

Tuition and Fees Information 2013-2014



Parental financial obligation

- 1. Tuition:** Parents of students enrolled at the United Nations International School of Hanoi are required to pay tuition fees as detailed in the Tuition and Fees Schedule. Parents have the option of paying fees annually in advance, or on a quarterly instalment basis. Fees applicable under the quarterly payment plan are subject to a four percent (4%) finance charge.
- 2. Tuition deposits:** All students are required to pay a **mandatory** deposit to secure a placement at the United Nations International School of Hanoi (UNIS) for the next academic year. Invoices will be prepared for the required tuition deposit of USD1,000 and payment is due by 1 April 2013. UNIS will prepare deposit invoices for all newly accepted students who have agreed to accept an offer of placement for the coming school year, which must be paid by the due date specified in the invoice. This payment guarantees a seat for the student listed in the invoice, provided all other requirements are met. Failure to make payment by the due date may result in the loss of the student's seat. The deposit is non-refundable and non-transferable if a student is unable to attend UNIS. The deposit will be credited against tuition in the first invoice for the 2013-2014 school year.
- 3. Tuition and Fees schedule:**

UNIS Tuition and Fees (US Dollars) as approved by the Board of Directors for the following grades:	OPTION 1:	OPTION 2:			
	Payment in Full	Quarterly Payment Plan with four percent (4%) Finance Charge			
	For Entire School Year 14 August 2013*	1 st Quarter Attended (35%)**	2 nd Quarter Attended (25%)**	3 rd Quarter Attended (25%)**	4 th Quarter Attended (15%)**
Discovery – Partial day (school day 8:15 – 1:00)	8,850.00	3,225.00	2,300.00	2,300.00	1,380.00
Discovery – Full day	11,500.00	4,185.00	2,990.00	2,990.00	1,795.00
Kindergarten 1	14,665.00	5,340.00	3,815.00	3,815.00	2,285.00
Kindergarten 2	16,145.00	5,875.00	4,195.00	4,195.00	2,520.00
1 - 5	18,990.00	6,915.00	4,935.00	4,935.00	2,965.00
6 - 8	19,440.00	7,075.00	5,055.00	5,055.00	3,035.00
9 - 10	21,460.00	7,810.00	5,580.00	5,580.00	3,350.00
11 - 12	22,925.00	8,345.00	5,960.00	5,960.00	3,575.00

* Or at date of enrolment if in the first quarter.

** Please see the explanation regarding payments for students beginning after Quarter 1 in the section entitled "Enrolment after 14 August for the 2013-2014 academic year" on the next page.

- 4. Payment options: For students enrolling at the beginning of the school year, 2 options apply:**
 - Option 1:** A full academic year's tuition is due on or before 2 August 2013, or at the date of enrolment if in the first quarter.
 - Option 2:** A quarterly payment plan with no refund option. A four percent (4%) finance charge will be levied on the annual tuition fee. Please refer to the tuition fee schedule outlined above, which specifies the percentage of total tuition fee paid each quarter.
- 5. Compulsory fees: The following fees are compulsory, non-refundable and non-transferable:**
 - Enrolment Fee: USD800 per student.** This fee is payable when a student is offered a place at UNIS and must be paid before attending classes. This fee is paid only once, as long as a student is continuously enrolled. If a student leaves UNIS for a period of more than two years and subsequently re-enrols, the Enrolment Fee is applicable.
 - Annual Capital Fee Kindergarten 2 to Grade 12: USD2,000 per student.** This fee is payable when a student is enrolling at UNIS and must be paid before attending classes. Parents have the option of paying this fee annually or in two USD1,000 instalments, one per semester. **Annual Capital Fee Kindergarten 1: USD1,000 per student.** Parents have the option of paying this fee annually or in two USD500 instalments, one per semester. (No Capital Fee will apply for Discovery students).

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- 6. Other fees:** The following fees may be applicable:
- School bus fee: USD900 per year or USD235 per quarter** for those students who elect to use transport contracted by UNIS which may be paid either annually or on a quarterly basis. Refunds will be made only for full quarters of non-usage. There will be no pro-rata refund for withdrawal from the bus service during a particular quarter.
 - Community supported alternative languages and Mother Tongue languages:** To be determined
 - Miscellaneous expenses:** Students may incur costs during the school year that are not outlined in the Tuition and Fees Schedule such as optional field trips, t-shirts, lunches and sporting events, etc.
- 7. Special discounts:** Students enrolled at UNIS may be eligible for the following discounts:
- Families with three or more children simultaneously in attendance at UNIS will receive a ten percent (10%) discount on tuition fees for the third child and a fifteen percent (15%) discount on tuition fees for the fourth and subsequent child/ren. These discounts will be applied to the youngest child/ren in attendance. These discounts are not applicable to any other fees payable to UNIS.
 - For children who have attended UNIS for four consecutive years, a discount of USD500 of the Annual Capital Fee will be applied, beginning with the fifth year of attendance.
- 8. Enrolment after 14 August for the 2013-2014 academic year:**
- For students enrolling during the first quarter**, but after the first day of school, the tuition payment options apply as shown in the tuition fees schedule on page one.
 - For students enrolling during the second, third or fourth quarters**, tuition will be payable as follows:

	OPTION 1	OPTION 2
○ Second quarter	85% of annual tuition	35% + 25% + 25% as per table
○ Third quarter	60% of annual tuition	35% + 25% as per table
○ Fourth quarter	35% of annual tuition	35% as per table
 - If Option Two** (the quarterly payment plan) is chosen, the first payment is due before the beginning of the following quarters with the following due dates:

○ First quarter	Due by 2 August 2013
○ Second quarter	Due by 11 October 2013
○ Third quarter	Due by 3 January 2014
○ Fourth quarter	Due by 14 March 2014
 - Pro-rata tuition fees:** For students that only attend the first 10 days or last 10 days of any particular quarter, tuition fees will be pro-rated according to the school's policy and the specific amount will be shown in an invoice sent to parents. The policy requires 6 weeks prior notice of withdrawal.
- 9. Refund procedures for tuition:** For students withdrawing during the 2013-2014 academic school year, refunds will only apply if Option 1 is chosen. Refunds will be facilitated if written notification of a student's withdrawal is submitted to the school in accordance with the following schedule:
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|---|--------------------------------|
| ○ Withdrawal on or before 18 October 2013 | 65% of annual tuition refunded |
| ○ Withdrawal on or before 10 January 2014 | 40% of annual tuition refunded |
| ○ Withdrawal on or before 21 March 2014 | 15% of annual tuition refunded |
| ○ Withdrawal after 21 March 2014 | No refund provided |
- 10. Payments:** Tuition and fees are payable by the due date indicated on the invoice. Payments received after the due date will incur a financing charge of 2% per month or part thereof, unless arrangements acceptable to UNIS and agreed in writing have been made. Continued failure to pay tuition and fees may result in the suspension of students. All fees are subject to change without notice at the discretion of the Board of Directors of the United Nations International School of Hanoi. For further information, please contact the Financial Manager at financialmanager@unishanoi.org.