

# ADMISSIONS INFORMATION 2022 - 2023 SCHOOL YEAR



## I. SCHOOL SCHEDULE

At Little Em's Pre-school, our schedule is Monday to Friday, 8:00 to 17:00.

## II. FEES SCHEDULE (Currency: Vietnamese Dong)

### A. APPLICATION FEE:

A one-time non-refundable Application Fee of 3,000,000VND is payable when the Information Form is submitted along with admissions assessment scheduling.

### B. REGISTRATION FEE:

A one-time, non-refundable Registration Fee of 20,000,000VND is required upon acceptance of enrollment, and is due within 7 days after the official school Offer Letter is issued to the Student. The fee secures the Student's enrolment at the school.

AGES	APPLICATION FEE (one-time & non-refundable)	REGISTRATION FEE (one-time & non-refundable)
18-36 months old 3-4 years old 4-5 years old	3.000.000	20.000.000

### C. ANNUAL TUITION FEE:

At Little Em's Pre-school, we offer three tuition payment options to assist Parents and families:

- **Option 1:** Payment in full to receive a 10% early payment discount, with refund option.
- **Option 2:** A bi-yearly payment plan to receive a 5% discount, with refund option.
- **Option 3:** A quarterly payment plan with no refund option.

Please refer to the tuition table below:

TUITION FEES	ANNUAL PLAN Due by 14.06	BI-YEARLY PLAN (X2) Due by 14.06 and 02.12	QUARTERLY PLAN (X4) Due by 14.06, 31.08, 02.12, 28.02, 03.03
All levels	396.000.000	209.000.000	110.000.000
All Levels of Special Rights	435.600.000	229.900.000	121.000.000

- All fees are due prior to the announced deadline(s).
- Note that Tuition Fees are fully inclusive of tuition fee, Enrichment Program, meals, uniforms.
- Under no circumstances will fees be deducted for Student absences.

#### D. RE-ENROLLMENT DEPOSIT:

For all returning Students to Little Em's Pre-school, 45.000.000VND is payable by 30<sup>th</sup> April 2022, to guarantee a place for the Student. This deposit is mandatory and failure to make payment by the due date may result in the loss of a place for the Student. The deposit will be deducted from the tuition fees when they are payable. The deposit is non-transferable to other Student(s).

#### E. LATE ADMISSION:

The school accepts late admission of new Students depending on the seat availability at the given time. For Students enrolling after the beginning of the academic year, the following fees will apply:

ENTRY DATE	% of Annual Tuition Fee
Anytime during Term 1	100%
Anytime during Term 2	80%
Anytime during Term 3	60%
Anytime during Term 4	35%

#### F. EARLY WITHDRAWAL/REFUND POLICY:

- No refunds are available for Parents choosing termly payment plans for any reason.
- To withdraw a Student, an official Notice of Withdrawal form is to be submitted to the Admissions Office at least 60 days in advance.
- As discounts are provided for Students enrolled for a full or bi-yearly academic year, any early withdrawal will result in all discounts being removed entirely in the year of withdrawal. All other mandatory and optional fees are non-refundable.
- The following withdrawal refund shall apply:

DATE OF EARLY WITHDRAWAL	% WITHDRAWAL REFUND
Anytime during Term 1	60%
Anytime during Term 2	40%
Anytime during Term 3	15%
Anytime during Term 4	NIL

### III. GENERAL POLICIES

#### A. FAMILY DISCOUNTS:

- If the family has two or more children enrolled in Little Em's, a family discount of 5% will be applicable to the tuition fee for the second child onwards. This discount applies for the Tuition Fee only, not for any other fees or any other policies. This discount does not apply to the family that have child(ren) who already receive financial-aid or any other special offers.
- Discounts are applied for the youngest children in all cases, and to the lesser tuition fee amount.

#### B. LATE PAYMENT OF FEES:

- Parents are required to ensure that all fees are paid before the required deadlines, and the responsibility cannot be assigned to a company. If payment of fees is not made within 14 days of the due date, the school shall add a 5% penalty to the outstanding fees.
- If no payment is not made 30 days after the due date, school records will be withheld, and the Student's enrollment may be discontinued until all remaining fees have been settled.

#### C. BANK ACCOUNT DETAILS:

- All fees can be paid by cash or bank transfer to the Little Em's bank account. Fees should all be paid as listed. Additional fees may be charged by the banks. Parents are advised to email or send proof of payment (receipt/money order) to the Admissions Office.
- In the case where payment originates outside of Vietnam, the prevailing bank exchange rate will be applied accordingly.

<b>Beneficiary:</b>	<b>LITTLE EM'S PRESCHOOL</b>
<b>Account no:</b>	1658 363 0001
<b>Bank name:</b>	Sai Gon Commercial Bank - Branch Pham Ngoc Thach

