

VIS SCHOOL FEES AND PAYMENT INFORMATION
2019-2020 School Year

TUITION FEE

Tuition fees are determined by grade level as per the table below, with the option of annual or semester payments. Tuition fees are used to provide for all annual operational costs incurred in delivering the curriculum to students. The fees are approved annually by the Board of Trustees.

Grade level	As approved by the VIS Board of Trustees Payment Options: (US Dollars).		
	Annual \$USD	1 st Semester \$USD	2 nd Semester \$USD
Early Years 3 & 4	9,486	4,743	4,743
Prep to Grade 5	17,544	8,772	8,772
Grades 6 to 8	20,196	10,098	10,098
Grades 9 to 12	22,542	11,271	11,271

ANNUAL CAPITAL FEE

The Annual Capital Fee must be paid for each student enrolled in Prep through to Grade 12. This fee is payable in full whether a student joins for one semester or for the entire school year. It is non-refundable under any circumstance and must be paid in total before 1st September 2019. For students who enroll during the school year, the fee is payable within two working weeks after the date of enrollment. This fee is used for the development of VIS facilities and all major capital items, as well as to service debt as part of the development of the school.

Grade Level	Annual \$USD
Primary Prep to Grade 12	2,900

APPLICATION FEE

An application fee of \$1,000 USD is payable upon submission of application documents for each prospective student applying to VIS. The payment must be made prior to the entrance assessment. This fee is non-refundable and non-transferable. The fee is valid for one calendar year.

If a student commences at VIS, then withdraws and stays away for more than one year and then subsequently re-enrolls, the application fee must be paid again. If returning within the one year period, this fee will be waived.

HIGH LEVEL ENGLISH SUPPORT FEES

Grade Level	Annual \$USD	1 st Semester \$USD	2 nd Semester \$USD
Primary Prep to Grade 8: Full support	4,200	2,100	2,100

If a student is simultaneously enrolled in the High Level English support program and a Mother Tongue program, with the exception of Lao Mother Tongue, a reduction in fees is applicable (refer to the Discounts Section herewith).

ADDITIONAL FEES (as applicable)

Mother Tongue Programs	Annual \$USD	1 st Semester \$USD	2 nd Semester \$USD
German Mother Tongue (Prep – Grade 10)	3,000	1,500	1,500
IB Taught German Language A	1,200	600	600
Lao Mother Tongue	Included in main tuition fee.		
All other Mother Tongues	Payment direct to teacher as advised, please direct enquiries to the language department: languagesadmin@ourvis.com		

International Baccalaureate Examination Fees: Grade 12 students will be charged exam fees as an additional cost. A separate invoice is sent to parents in February each year.

Bus Fees: A limited bus service is provided for students residing in Vientiane. The cost of the bus service is \$550 per semester (both pick-up and drop-off), or \$1,100 per year. This service is optional and dependent on route availability.

Lunch fees: An onsite caterer provides a-la-carte meals cooked on the premises daily, available to all students. Charges and payment for this service are made directly to the caterer.

DISCOUNTS

Tuition Fee: Families with three or more children simultaneously enrolled in the school receive a 10% discount for the third child and 10% for each child thereafter on **tuition fees only**. The discount will first be applied to the youngest child and then to the next youngest child. Families who receive part or full payments by an organization, government or company for any of their children **are not** eligible.

High Level English Support (HLS): Students who are enrolled simultaneously in the HLS program and a mother tongue program (with the exception of Lao mother tongue) are entitled to receive a 50% discount on the total HLS fee, only if the family is 100% responsible for the payment of tuition fees. Families who receive part or full payments by an organization, government or company for any of their children **are not** eligible.

FEES AND PAYMENT POLICY

Tuition and payment responsibility: Parents/guardians are responsible for the prompt payment of all school fees by the due date. This responsibility extends to situations whereby fees are payable in part/full via a third party, part/full via parents, or part/full reimbursed to parents via a third party. **Payment for the 1st semester must be made before 1st September 2019 and for the 2nd semester before 1st February 2020.** For students who enroll during the school year, fees are payable within two working weeks from the date of enrolment.

Please note that the school will take action to suspend a student's right to attend classes and other school activities should school fees remain unpaid **by 1st September 2019 for the 1st semester and 1st February 2020 for the 2nd semester.** Students will not receive report cards or school transcripts if fees remain unpaid by the end of the school year.

Partial attendance of a semester. At the discretion of the Head of School, tuition fees may be payable or may be refunded on a pro rata basis for partial attendance of a semester. Requests for such refunds, or partial payments, must be made in writing. No refund or partial payment will be given/granted, if a student attends for more than 30 school days of that semester.

A \$300 administration fee per student will be charged for any refund request.

Application Fee Refund Policy: This fee is non-refundable and non-transferable.

Language testing as part of the admissions process for the EAL program costs \$300.00 (USD) per test and is included as part of the Application Fee.

VIS Board of Trustees Policy: Vientiane International School sets its annual fees based upon projected income and expenses. In case of severe financial problems, the Board of Trustees reserves the right to revise fees or the fee policy at any time during the school year.

METHOD OF PAYMENT

All charges are quoted in US Dollars, although payments can be made in Kip. The exchange rate applied will be as per the Business Office monthly exchange rate for all transactions.

All payments must be deposited into one of the bank accounts listed below. The VIS Business Office will not accept any cash payments for tuition fees.

Please provide the VIS Business Office with a copy of the bank deposit or internet transfer document, quoting the invoice number stated on the invoice as reference.

Preferred Bank for International or Local on-line transfers or deposits in \$USD	
Bank Name	BCEL (Banque pour le Commerce Exterieur Lao)
Bank Address	1 Pangkham Road Vientiane LAO PDR
Account Name	Vientiane International School
Account Number	010-1101-0026-0621-001
Swift Code	COEBLALA
For local deposits by KIP	
Bank Name	BCEL (Banque pour le Commerce Exterieur Lao)
Bank Address	1 Pangkham Road Vientiane LAO PDR
Account Name	Vientiane International School
Account Number	010-1100-0026-0621-001
2nd International transfer option	
Bank Name	Banque Franco Lao Ltd
Bank Address	Lane Xang Avenue Vientiane LAO PDR
Account Name	Vientiane International School
Account Number	001-0000-54423-010-010
Swift Code	BFLLLALA
Please contact the Business Office for full information of BFL intermediary bank (3 rd party) as the information supplied is dependent on the origin of transfer.	

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 of the deposit from the bank.

When transferring payments into any VIS account via internet or international transfer, including depositing of cheque, the total amount due must be credited and the **payer is responsible for the payment of all fees incurred**, regardless of which bank charges them (payer's bank, correspondent bank, or VIS's bank).