

FINANCIAL REGULATIONS

2026-2027

Preamble

Enrollment, re-enrollment, and the continued attendance of a child at **La Petite Ecole Hanoi (LPE Hanoi)** imply unconditional acceptance of the School's Internal Regulations as well as these Financial Regulations (hereinafter referred to as the "Financial Regulations").

These Financial Regulations come into effect for the 2026-2027 academic year and supersede any previous documents.

Tuition at LPE Hanoi is payable. The admission of a child is contingent upon the payment of tuition fees. The Financial Regulations apply to any new enrollment or re-enrollment of a student on the school's roster.

Prior to each school year, LPE Hanoi organizes a pedagogical structure adapted to the number of students to be accommodated, in terms of both human resources and materials. The commitment of each family is therefore as important to uphold as the school's commitment to the families.

Tuition Fees

Fees are quoted in **Vietnamese Dong (VND)**. Tuition rates are reviewed annually and may increase, notably in line with inflation and the Consumer Price Index (CPI).

In the current context of significant economic pressure, please note that the amount indicated for the 2026-2027 tuition fees is subject to minor adjustments and will only be definitively confirmed at the end of June 2026.

Fee	Amount	Enrollment and Payment Deadline
Initial Enrolment Fees (VND)		
Nursery		
Early Bird	12 000 000	Before April 30th 2026
Full Rate	16 500 000	
Kindergarten – from PS to GS		
Early Bird	12 000 000	Before April 30th 2026
Full Rate	16 500 000	
Re-enrolment Fees (VND)		
Early Bird	3 300 000	Before March 31st 2026
Full Rate	4 300 000	

Tuition Fees				
Nursery	3 mornings	5 mornings	5 days	
Early bird	82 450 000	118 340 000	150 350 000	In one installment before May 31st 2026
Installment Payments	85 000 000	122 000 000	155 000 000	Per term
Kindergarten – from PS to MS				
Early Bird			160 050 000	In one installment before May 31st 2026
Installment Payments			165 000 000	Per term

General Conditions

Sibling discounts:

- For the 2nd child: 5% discount on tuition fees
- For the 3rd child and subsequent children: 10% discount on tuition fees

Companies that have signed a partnership agreement may combine these discounts with those offered under the agreement.

Scholarships:

- Families of French nationality registered with the French Embassy in Vietnam may apply for a school scholarship for their child(ren). All relevant information is available on the Embassy's website.
- For families experiencing financial difficulties for the 2026-2027 academic year, scholarships may be requested through the Odyssey Avenir Solidarity Fund (up to €2,000 per year). Scholarship applications must be submitted and justified to the school, which will forward them to Odyssey Education. Two award committees will be held during the year, in March 2026 and June 2026.

All amounts not covered by scholarships remain the responsibility of the family in full.

Payments

All payments to La Petite Ecole Hanoi must be made **by bank transfer** to the following account:

Beneficiary Name : Cong ty TNHH COLIBRI Bank Name : Ngan Hang TMCP Quan Doi – MB Bank Account Number : 3335777868 SWIFT Code : MSCBffVNVX
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Transfers must include the invoice reference being paid as well as the family's last name in the payment details.

I. ENROLLMENT

a. Procedure

Enrollment of a student on the school's roster is subject to:

- The creation of an account on the EDUKA platform, completion of all mandatory fields, and submission of the required documents,
- Payment of the initial enrollment fee.

The enrollment confirmation is then sent by the school administration.

b. Initial enrollment fee

The initial enrollment fee is **16,500,000 VND**. It is payable in full at the time of enrollment, even if the child joins during the school year. This fee is non-transferable and non-refundable. No pro-rata refunds will be given in case of departure during the school year.

For any enrollment completed before **April 30, 2026**, the initial enrollment fee is set at **12,000,000 VND**.

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

c. Waiting list

LPE Hanoi reserves the right to open waiting lists when the number of applicants exceeds available places.

To reserve a place on the waiting list, the school requires families to pay the initial enrollment fee. An invoice is issued upon receipt of the enrollment form. Applications are processed in order of payment of the initial enrollment fee.

If the school is unable to offer a place to a child on the waiting list, it will offer the family a full refund of all amounts paid. The family may decline the refund to retain their place on the waiting list for the current and/or following year.

At any time, while the child is on the waiting list, the family may withdraw their application and receive a full refund of all amounts paid.

When a place is confirmed for a child previously on the waiting list, if the family declines the place, the school will retain the initial enrollment fee unless the refusal occurs at least three months before the child’s scheduled start date. In that case, all fees paid will be refunded.

II. RE-ENROLLMENT

For students already enrolled at La Petite École Hanoi whose parents wish to re-enroll them for the 2026-2027 academic year, the school will require families to pay a re-enrollment fee of **4,300,000 VND**.

