3rd child: 10% discount on the school fees.

Payments

Payments to La Petite Ecole Hanoi can be made in two ways:

- In cash (a receipt will be issued upon payment),
- By bank transfer to the following bank account:

Account name: Cong ty TNHH COLIBRI
Bank: Ngan Hang TMCP Quan Doi – MB Bank
Account number: 3335777868

IMPORTANT: it is imperative to mention the invoice number and the family name in the bank transfer reference.

I. REGISTRATION

a. Procedure

The registration of a student on the school's roll is subject to:

- The creation of an EDUKA account, the completion of the necessary sections and the submission of the required documents
- Payment of the initial enrolment fee

Confirmation of registration is then sent by the administration.

b. Initial enrolment fee

This fee is due in full at the time of registration, even in the case of an arrival during the school year. They are also not transferable. Once a child's place is confirmed by the school, the registration fee is not refunded in case of cancellation. No pro rata will be refunded in case of departure during the school year.

A 50% reduction on the initial enrolment fee is granted for any enrolment before 15 May 2023. A 30% reduction on the initial enrolment fee is granted for enrolments between 16 May 2023 and 15 June 2023.

Payment of the initial enrolment fee, whether by the child's family or by a third-party employer, constitutes acceptance of these Financial Regulations.

c. Waiting list

La Petite Ecole Hanoi reserves the right to open a waiting list when there are too many registrations for the number of places available.

To reserve a place on the waiting list, the school asks families to pay the initial enrolment fee. An invoice is issued after receipt of the registration form. Cases are listed in order of payment of the initial enrolment fee.

If the school is unable to offer a place to a child on the waiting list, it will offer the family a refund of the full amount paid. The family may refuse in order to keep their place on the waiting list for the current year and/or the following year.

At any time when a child is on the waiting list, the family can withdraw their file and be reimbursed for the full amount paid.

When a place is confirmed for a child who was previously on the waiting list and if the family refuses the place, the school will retain the initial enrolment fee unless the refusal is made at least three months before the child's expected date of entry. In the latter case, all fees paid in advance will be refunded.

II. RE-ENROLMENT

For students already enrolled and whose parents wish to re-enrol them for the following school year, the school will ask the families to pay the re-enrolment fee.

Re-enrolment will only be confirmed after payment of the full enrolment fee. In the event of subsequent cancellation or departure during the school year, these fees will not be refunded.

A 50% reduction on the re-enrolment fee is granted for re-enrolment before 15 May 2023. A 30% reduction on the re-enrolment fee is granted for re-enrolment between 16 May 2023 and 15 June 2023.

III. SCHOOL FEES

The child's admission to the school is subject to the payment of school fees.

School fees include the cost of school equipment and supplies used in class. They exclude the cost of the canteen service, the school transport service, activities outside of school time and school uniforms.

There are two types of rates: the annual Early Bird rate and payment by instalments rate.

a. Annual Early Bird rate

Early Bird rate is preferential rate offered to families who wish to pay the full annual fee for the 2023/24 school year by 30 June 2023.

b. Payment by instalments rate

Tuition fees paid in instalments are due in full:

- Before 31 August 2023 for the period of September-December 2023
- Before 15 December 2023 for the period of January-March 2024
- Before 15 March 2024 for the period of April-June 2024

Please note that any payment made after these dates will incur a late payment fee.

c. Late payments or failure to pay

A first reminder email will be sent 15 working days after the payment deadline.

A second reminder email will be sent 30 working days after the payment deadline. An invitation will be sent to the parents for a meeting to discuss the situation.

A third reminder will be sent 45 days after the payment deadline by registered mail.

d. Nursery

There are several types of rates for the younger children, depending on the desired rhythm. If a family wishes to change the chosen formula during the term, a notice of two weeks must be given. A new invoice will then be issued to adjust the school fees (for the current term or year).

e. Arrivals during the school year

For arrivals during the term, they will not be charged for the weeks that have already passed. For example, if they arrive on Wednesday, 16 November, only the period from Monday, 14 November to 31 December will be charged.

f. Canteen fees

The canteen is compulsory at La Petite Ecole Hanoi. The food is prepared by our staff and the children have lunch in the canteen facilities. Children can only be exempted from the canteen on presentation of a medical certificate.

In the event of a late arrival during the school year, any week started will be due, as well as any term in the event of an early departure.

IV. WITHDRAWAL & ABSENCES

a. Student withdrawal during the school year

In order to obtain a refund, any departure must be justified - such as relocation, serious financial or family difficulties, etc.

Families must submit a notice of withdrawal at least 30 days before the beginning of the term from which the child will be withdrawn. If the notice is received less than 30 days before the start of the term, the term will be charged in full.

Where any term is started, payment is due.

For any departure during the year, a family will no longer be able to benefit from the Early Bird rate which is only valid for one full year of attendance. The family will then be invoiced based on the normal rate for the period of enrolment to be completed.

Early departure for personal reasons during the third term is not eligible for a refund.

