

SCHOOL FEES FOR SY 2020-21



Fee Schedule for 2020-2021 School Year (Families sponsored by the US Embassy in Laos should refer to separate fee schedule)			
New Applicants			
Application Fee	US\$1000 per student application is payable in advance upon submission of application documents and is non-refundable and non-transferrable. The Application Fee will only be waived for students who commence at VIS, leave and then re-enroll within three years of the date of commencement.		
Annual Fee Schedule (in USD) (All Students)			
Grade Level	Tuition Fee	Capital Fee	Bus Fee (if applicable)
Early Years 3	\$10,200	-	\$1,100
Prep Year 1 (see note*)	\$14,220	-	\$1,100
Prep Year 2	\$14,220	\$3,000	\$1,100
Primary – Grades 1-5	\$18,240	\$3,000	\$1,100
Secondary – Grades 6-8	\$21,000	\$3,000	\$1,100
Secondary – Grades 9-12	\$23,440	\$3,000	\$1,100
<ul style="list-style-type: none"> For SY2020-21 only: Parents with students moving from EY3 to Prep Year 1 who were expecting to have full fees paid by their employer for Prep Year 2, should contact the Operations and Finance Manager. 			
Supplementary Fees:	Supplementary fees will be charged for elective or discretionary student activities including school trips associated with individual courses, IB exam Fees in Grade 12, Co-Curricular Activities, MRISA sports trips etc. These will be invoiced separately as appropriate.		
Mother Tongue Program:	VIS offers a Mother Tongue Program. Those taking German MT will be charged an annual fee of \$3,000 per annum. All other languages (except Lao) will be invoiced by the tutor and are payable to the tutor. Contact the Language Department: languagesadmin@vislao.com .		
Capital Fee:	This is payable in full regardless of when a student starts or leaves in a school year. It must be paid within two weeks of the start of the school year (or date of enrollment) and is non-refundable.		
Discounts:	Families with three or more children simultaneously enrolled in the school receive a 10% discount for the third child and 20% for the fourth and each child thereafter on tuition fees only . The discount is applied to the youngest child and then the next youngest child – only while there are three or more students enrolled at the school. Families who receive partial or full support from a sponsoring organization for any of their children do not qualify.		
Partial Attendance:	At the discretion of the Head of School, tuition fees may be payable (late arrivals) or refunded (early departures) on a pro-rata basis for partial attendance of a semester of less than 30 calendar days in that semester. A US\$300 administrative fee per student will be charged against any partial refund.		
Payment Plans:	Parents / guardians are responsible for the prompt payment of all fees by the due date. This responsibility extends to situations whereby fees are partially or fully funded by a third party (either direct to the school or by reimbursement to the parent). Payment is due within two weeks of the start of the school year or date of enrollment (new students). Families who do not receive direct support from a sponsoring organization may apply for an Approved Payment Plan to pay either by semester, by quarter or by month (10 months) provided all such payments are cleared before 1 May (or the date of departure if earlier). Contact businessmanger@vislao.com .		
Bus Fees:	A limited bus service is available for students residing in Vientiane at a cost of US\$1,100 per semester. This service is optional and dependent on route / seat availability.		

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Catering Services:	Catering services are provided by an outside contractor and are charged on consumption, using a cashless payment system (MyCampus Card). Allow around LAK40,000 to LAK50,000 for a lunch with drink as a minimum.
Payments:	<p>Payments must be made by Bank Transfer or cheque deposit to one of the designated accounts shown on the invoice. All charges are quoted in USD but payments may be made in KIP based on the BFL/BCEL selling rate on the date of payment.</p> <p>Payments shall be deemed received after an authorized copy of the bank deposit or internet transfer document is forwarded to the Business Office and VIS receives confirmation from the recipient bank. The invoice number(s) must be quoted as reference to ensure that funds are promptly credited to the right account.</p> <p>The school can accept credit card payments in the Business Office, but all such payments must be in KIP and are subject to a 3% administrative charge.</p>
Bank Charges:	All Bank charges are for the Remitter's account whether deducted en-route or on receipt in Lao. Remitters should be advised that local banks typically withhold 0.1% on incoming funds (around \$25 for a full year's invoice).
Force Majeure:	<p>Vientiane International School sets its annual fees based on projected income and expenses. In cases of severe changes in financial circumstances, the Board of Trustees reserves the right to revise fees or the fee policy at any time during the school year.</p> <p>In the event that the school has to close for reasons of force majeure, the Head of School will withhold all tuition refunds until the settlement of outstanding liabilities has been completed. No cash refund should be expected.</p> <p>Any money left after these settlements would be divided proportionally among parents and sponsoring organizations to be credited to their school account(s). Account credits would be maintained for four (4) years after the school closure at which time they will be reverted to the school's general fund if unclaimed.</p>
Penalties for Late Payment:	<p>A Penalty Fee of \$100 per month will be charged on any unpaid balance of the annual tuition and other fees in excess of \$500 (after the first 30 days).</p> <p>Students will be subject to suspension for non-payment of fees beginning 30 days after the date any payment is due, unless the Operations and Finance Manager has been notified in writing of any extenuating circumstances for the delay in payment. Report cards, transcripts and diplomas will be withheld until all outstanding fees have been paid in full, including any penalty fees.</p> <p>In the event that a family withdraws without settling their obligations to the school, the school reserves the right to:</p> <ul style="list-style-type: none"> ● seek legal recourse to recover all amounts through local and international collection agencies as appropriate, and ● advise any future school(s) who request a reference about a student that fees remain unpaid at VIS.