

SCHOOL FINANCIAL REGULATIONS

2026-2027

General information

Enrolment, re-enrolment and continuance of a child at **La Petite Ecole Ho Chi Minh City** implies full acceptance of the school rules and of these Financial Regulations (hereinafter referred to as "Financial Regulations").

These Financial Regulations are effective for the school year 2026-2027. They supersede all previous documents.

Tuition at LPE Ho Chi Minh City is fee-based. Payment of school fees is a condition of enrollment. The Financial Regulations apply to all new enrolments or re-enrolments of a student on the school's roll.

Before the start of each school year, LPE Ho Chi Minh City prepares an educational organisation adapted to the number of pupils to be accommodated, in terms of human resources and equipment. The commitment of each family is therefore just as important to respect, as the commitment of the school to the families.

School fees

Prices are quoted in **Vietnamese dong (VND)**. The fees are reviewed annually and are subject to increase in line with the inflation rate and the Consumer Price Index (CPI).

In the current context of high economic difficulties, we would like to inform you that the amount indicated for the 2026-2027 tuition fees is subject to marginal adjustments and will not be definitively fixed until the end of June 2026.

NURSERY (1 TO 3 YEARS)			Payment due
Initial enrolment fee (VND)	7 350 000		- 30 % before 30 March 2026
	10 500 000		Full rate
Fee options (VND)	5 full days	5 mornings	Payment due
Annual tuition fees	200 000 000	163 000 000	In one or three instalments
Early Bird *	190 000 000	154 850 000	- 5% in one instalment before 31 May 2026
September-December 2026	80 000 000	65 200 000	Before 31 August 2026
January-March 2027	60 000 000	48 900 000	Before 15 December 2026
April-June 2027	60 000 000	48 900 000	Before 15 March 2027

YEARLY EARS AND ELEMENTARY SCHOOL (VND)				Payable
Initial enrolment fee (VND)	10 500 000			- 30 % before 30 March 2026
	15 000 000			Full rate
Re-enrolment fee (VND)	5 040 000			- 30 % before 28 February 2026
	7 200 000			Full rate
EARLY YEARS (3 to 6 years)	Tuition	Canteen	Total	Payable
Annual tuition fees	253 000 000	20 500 000	273 500 000	In one or three instalments
Early Bird *	240 350 000	20 500 000	260 850 000	-5% in one instalment before 31 May 2026
September-December 2026	101 200 000	8 200 000	109 400 000	Before 31 August 2026
January-March 2027	75 900 000	6 150 000	82 050 000	Before 15 December 2026
April-June 2027	75 900 000	6 150 000	82 050 000	Before 15 March 2027
ELEMENTARY (6 to 11 years)	Tuition	Canteen	Total	Payable
Annual tuition fees	281 000 000	20 500 000	301 500 000	In one or three instalments
Early Bird *	266 950 000	20 500 000	287 450 000	-5% in one instalment before 31 May 2026
September-December 2026	112 400 000	8 200 000	120 600 000	Before 31 August 2026
January-March 2027	84 300 000	6 150 000	90 450 000	Before 15 December 2026
April-June 2027	84 300 000	6 150 000	90 450 000	Before 15 March 2027

*Early Bird : en cas de départ de l'école, la famille perd le bénéfice du tarif EB. Les trimestres restent dus dans leur intégralité et l'école rembourse uniquement la différence éventuellement trop perçue.

General conditions

A special rate is available for siblings:

- For the 2nd child: 5% discount on the school fees
- For the 3rd child: 10% discount on the school fees

Companies that have signed a partnership agreement may combine these discounts with those offered in the agreement.

Scholarships:

- French-national families registered with the Consulate of France in Vietnam may apply for a school scholarship for their child(ren). All relevant information is listed on the Consulate's website.
- For the 2026-2027 academic year, families facing financial hardship may apply for scholarships through the Odyssey Avenir Solidarity Fund (up to 2000 euros per year).

Scholarship applications must be submitted and justified to the institution, which will forward them to Odyssey Education. Two award committees will be held during the year, in March 2026 and June 2026.

All amounts not covered by scholarships are the responsibility of the family as a whole.

Payments

Payments to La Petite Ecole Ho Chi Minh City can be made in three ways:

- In cash
- **By bank transfer** to the following bank account:

Account name: Cong TNHH Giao Duc Hai Dang

**Bank: JOINT STOCK COMMERCIAL BANK FOR FOREIGN TRADE OF VIETNAM (VIETCOMBANK)
THU THIEM BRANCH**

**Account number: 0261003465168
SWIFT Code : BFTVVNVX**

it is imperative to mention the invoice number and the family name in the bank transfer reference.

