

TUITION & FEE SCHEDULE ACADEMIC YEAR 2025-2026

CANADA-VIETNAM KINDERGARTEN

Effective date: 01/01/2025

ARTICLE 1: DEFINITIONS

- "CVK": the abbreviation of the Canada – Vietnam Kindergarten located at 01, Road 23, Tan My Ward, HCMC.
- CISS: A system of educational institutions including AES, CIS, BCIS, CVK District 7, and CVK Binh Chanh District.

ARTICLE 2: SCOPE AND OBJECTS OF APPLICATION

- This Tuition & Fee Schedule regulates the tuition and other fees for the academic year 2025-2026 at CVK and the policies related to tuition fees including preferential policies, payment methods, tuition refund policies, booking and transfer of tuition fees, force majeure events, etc. (hereinafter referred to as "**Tuition & Fee Schedule**")
- This Tuition & Fee Schedule applies to the 2025-2026 academic year of the CVK Preschool for Elementary program and tuition is paid on an annual basis.

ARTICLE 3: TUITION FEE

General Tuition Fee (Unit: VND)

Class	DISCOUNT RATE			FULL-YEAR TUITION	SEMESTERS TUITION	
	Payment before 15/03/2025 (10%)	Payment before 30/04/2025 (7%)	Payment before 31/05/2025 (5%)	Full-year tuition (From 01/06/2025)	1st Installment before 31/07/2025	2nd Installment before 05/12/2025
Bilingual	150.480.000	155.496.000	158.840.000	167.200.000	84.400.000	84.400.000
Monolingual	265.500.000	274.350.000	280.250.000	295.000.000	150.000.000	150.000.000

Note: Students enrolling after the school year begins will be charged tuition based on the actual number of school days attended.

ARTICLE 4: OTHER FEES

No.	Type of fee	Amount (VND)	Regulations
I	NON-REFUNDABLE FEES		
1	Registration fee for Bilingual Program	10.000.000	<ul style="list-style-type: none"> • Payment must be made within 5 working days after the school notifies that the student has passed the entrance assessment or issues the Letter of Offer. • Applicable to new students enrolling for the first time or returning students who have withdrawn and are re-enrolling after 6 months.
	Registration fee for Monolingual Program	15.000.000	
2	Facility fee (1 student)	3.000.000	<ul style="list-style-type: none"> • Annual fee • Applies to new and existing students. • For students enrolling in semester 2, the facility fee is 1,500,000 VND.

II RESERVATION FEE			
1	Reservation fee	10.000.000	<p>New student: The booking fee must be paid within 05 business days from the date the parents receive the notification that the student has passed the entrance test/Invitation letter.</p> <ul style="list-style-type: none"> • Re-enrolling student: The booking fee must be paid before 15/06/2025. This fee will be deducted when the parent pays the tuition fee. For the case of paying in 2 installments, this fee will be deducted in the 2nd installment. • Not transferable to another student. • If a Student withdraws from school before the start of the school year or before the payment of the 2nd installment, this fee will not be refunded and will be deducted upon refund of the tuition fee, including the unpaid case (see details in Article 8 of the Tuition & Fee Schedule).

*Fees specified in Section I of Article 2 will not be refunded in all cases, including but not limited to enrolling but not attending, withdrawing from school (before the opening date or after the date of enrollment or school opening date), being disciplined and forced to withdraw from the school, etc.
In case of a refund of tuition fees, these fees will be deducted before refunding if the parents have not yet paid.*

III OTHER FEES			
1	Meal fee	See the attached fee schedule	See the attached regulations
2	Bus fee	See the attached fee schedule	See the attached regulations
3	After-hours childcare fee	125.000 - 250.000	<ul style="list-style-type: none"> • After 4:30 pm daily, the school will charge an after-hours childcare fee. • The school provides after-hours childcare services until 5:30 PM. Details: 4:30 PM – 5:00 PM: 125.000 VND 4:30 PM – 5:30 PM: 250.000 VND • The after-hours childcare fee will be invoiced to parents by the Accounting Department at the end of each month.

ARTICLE 5: PREFERENTIAL POLICIES FOR SIBLINGS

5.1 Subjects of application:

- For families with 02 or more biological children (including children from the same father/different mother, same mother/different father) who are studying or enrolling in the first time, paying tuition fees on time and in full (full-year) and have not signed a contract to participate in tuition preferential programs or financial packages already available at schools in our system.
- In cases where a family has one child enrolled in the financial package and another who is not, this policy will still be applied to the child not enrolled in the financial package.
- The 2nd, and 3rd children... are sorted by age from older to younger.