This fee must be paid within 7 business days following receipt of the invoice.

Re-enrollment will only be confirmed once the re-enrollment fee has been paid in full. In the event of a subsequent cancellation or withdrawal during the school year, these fees are non-refundable.

For any re-enrollment completed before March 31, 2026, the re-enrollment fee is set at 3,300,000 VND.

Please note that any student already enrolled in an Odyssey Education group school at the time of enrollment in another group school will benefit from the re-enrollment conditions of the new school, rather than the conditions for a first enrollment.

III. TUITIONS FEES

The child’s admission to the school is contingent upon the payment of tuition fees.

Tuition fees cover the materials and school supplies used in class. They do not include the cost of half-board (cafeteria service), school transportation, extracurricular activities, or school uniforms.

There are two types of rates: the annual “Early Bird” rate and the rate with installment payments.

a. Annual “Early Bird” Rate

The “Early Bird” rate offers a **3%** discount on the total 2026-2027 annual tuition fees, granted to families and companies that pay the full amount before **May 31, 2026**.

b. Installment Payments

Tuition fees paid in installments are due in full and are invoiced by term.

- Termly Tuition Payment Schedule**

Payment by term is made in three installments, according to the schedule below:

Period	Invoice Date	Payment deadline	Percentage
Term 1	Before 31/07/26	15/08/26	40%
Term 2	Before 15/11/26	15/12/26	30%
Term 3	Before 15/02/27	15/03/27	30%

Any payment made after these deadlines will incur penalties.

c. Handling of Unpaid Fees

Day 8 after the due date: A first reminder is sent by email to the concerned families.

Day 21 after the due date: A second reminder is sent by email. Families are invited by the School Management to discuss the situation and agree on regularization terms. At this stage, an administrative reminder fee of 1,200,000 VND will automatically be applied to the concerned invoice.

Day 30 after the due date: A third and final reminder is sent by registered mail. From the Monday following this notice, the student will no longer be allowed to attend classes until the situation is resolved.

d. Nursery

There are several fee types for young children, depending on the chosen schedule. If a family wishes to change the selected program during the term, a two-week notice period must be respected. A new invoice will then be issued to adjust the tuition fees for the current term or academic year.

e. Mid-Year Arrivals

For arrivals during the school year, any month started is payable. Tuition fees are billed on a pro-rata basis. Enrollment fees are due in full.

IV. DEPARTURES AND ABSENCES

a. Departure During the School Year

To be eligible for a refund, any departure must be justified: relocation, serious financial or family issues, etc.

Families must provide at least 30 days' notice before the start of the term in which the child will be absent. If the notice is received less than 30 days before the start of that term, the full term will be charged.

Any term that has started is payable in full.

Early departures for personal convenience during the 3rd term are not eligible for a refund.

In the case of relocation, La Petite École Hanoi reserves the right to request employer documentation confirming that the family is indeed relocating before the end of the school year and that the child will be enrolled in another school until the end of the school year.

b. Absence During the School Year

Temporary or prolonged absences of an enrolled child, regardless of duration or reason, do not entitle the family to a reduction in tuition fees, and no pro-rata or refund will be applied. An administrative committee may convene to review exceptional cases.

c. Mandatory Closure

In the event of a mandatory closure, whether imposed by the government or due to force majeure, every effort will be made to implement a Distance Learning (EAD) program as quickly as possible. EAD days are considered official school days and are not subject to any total or partial refund.

In the event of a late closure announcement that prevents the immediate implementation of EAD, the time spent by staff to organize EAD is still considered an official school day and cannot be refunded.

d. School Attendance Certificate

A school attendance certificate will be issued upon request by families. This requires that the child attends the school or participates in Distance Learning (EAD) regularly and that the family is up to date with payments.

e. Transfer Certificate

A transfer certificate will be issued upon request by families when leaving the school. This certificate will only be provided if the family or employer is up to date with all payments

V. OTHER FEES

The fees for the supplementary services listed below (non-exhaustive) will be communicated later. Some services (such as extra-curricular activities) will only be offered if enough students are enrolled.

a. School uniform

All students enrolled at La Petite École Hanoi are required to wear the school uniform. Wearing the school uniform is mandatory for all classes starting from kindergarten and must be worn in its entirety. Students who arrive at school without the uniform will not be allowed to attend class.

The cost of the school uniform, which must be purchased in sufficient quantity to be worn every day, is the responsibility of the families.

b. Canteen Fees

Canteen service is mandatory at La Petite École Hanoi. Meals are prepared by our staff, and children eat in the designated canteen area. Children may only be exempt from the canteen upon producing a medical certificate.

For mid-year arrivals, any week started is payable, and for early departures, any term begun will be charged.

