

FINANCIAL REGULATIONS (2022-2023)

This Financial Regulation shall take effect from the date of its publication.

It supersedes any previous document.

Update: March 11, 2022

Preamble

Any enrolment or re-enrolment of a child at La Petite École Ho Chi Minh City implies acceptance of and compliance with these Financial Regulations.

The enrolment, re-enrolment and maintenance of a child at La Petite École Ho Chi Minh City implies the unreserved acceptance of the following texts:

- The Internal Regulation of the school.
- This Financial Regulations (hereinafter "Financial Regulations").

Tuition at La Petite École is for a fee. The child's admission is subject to the payment of school fees.

Before the start of each school year, La Petite École organises a teaching structure adapted to the number of children to be accommodated, in terms of human resources and equipment. The commitment of each family is therefore as important to respect as the commitment of the school toward families is.

School Fees:

NURSERY

Type of Fee (VND)	5 days	5 mornings	Payable
First Registration Fees	4,540,000		Upon registration
First Registration Fees (Early Bird rate)	3,632,000		Before April 30th, 2022
Early Bird 1 rate* **	145,734,000	119,502,000	In one instalment before May 31st, 2022
Early Bird 2 rate* **	148,406,000	121,688,000	In one instalment before August 31st, 2022
Annual School Fees*	163,951,000	134,319,000	In 3 instalments:
- 1st term (Sep - Dec 2022)*	65,823,000	53,679,000	Before August 31st, 2022
- 2nd term (Jan - Mar 2023)*	49,064,000	40,320,000	Before December 31st, 2022
- 3rd term (Apr - June 2023)*	49,064,000	40,320,000	Before March 30th, 2023

PRESCHOOL & ELEMENTARY

Type of Fees (VND)				Payable
First Registration Fees	11,350,000 (9,080,000 before April 30th, 2022)			Upon registration
Re-enrolment Fees	4,540,000			Upon re-enrolment
Preschool	Schooling	Canteen	Total	
Early Bird 1 rate**	189,854,000	15,663,000	205,517,000	In one instalment before May 31st, 2022
Early Bird 2 rate**	193,361,000	15,663,000	209,024,000	In one instalment before Aug. 31st, 2022
Annual School Fees	212,299,000	17,026,000	229,325,000	In 3 instalments:
- 1st term (Sep - Dec 2022)*	85,107,000	6,810,000	91,917,000	Before Aug. 31st, 2022
- 2nd term (Jan - Mar 2023)*	63,596,000	5,108,000	68,704,000	Before Dec. 31st, 2022
- 3rd term (Apr - June 2023)*	63,596,000	5,108,000	68,704,000	Before Mar. 30th, 2023
Elementary	Schooling	Canteen	Total	
Early Bird 1 rate**	210,195,000	15,663,000	225,858,000	In one instalment before May 31st, 2022
Early Bird 2 rate**	214,871,000	15,663,000	230,534,000	In one instalment before Aug. 31st, 2022
Annual School Fees	235,447,000	17,026,000	252,473,000	In 3 instalments:
- 1st term (Sep - Dec 2022)*	94,225,000	6,810,000	101,035,000	Before Aug. 31st, 2022
- 2nd term (Jan - Mar 2023)*	70,611,000	5,108,000	75,719,000	Before Dec. 31st, 2022
- 3rd term (Apr - June 2023)*	70,611,000	5,108,000	75,719,000	Before Mar. 30th, 2023

Terms & Conditions:

* Canteen fees included / ** Early Bird rate for annual school fees

For the Early Bird 1 and 2 rates, in case of departure during the school year, the refund will be calculated on the basis of the normal rate. Each trimester started is due in full.

Siblings discount for the second child: 5% on school fees

for the third child: 15% on school fees

All amounts are in vietnamese dong (taxes included).

Payments

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

- In cash (a receipt will then be issued).
- Via bank transfer to our bank account with the following details:

BENEFICIARY NAME: Cong Ty TNHH Giao Duc Hai Dang

BANK NAME: Vietcombank Thu Thiem

ACCOUNT NUMBER: 0261003465168

IMPORTANT: Kindly mention the invoice number and the name of the family in the transfer reference section.

I. REGISTRATION

a. How to register your child at La Petite Ecole?

By settling the payment of the annual registration fees (500 USD).

The payment constitutes registration at La Petite Ecole if accompanied by the registration form.

b. First Registration Fees (500 USD)

The registration fees are 500 USD.

They are due in full at the time of enrolment, even in the case of arrival during the school year.

Once a child's registration is confirmed by the school, the registration fees are not refunded in case of cancellation. No prorated refunds will be made in the event of departure during the school year.

A 20% discount is applied to all registration of a new student paid before 30 April.

Payment of the registration fee, whether by the child's family or by a third party employer, constitutes acceptance of these financial regulations.

c. Waiting Lists

The school reserves the right to open waiting lists when the number of applications exceeds the capacity for a given age group. In order to be added to the waiting list, La Petite Ecole school will require the payment of registration fees only. An invoice will be issued upon receipt of the registration form. Applications are classified in order of payment of the registration fee.

If the school is unable to place a child on the waiting list, La Petite Ecole will offer the family a full refund of the fees paid. The family may refuse in order to keep the child on the waiting list for the current year

and/or the following year.

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

When a slot is confirmed for a child on the waiting list, if the family refuses to place the child, the school will retain the registration fee unless the refusal occurs more than three months before the intended first day of the child at school. In the latter case, the school shall refund the deposit paid by the family in full.

II. SCHOOL FEES

School fees include all extra-activities and outings organised by the school. We offer two types of fees : the Early Bird annual rates and the fees payable by term.

a. “Early Bird” Annual Rates

Early Bird preferred rates are offered to parents and companies willing to settle the payment for the entire year to come.