5.2 Discounts:

- 2nd child: 5% off (additional) the tuition fee calculated at the time the school receives the full tuition fee (the tuition fee has been calculated with the payment discount).
- From 3rd child onward: 10% off (additional) the tuition fee calculated at the time the school receives the full tuition fee (the tuition fee has been calculated with the payment discount).

5.3 Proof of siblings:

- Student's birth certificate or certified copy of household registration.
- Or other valid proof if any.

ARTICLE 6: BOOKING

6.1 For existing students:

- The school prioritizes booking until the end of **15/06/2025** with the following conditions:
 - The school has received re-enrollment confirmation from Parents according to the school's annual re-enrollment application process (confirmed by email or re-enrollment application).
 - The school has received the booking fee full tuition fee or full semester fee before **15/06/2025**.
- After **15/06/2025**, the School will prioritize class placement for students with the condition that:
 - The student has been accepted/re-admitted according to regulations.
 - The grade for the student is still available
 - Tuition and other fees are paid on time and in full.

6.2. For new students

- For new students, tuition and other fees are only charged when the student is accepted into the school. Completing the payment of tuition and other fees in advance will not guarantee a student's place at school.
- If Parents have paid tuition and other service fees but the student is NOT accepted by the school, all fees and tuition fees paid will be refunded to the Parent (no fees incurred).

ARTICLE 7: TUITION FEE PAYMENT AND OTHER FEES

7.1. Payment method

Payment in cash, via bank transfer, or by bank card at the school Accounting Department. Bank transfers should be made to one of the following bank accounts:

RECEIVER	CÔNG TY CP TRƯỜNG MẦM NON CANADA - VIỆT NAM
BANK ACCOUNT	0181 000 678 999 (VNĐ)
BANK NAME	VCB - Ngân hàng TMCP Ngoại thương - CN NSG 23 Nguyen Huu Tho, Tan Hung Ward, District 7, HCMC

OR

RECEIVER	CÔNG TY CP TRƯỜNG MẦM NON CANADA - VIỆT NAM
BANK ACCOUNT	565 678 788 (VNĐ)
BANK NAME	Ngân hàng thương mại cổ phần Á Châu - ACB

- **Note 1:** Please write the details of the transfer or payment authorization to meet the following information: **STUDENT'S ID - STUDENT'S FULL NAME - CLASS - TUITION FEE.**
- **Note 2:** After the payment, please email or send a copy of the Payment Authorization/Bank Transfer to the Accounting Department.
- In case parents need to issue a VAT invoice, please notify them in advance by directing or emailing the Accounting Department. Bank transfer fees are the responsibility of the Parents for payment.

7.2. In case of late payment:

- **After 15** days from the date of notice of overdue payment, the parent must bear the late payment interest of 0.05 %/day on the total unpaid fee for each day of the late payment.
- **After 15** days from the date of notice of overdue payment, in addition to applying the above late payment interest rate, the School will suspend the academic service and will not confirm the student's academic results until the payment has been made.

ARTICLE 8: REFUND, RESERVATION, TRANSFER POLICIES

8.1 Eligibility for tuition fee refund

- The tuition refund policy applies to cases where the tuition fee has been paid once for the whole year or paid in 2 installments and the student withdraws from the school (for any reason including but not limited to the epidemic, natural disaster, parent's job transfer, illness and inability to continue studying, etc.) or being forced to withdraw from the school due to disciplinary violations.
- Monthly tuition payments will not be refunded.
- Tuition is non-refundable during the student's absence from school, applicable to all forms of full-year, 2 installment, and monthly payments.

8.2 Conditions and procedures for tuition fee refund

- The tuition fee is paid once for the whole year. Other payments (not full-year payments) will not be refunded.
- The parent has completed the student's withdrawal procedure by filling in the school's "Withdrawal Form" and submitting the form to the Academic Services Office. The time when the Academic Services Office receives a valid "Withdrawal Form" is considered the "Submit Date". Verbal or other notices of withdrawal will not be considered valid.
- At the same time, parents submit a request for a refund to the Accounting Department, clearly stating the beneficiary's information, account number, and bank.