- By credit card :

Credit card (CB) payments are now accepted for the payment of tuition fees and other services. However, it is important to note that transaction fees will apply for this payment method. These fees may vary depending on the card issuer.

I. REGISTRATION

a. Procedure

The registration of a student on the school's roll is subject to:

- The creation of an EDUKA account, the completion of the necessary sections and the submission of the required documents,
- Payment of the initial enrolment fee

Confirmation of registration is then sent by the administration.

b. Initial enrolment fee

First-time registration fees are 10 500 000 VND for nursery (crèche) registrations and 15 000 000 VND for all registrations from Petite Section to CM2. These fees are payable in full upon registration, even for mid-year enrolment. They are non-transferable and non-refundable. No pro-rata refund will be issued in case of departure during the school year.

A 30% reduction on the initial enrolment fee is granted for any enrolment **before 30 March 2026**.

Payment of the initial enrolment fee, whether by the child's family or by a third-party employer, constitutes acceptance of these Financial Regulations.

c. Waiting list

LPE Ho Chi Minh City reserves the right to open a waiting list when there are too many registrations for the number of places available.

To reserve a place on the waiting list, the school asks families to pay the initial enrolment fee. An invoice is issued after receipt of the registration form. Cases are listed in order of payment of the initial enrolment fee.

If the school is unable to offer a place to a child on the waiting list, it will offer the family a refund of the full amount paid. The family may refuse in order to keep their place on the waiting list for the current year and/or the following year.

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

When a place is confirmed for a child who was previously on the waiting list and if the family refuses the place, the school will retain the initial enrolment fee unless the refusal is made at least three months before the child's expected date of entry. In the latter case, all fees paid in advance will be refunded.

II. RE-ENROLMENT

For students already enrolled at La Petite Ecole Ho Chi Minh City whose parents wish to re-enroll them for the 2026-2027 school year, the school will ask the families to pay a re-enrollment fee of **7 200 000 VND** for pupils from Petite Section (PS) through Cours Moyen 2 (CM2).

This fee is payable within 7 working days after receipt of the invoice.

Re-enrollment will only be confirmed after the full re-enrollment fee has been paid. In case of subsequent cancellation or departure during the school year, this fee is non-refundable.

A 30% discount on the re-enrollment fee is applied for any re-enrollment completed before 28 February 2026.

Please note: Any pupil currently enrolled in an institution within the Odyssey Education group at the time of registering at another institution in the group will benefit from the re-enrollment conditions of the new institution, not those applicable for a first-time registration.

III. SCHOOL FEES

The child's admission to the school is subject to the payment of school fees.

School fees include the cost of school equipment and supplies used in class. They exclude the cost of the canteen service, the school transport service, activities outside of school time and school uniforms.

There are two types of rates: the annual Early Bird rate and payment by instalments rate.

a. Annual Early Bird rate

The "Early Bird" rate offers a **5%** reduction on the total annual fees for 2026-2027, granted to families and companies who settle the full payment before **31 May 2026**.

b. Installment Payments

Tuition fees paid in installments are due in full. They are billed by term.

- **Termly Instalment Schedule**

Termly payment of tuition fees is made in three installments, in accordance with the schedule below.

Period	Invoicing	Payment Due Date	Percentage
Term 1	Avant le 31/07/26	15/08/26	40%
Term 2	Avant le 15/11/26	15/12/26	30%
Term 3	Avant le 15/02/27	15/03/27	30%

Please note that any payment made after these dates will incur a late payment fee.

c. Late payments or failure to pay

8 days after the due date: A first reminder is sent by email to the concerned families.

21 days after the due date: A second reminder is sent by email. Families are summoned by the School Management to discuss the situation and agree on a settlement plan.

At this stage, an administrative reminder fee of 1 200 000 VND will be automatically applied to the relevant invoice.

30 days after the due date: A third and final reminder is sent by registered mail. Starting the Monday following the sending of this reminder, the student will no longer be permitted to attend classes until the situation has been regularised.

d. Nursery

There are several types of rates for the younger children, depending on the desired rhythm. If a family wishes to change the chosen formula during the term, a notice of two weeks must be given. A new invoice will then be issued to adjust the school fees (for the current term or year).

e. Arrivals during the school year

In case of arrival during the school year, any month started is due. Tuition fees are invoiced pro-rata. Registration fees are due in full.