Two Early Bird rates are proposed:

- Early Bird 1: should the payment be settled by the parents or the company in full before July 1st , N for N/N+1 school year;
- Early Bird 2: should the payment be settled by the parents or the company in full before September 1st , N for N/N+1 school year.

b. Payment per term

- Payment deadline for the first term : August 31st , N for N/N+1 school year
- Payment deadline for the second term : December 31st , N for N/N+1 school year
- Payment deadline for the third term : March 31st , N+1 for N/N+1 school year

Late payment penalties of 2% may apply for delays of less than one month, followed by penalties of 1% for each subsequent month of delay.

c. Nursery

There are several types of rates for toddlers, depending on the desired number of days of attendance per week. If a family wants to change the chosen formula during the trimester, a notice of two weeks applies. A new invoice will then be issued to adjust the amount of tuition fees (for the current term or year).

d. Arrival during the School Year

In case of arrival during the term, the full weeks already elapsed will not be invoiced.

For example: if the family arrives on Tuesday, November 18, only the period from Monday, November 17 to December 31 will be invoiced.

e. Canteen Fees

Canteen is compulsory at La Petite Ecole. Meals are prepared onsite by our employees and children take their meals in the refectory. Only children presenting a medical certificate will be exempt from eating in the canteen.

Regarding the payment, families can decide to choose the annual "Early Bird" rate option.

III. RE-ENROLLMENT

For students who are already enrolled and wish to be re-enrolled for the following school year, the school will ask families to pay the re-enrollment fee (USD 200 for kindergarten and elementary), payable by April 15th, N for the year N/N+1. La Petite Ecole will only confirm the registration once the advance payment has been made.

IV. DEPARTURE AND ABSENCES

a. Justification

In order to obtain a refund, any departure must be justified: moving, serious financial or family problems.

School fees and canteen fees will be reimbursed in full according to the following conditions:

- Families must submit a minimum of 30 days notice of departure before the beginning of each term. If notice is received less than 30 days before the start of the period, the period will be charged.
- Any trimester started is due.
- Early departures for personal reasons during the third trimester are not eligible for a refund.

La Petite Ecole reserves the right to request proof from the employer that the family has relocated before the end of the school year.

b. Terms and Conditions of Reimbursement

In case of justified departure during the year, La Petite École will reimburse the terms that have not started. Examples: If a family leaves on Wednesday, February 11, which is during term 2, only the third term starting in April will be refunded (beginning of the third term).

If a family has paid the Early Bird rate but leaves the school before the end of the school year, all refunds will be made on the basis of the term rate: the family will no longer benefit from the Early Bird rate.

c. Absence during the school year

The temporary absence of a regularly enrolled child, whatever the duration or the reasons, does not entitle the child to any reduction in tuition fees. A committee may meet to rule on exceptional cases.

d. Force Majeure

In the event of an imposed closure, whether by the government or in the event of force majeure, every effort will be made to set up Home-Based Learning (HBL). Days of Home-Based Learning (HBL) are considered effective learning days. They cannot be subject to any partial or total refund.

V. OTHER SERVICES

a. School Certificate

A school certificate will be issued by La Petite Ecole at the request of the family. This process is subject to the child attending school regularly or participating in Home-Based Learning on a regular basis and that the family is up to date with their payments.

b. Extra-curricular Activities

Extra-curricular activities are optional activities offered by La Petite Ecole, Monday to Thursday, 3.30 p.m. to 4.30 p.m and on Friday, 1 p.m. to 4.30 p.m. These sports or cultural activities are supported by competent external companies that have already proven their worth with schools or by La Petite Ecole teachers. Children are taken care of before the start of the activity (between 3:15 p.m. and 3:30 p.m.) by the La Petite Ecole team. Registration is done by semester, according to the prices communicated upstream by the school.

Registrations are taken into account on a "First come, first served" basis and confirmation of registration is conditioned by a maximum and minimum number of children to be reached. Once registration is confirmed, it is no longer possible to cancel or change activity. No reimbursement is provided in the event of absence from the activity. A pro rata may however be agreed in advance in the event of early

departure from school, communicated before registration for activities.

c. Daycare

The daycare is an optional service offered by La Petite Ecole from Monday to Thursday, from 3:30 p.m. to 4:30 p.m and on Friday from 1 pm to 4.30 pm. This service is supported by the La Petite Ecole team and consists of outdoor (free and imaginative games) or indoor (for example painting, storytelling, drawing, etc.) activities. Registration is done by semester.

Parents can choose to register their child for one, two, three, four or five days a week. Registrations are taken into account on a "First come, first served" basis and confirmation of registration is conditioned by a maximum and minimum number of children to be reached. Once registration is confirmed, it is no longer possible to cancel the daycare. No reimbursement is provided for absence from daycare. A pro rata may however be granted in the event of early departure from school, communicated before registration for the new period.

d. Holiday Camp Service

Several optional holiday camps are offered by La Petite Ecole throughout the year. Registration is done by day, according to the prices and timetables communicated in advance by the school. Registrations are taken into account on a "First come, first served" basis and confirmation of registration is conditioned by a maximum and minimum number of children to be reached. Once registration has been confirmed, it is no longer possible to cancel participation in the summer camp, except for medical reasons with a medical certificate proving a stopover for a period of at least three days.

e. School Transportation Service

An optional bus service is offered by La Petite Ecole. The service includes a pickup in front of the child's home and drop-off at school in the morning and a school pick-up and drop-off in front of the child's home in the afternoon. Enrollment in school transport requires a request for a preliminary quotation and itinerary from La Petite Ecole. Once parents agree to the rates and schedules, a school transportation charter must be signed.