

SNA SCHOOL FEES POLICY

ACADEMIC YEAR 2020-2021

1. REGISTRATION & FACILITY USAGE FEES

- A one-time non-refundable Registration and Facility Usage fees must be paid within 7 days to guarantee placement for new student.

2. TUITION FEES

2.1. OVERALL

- All school fee must be paid 03 days before a student's enrollment. All tuition fees are invoiced in VND and must be paid in VND.
- Semester and annual payment are applied for tuition fee, day boarder, boarding, and transportation fees.
- Semester payment for day boarder, boarding, and transportation fees is 50% annual payment.
- The school only accepts students that register services (boarding, night boarder, school transportation) more than 1 week continuously. These fees will be round-up if students use over 60% weekly service(s).
- Night boarder on Saturday and Sunday will be paid at the end of each semester based on actual number of days.
- The school has the right to deny providing services in exceptional cases or when we cannot arrange such services.

2.2. PAYMENT DUE DATE

PROGRAM	PAYMENT	DUE DATE
Grade 1 – Grade 11	Annual (10 month)	Before 21/08/2020
Grade 12 – COURSE Grade 12 – IB	Semester (5 month)	Semester 1: before 21/08/2020 Semester 2: before 12/01/2021
Grade 12 - MOET	Annual (10 month)	Before 24/07/2020
	Semester (5 month)	Semester 1: before 24/07/2020 Semester 2: before 12/01/2021

2.3. LATE PAYMENT

- All fees must be paid by the due date. If payment is not made before the due date, the school shall add a 5% penalty on the total amount.
- After 30 days past the payment due date, school records will be withheld, and educational services may be denied until all fees have been paid.
- If a student withdraws from school, parents still have the responsibility to submit pending any late payment and penalty.
- SNA will deny a student's enrollment if parents do not complete any of the school's fees as due date stated in the fee' policy.

2.4. LATE ENROLLMENT

- Tuition fee will be calculated as a full term from the first day of a student's enrollment.
- In case a student needs to make up credits for any subject as notice by Academic Department, tuition fee will be calculated as a full term or full semester.
- Day boarder, boarding and school transportation fees (if register) will be calculated as a full week since the first day of a student's enrollment/using the service.

3. DISCOUNT

- 3.1. A 10% discount in tuition fee will be applied if annual payment is submitted.
- 3.2. A 10% discount will be applied to tuition for the 2nd child and 15% discount for the 3rd and subsequent children of the same family attending SNA or other schools in NHG system (in order of enrollment).
- 3.3. A 50% discount will be applied to school transportation fee for the 2nd and subsequent children (at the same pick up location and after other discounts are applied).
- 3.4. Only one promotional offer is allowed per student and cannot be combined with another discount offers. Part 3.1; 3.2 and 3.3 can be combined with other discounts.
- 3.5. Students from NHG's schools don't need to pay 'Registration & facility usage fee' and get record retention for school fees when transferring within NHG's schools.

4. RECORD RETENTION

- All paid fees (tuition fee, day boarder, boarding or transportation fee) may be retained for one year if a leave of absence is requested (at least 1 semester).
- Parent submits a written notice at least 30 working days prior to the absence date to Admission Office.
- Retained tuition fee, day boarder, boarding, and transportation fees will be applied from the months that student does not study. If student is off in the middle of a month, school fees will only be retained for the following months.
- When student comes back to school within 01 year, parents need to submit any changes in fees of the retention policy upon reinstatement.
- After 01 year of retention, if student does not come back to school, the school will refund 50% of the retained amount.

5. TUITION TRANSFER

- Apply for siblings of same school.
- Apply for more than 01year tuition payment.
- Parent submits a written notice at least 30 working days prior to the absence date to Admission Office.
- Transferrable fees: tuition fee, day boarder, boarding and transportation fees.
- Transfer fees as below formula:

$$\frac{\text{Total paid amount}}{\text{Total paid years}} \times \text{remaining years (round up full year)} - \text{other fees and discount (if applied)}$$

6. REFUND POLICY

6.1. NON-REFUNDABLE FEES

- Application fee
- Registration & Facility Usage fee
- Kit set
- Books
- Other fees (except: tuition fee, day boarder, boarding, transportation)

6.2. REFUND CONDITION

- Tuition refund only applies if paid in annual payment.
- Tuition fee is only refundable after all other fees are paid in full before the commencement date of the school year.
- Any unpaid balance will be deducted from the refunded amount.

6.3. TUITION REFUND

- Parent submits a written notice at least 30 working days prior to the withdrawal date to Admission Office.
- Remaining fee will be calculated as below formula:

$$\frac{\text{Total paid amount}}{\text{Total paid months}} \times \text{remaining months (not study)} - \text{other fees and discount (if applied)}$$

- See below table for refund condition:

6.3.1. Before school starts:

AMOUNT	CONDITION
100% remaining fee	60 days before school starts.
70% remaining fee	30 days before school starts.

6.3.2. After school starts:

- Parent submits a written notice at least 60 working days prior to the withdrawal date to Admission Office.

AMOUNT	CONDITION
100% remaining fee	Students with medical reasons who cannot continue with their studies (doctor notes are required).
50% remaining fee	Family relocation due to transfer of employment, emigration, overseas study, business travel, overseas study (must submit verification from work and/or local authority).

6.4. TUITION REFUND – PREPAID TUITION PAYMENT PLAN

- Parents who already submit payment for ‘Prepaid tuition payment plan’ will be refunded as below:

$$\frac{\text{Total paid amount}}{\text{Total paid years}} \times \text{remaining years (round up full year)} - \text{other fees and discount (if applied)}$$

6.5. OTHER FEES REFUND (including day boarder, boarding, transportation)

CATEGORY	CONDITION	AMOUNT
Student continues study at SNA	<ul style="list-style-type: none"> - Refund after school starts. - Submits a written notice at least 30 working days prior. - Refund round up full month, when student stops a service, the refund amount will be applied for the following months. - Boarding service fee will not be refunded when a student is sick leave. 	<ul style="list-style-type: none"> - Deduct into other fees for next semester, no cash refund. - By the end of academic year 2020-2021, if the refund amount is more than 0 VND, the school will refund cash and latest before 31/07/2021. - Any case after 31/07/2021 will not be supported.
Student withdraws from SNA	<ul style="list-style-type: none"> - When the school agrees to refund tuition fee. 	<ul style="list-style-type: none"> - Same with part 6.3.

*** This policy is effective from May 05th, 2020.**

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Parents/Guardian's name

...../...../2020

Principal

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Simon Lee