The cafeteria fee for the 2026-2027 school year is **13,000,000 VND**.

Cafeteria payments are made by quarterly installments according to the following schedule:

Period	Invoice Date	Payment Deadline	Amount (VND)
Term 1	Before 31/07/26	15/08/26	5,200,000
Term 2	Before 15/11/26	15/12/26	3,900,000
Term 3	Before 15/02/27	15/03/27	3,900,000

c. Extra-curricular Activities

Extra-curricular activities are optional and offered by La Petite Ecole Hanoi from Monday to Friday, 3:30 PM to 4:30 PM, led by school staff or external instructors. Students are supervised by the school team before the start of the activity. Enrollment is by term, according to fees communicated in advance by the school.

Enrollment is processed on a "first come, first served" basis, and confirmation depends on meeting the minimum and maximum number of children required. Once enrollment is confirmed, no cancellations or activity changes are allowed. No refund is provided for absence from an activity, although a pro-rata may be granted in advance in the case of early departure from the school, communicated before activity enrollment.

d. After-School Care

After-school care is an optional service offered by La Petite Ecole Hanoi from Monday to Friday, 3:30 PM to 4:30 PM. The service includes outdoor activities (free play, imaginative games) or indoor activities (board games, library, etc.) supervised by the school team. Enrollment is by term, and parents may choose to register their child for one to five days per week.

Enrollment is on a "first come, first served" basis, and confirmation depends on meeting the minimum and maximum number of children required. No refund is provided for absence or early withdrawal from after-school care.

e. Holiday camps

Several optional holiday camps are offered by La Petite Ecole Hanoi. Enrollment follows the fees and schedules communicated by the school in advance. Enrollment is on a "first come, first served" basis, and confirmation is subject to minimum and maximum registration numbers. No refund is provided for absence or early withdrawal from camps.

f. School transportation

An optional school transportation service is offered by La Petite Ecole Hanoi through an external provider. The service includes pick-up at a designated meeting point and drop-off at school in the morning, and pick-up at school and drop-off at a meeting point in the afternoon.

Enrollment in the transportation service requires a prior request for a quote and route from La Petite Ecole Hanoi, which will forward it to the provider. The service is subject to sufficient family participation.

Once fees and schedules are accepted by parents, a school transportation agreement must be signed. For mid-year enrollment, any week started will be charged. For early departure, any term begun will be payable.

g. Late pick-up fees

Pick-up time at school is between 3:00 PM and 3:30 PM, Monday to Friday. After 3:40 PM, parents must sign the "Late Pick-up Form" and will incur a fine for every 10 minutes of delay.

Pick-up time for children participating in extra-curricular activities is between 4:30 PM and 4:40 PM, Monday to Friday.

After 4:40 PM, the same fine applies. A fine of 500,000 VND will be charged for every 10 minutes of delay in picking up children.

VI. CONTRIBUTION TO THE ODYSSEY AVENIR ENDOWMENT FUND

Families are invited to contribute to the Odyssey Avenir Endowment Fund, which aims to finance solidarity initiatives (merit-based scholarships on social criteria, occasional support for life events, etc.) and innovative projects related to social and environmental responsibility.

Yes, I wish to contribute to the Odyssey Avenir Fund:

- 500,000 VND
- 1,000,000 VND
- Other amount : _____

No, I do not wish to contribute:

VII. PERSONAL DATA PROTECTION AND IMAGE USE AUTHORIZATION (GDPR)

a. General Data Protection Regulation

In accordance with the General Data Protection Regulation (EU 2016/679), the school collects and processes families' personal data solely for the administrative and financial management of schooling (invoicing, payment tracking, scholarships, and possible financial aid). This data is strictly necessary for processing applications and is retained for the legally required duration for management and archiving purposes.

Access to this data is restricted to authorized personnel of the school and the Odyssey Education group and is not shared with any third party, except where legally required or with the explicit consent of the families. Parents have the right to access, correct, object to, or request deletion of their data, which can be exercised in writing by contacting the school office.

b. Image rights and parental authorization

As part of its internal and external communication activities (website, social media, brochures, posters, newsletters, events), the school may use photographs or videos featuring students. Such use requires the explicit consent of

the parents or legal guardians. Images will be used solely for strictly educational, informational, or promotional purposes for the school and the Odyssey Education group and will never be shared with third parties without prior consent. Parents may withdraw their consent at any time by submitting a written request to the school office.

VIII. FINANCIAL COMMITMENT

By signing these Financial Regulations, the legal guardian of the student acknowledges and unconditionally accepts the terms set forth herein.

I, the undersigned, Mr./Ms.

Legal guardian of the student:

Last Name :

First Name :

Class :

certify that I have read the Financial Regulations and undertake to comply with them

Signed in Hanoi, on

Signature :