8.3 Tuition fee refund rate

- The tuition fee refund rate depends on 3 factors: before or after the start of the school year; the withdrawal from the submit date (or date of the school's expulsion) and the student's last day of attendance at school.
- The refundable tuition fee is interest-free and doesn't apply to the student's dates of absence during the school year.
- The refundable tuition fee is the percentage of the paid tuition fee after deducting non-refundable fees (if these fees have not been paid) or the booking fee (for withdrawals submitted before the opening of the school year).
- The detailed refund rate is as follows:

LAST DAY OF ATTENDANCE	FULL-YEAR TUITION PAYMENT	IN THE CASE OF PAYING TUITION FEES IN 2 INSTALLMENTS
Before the start of the school year	100% tuition fee paid minus the booking fee and non-refundable fees	
Before 15/10/2025	60% of tuition fees paid	20% of tuition fee paid for the 1st installment
Before 31/12/2025	35% tuition fee paid	No refunds
Before 31/03/2026	15% tuition fee paid	15% of tuition fee paid for the 2nd installment
After 31/03/2026	No refunds	

8.4. Time of refund

Refund time takes place within 20 - 25 working days from the last day of attendance approved by the school.

8.5. Reservation

- Students who have paid full tuition fees for the whole year but have an illness or a force majeure event that makes them temporarily unable to continue their studies will be entitled to a reservation for no more than 1 academic year. Except for sudden illness or force majeure events, parents are requested to submit the Reservation Application Form with documents proving the reason to the Academic Services Office at least 30 days before the start of the school year.
- In case a student has already started studying and requests a reservation, the school will reserve the remaining tuition fee after deducting the tuition fee already studied according to this Tuition Fee Schedule. For students who resume their studies after the reservation period expires, the tuition fee will be applied according to the Tuition & Fee Schedule of that school year and will pay the difference if any.
- In case, after the reservation, the Student withdraws from school, the tuition fee will be refunded according to the tuition refund policy specified in Article 8 of the Tuition & Fee Schedule.

8.6. Tuition fee transfer

- The transfer of tuition fees is only applicable to cases where students are siblings who are studying at the school and done before the start of the school year.
- To make a tuition fee transfer, please send the Tuition Transfer Request Form together with proof of siblings to the Academic Services Office at least 30 days before the start of the school year.
- Non-refundable fees and booking fees as specified in Article 4 of the Tuition & Fee Schedule will be non-refundable upon application of a fee transfer.

8.7 Refund of other services fee

Meals and transportation fees are refundable according to the individual policies of each service, please refer to the detailed fee schedule of each service.

ARTICLE 9: FORCE MAJEURE EVENTS

In the event of force majeure events such as fire, weather, natural disasters, epidemics, pandemics, wars, terrorism, social unrest/riots, or any other events that occur beyond the school's control which forces the closure of the school, the school has the right to actively replace and/or adjust the location, curriculum, and form of study to suit the social situation at that time to ensure the completion of the academic program for students. At that time, the school has no obligation to refund any fees previously paid to the school (except for unused meals and transportation fees, if any). Parents are responsible for paying all fees for the school year by this Tuition & Fee Schedule to ensure that the student completes the academic program.

ARTICLE 10. PROVIDE TUITION & FEE SCHEDULE

10.1 Parents can find information about the Tuition & Fee Schedules using:

- Paper copies at the School Admissions Office.
- Through email contact which parents registered in the Admission Application (in case of email change, please notify the Academic Services Office/Admission Office in writing).
- Announced in the "Enrollment" section on the school's website at <https://cvk.sedbergh.edu.vn/>

10.2 Announcements:

The school will send the Tuition & Fee Schedule or other necessary announcements using the following email addresses:

- Admission Office/Academic Services Office: hocvu.q7@sedbergh.edu.vn
- Accounting Office: ketoanthu@sedbergh.edu.vn

10.3 Effectiveness: **This Tuition & Fee Schedule is effective from 01/01/2025.**

FOR PARENTS ACKNOWLEDGEMENT

I have read the CVK 2025-2026 Tuition and Fee Schedule. I understand and agree with all payment terms and promotions as well as all refund policies and other policies as published in this Tuition and Fee Schedule.

Date.....Month.....Year.....

Parents Name/ Guardian:

(CAPITAL)

Sign: _____