In the event of relocation, La Petite Ecole Hanoi reserves the right to request proof from the employer that the family has relocated before the end of the school year and that the child will be attending another school.

b. Absences during the school year

The temporary or prolonged absence of a student, irrespective of its duration or reasons, is not grounds for a reduction in school fees and no pro rata or refund will be applied. A committee may meet to decide on exceptional cases.

c. Enforced closure

In the event of an imposed closure, either by the government or in cases of force majeure, every effort will be made to set up a Distance Learning (DL) system. Days following distance learning are considered as regular teaching days and they are not subject to any reimbursement.

d. School enrolment certificate

A certificate of enrolment will be issued at the request of the family. This implies that the child is attending school or participating in Distance Learning (DL) on a regular basis and that the family is up to date with its payments.

e. School withdrawal certificate

A school withdrawal certificate will be issued at the request of the family if they leave La Petite Ecole Hanoi. This certificate will only be sent if the family or employer is up to date with its payments.

V. OTHER FEES

The price of the additional services below (non-exhaustive list) will be communicated at a later date. Some of the services will be offered on condition that a sufficient number of students are registered.

a. School Uniform

All students enrolled at La Petite Ecole Hanoi are required to wear the school uniform. The uniform must be worn during all classes, from kindergarten onwards, and in its entirety. Students who come to school without a uniform will not be accepted in class.

The school uniform, which must be purchased in sufficient numbers to be worn every day, is the responsibility of the families. It can be obtained from the school administration. Prices will be communicated before 1 May 2023 and uniforms will be invoiced by 15 June 2023.

b. Extracurricular activities

Extracurricular activities are optional activities offered by *La Petite Ecole* Hanoi, Monday to Thursday from 3:30 pm to 4:30 pm, led by school staff or outside contributors. Students are collected before the start of the activity by the school staff. Enrolment is by term and follows the rates communicated by the school.

Registrations are taken into account on a "first come, first enrolled" basis and confirmation of registration is subject to maximum and minimum enrolment numbers. No refunds are provided in the event of absence from the activity. However, a pro rata amount can be agreed in advance in case of early departure from the school, which must be communicated before the registration of the activities.

c. After-school care

After-school care is an optional service offered by *La Petite Ecole* Hanoi, Monday to Thursday, from 3:30 pm to 4:30 pm. This service is provided by the school and consists of outdoor activities (free play) or indoor activities (board games, library, etc.). Registration is by semester.

Parents can choose to enrol their child from one to five days per week. Registrations are taken on a "first come, first enrolled" basis and confirmation of registration is subject to a maximum and minimum number of children. There is no refund in case of absence or early departure from the after-school care.

d. Holiday camps

Several optional holiday camps are offered by *La Petite Ecole* Hanoi. Registration depends on the rates and timetable communicated by the school. Registrations are taken on a "first come, first enrolled" basis and confirmation of registration is subject to maximum and minimum enrolment numbers.

e. School transport

An optional school transport service is offered by *La Petite Ecole* Hanoi, through its chosen external provider. The service includes a pick-up from a chosen meeting point and drop-off at the school in the morning and a pick-up from the school and a drop-off at the meeting point in the afternoon. To register for school transport, parents are required to send a request for a quote with the route needed to *La Petite Ecole* Hanoi, which will then transfer it to the service provider. Once parents have agreed to the rates and timetable, a school transport contract must be signed. In case of enrolment during the year, any week started will be invoiced. In case of early departure, any term started will be due.

VI. CONTRIBUTIONS TO THE ODYSSEY DONATION FUND

There is also an option to contribute to the Odyssey donation fund, which aims to finance community-focused initiatives (merit-based scholarships, one-off assistance for life incidents, etc.) and innovative projects linked to social and environmental responsibility.

- Yes, I wish to participate in the Odyssey Fund:
 - 500,000 VND
 - 1,000,000 VND
 - Other amount _____ VND

- No, I do not wish to participate.

ANNEX: ACTIONS REQUIRED IN CASE OF WITHDRAWAL DURING THE YEAR

	REQUIRED ACTIONS (PARENTS)	IMPORTANT INFORMATION AND CONTACTS
AT LEAST 1 MONTH PRIOR TO DEPARTURE	Complete and submit the online withdrawal file on Eduka and send an email to the school administration.	https://lpehanoi.eduka.school/login contact@lpehanoi.com
	Check with the school administration to ensure that all outstanding amounts have been paid (school fees, canteen, etc.).	contact@lpehanoi.com School fees: <ul style="list-style-type: none"> ● Families must submit a notice of withdrawal at least 30 days before the start of the term from which the child will be absent. If notice is received less than 30 days before the start of that term, the term will be charged in full. ● Any term that has already started is due. ● Early departures for personal reasons from 1 June onwards are not eligible for reimbursement. Canteen fees: In the event of early departure, any term started will be invoiced. Extracurricular activities: There is no refund in case of departure during the current year.
AT LEAST 2 WEEKS PRIOR TO DEPARTURE	Inform the school transport service of the child's departure.	contact@lpehanoi.com Email to the administration at least 2 weeks before the departure date
1 WEEK PRIOR TO DEPARTURE	Ensure that all books have been returned to the library.	Important: An unreturned book will be charged 400,000 VND.