IV. WITHDRAWAL & ABSENCES

a. Student withdrawal during the school year

In order to obtain a refund, any departure must be justified - such as relocation, serious financial or family difficulties, etc.

Families must submit a notice of withdrawal at least 30 days before the beginning of the term from which the child will be withdrawn. If the notice is received less than 30 days before the start of the term, the term will be charged in full.

Where any term is started, payment is due..

Early departures for personal convenience during the 3rd term do not entitle families to a refund.

In case of relocation, La Petite Ecole Ho Chi Minh City reserves the right to request documentation from the employer confirming that the family is indeed being relocated before the end of the school year and that the child will be enrolled in another institution for the remainder of the academic year.

b. Absences during the school year

The temporary or prolonged absence of a student, irrespective of its duration or reasons, is not grounds for a reduction in school fees and no pro rata or refund will be applied. A committee may meet to decide on exceptional cases.

c. Enforced closure

In the event of a mandated closure, whether by government order or due to force majeure, all efforts will be made to implement a Distance Learning (EAD) system as soon as possible. Days of Distance Learning are considered actual teaching days and cannot give rise to any refund, in whole or in part.

In case of a late closure announcement that does not allow for the immediate implementation of Distance Learning, the time taken by the teams to organize the Distance Learning system will still be considered an actual teaching day and cannot be subject to any refund.

d. School enrolment certificate

A certificate of enrolment will be issued at the request of the family. This implies that the child is attending school or participating in Distance Learning (DL) on a regular basis and that the family is up to date with its payments.

e. School withdrawal certificate

A withdrawal certificate will be issued upon request from families in case of departure from the institution. This certificate will only be sent if the family or company is up to date with its payments.

V. OTHER FEES

The price of the additional services below (non-exhaustive list) will be communicated at a later date. Some of the services will be offered on condition that a sufficient number of students are registered.

a. School Uniform

All students enrolled at La Petite Ecole Ho Chi Minh City are required to wear the school uniform. The uniform must be worn during all classes, from kindergarten onwards, and in its entirety. Students who come to school without a uniform will not be accepted in class.

The school uniform, which must be purchased in sufficient numbers to be worn every day, is the responsibility of the families.

b. Canteen fees

The canteen is mandatory at La Petite Ecole Ho Chi Minh City. The meals are prepared by our staff, and the children have lunch in the dedicated canteen. Children can only be exempt from the canteen upon presentation of a medical certificate.

In case of arrival during the school year, any week started will be due, and in case of early departure, any term started will be billed.

The price of the canteen for the 2026-2027 school year is **20 500 000 VND**.

Payment for the canteen is made in a single payment before 31 May 2026 with the tuition fees, or by quarterly instalment payments according to the following schedule.

Period	Invoicing	Payment Due Date	Païement
Term 1	Avant le 31/07/26	15/08/26	8 200 000
Term 2	Avant le 15/11/26	15/12/26	6 150 000
Term 3	Avant le 15/02/27	15/03/27	6 150 000

c. Extracurricular activities

Extracurricular activities are optional activities offered by La Petite Ecole Ho Chi Minh City, Monday to Thursday from 3:30 pm to 4:30 pm and Friday from 1:00 pm to 3:15 pm, led by school staff or outside contributors. Students are collected before the start of the activity by the school staff. Enrolment is by term and follows the rates communicated by the school.

Registrations are taken into account on a "first come, first enrolled" basis and confirmation of registration is subject to maximum and minimum enrolment numbers. Once the registration has been confirmed, it is not possible to cancel or change the activity. No refunds are provided in the event of absence from the activity. However, a pro rata amount can be agreed in advance in case of early departure from the school, which must be communicated before the registration of the activities.

d. After-school care

After-school care is an optional service offered by La Petite Ecole Ho Chi Minh City, Monday to Thursday, from 3:30 pm to 4:30 pm and on Fridays from 1:00 pm to 3:15 pm. This service is provided by the school and consists of outdoor activities (free play) or indoor activities (board games, library, etc.). Registration is by semester.

Parents can choose to enrol their child from one to five days per week. Registrations are taken on a "first come, first enrolled" basis and confirmation of registration is subject to a maximum and minimum number of children. Once registration has been confirmed, it is no longer possible to cancel the after-school care. There is no refund in case of absence or early departure from the after-school care.

e. Holiday camps

Several optional holiday camps are offered by La Petite Ecole Ho Chi Minh City. Registration is based on the fees and schedules communicated in advance by the school. Registrations are processed on a "first come, first served" basis, and confirmation of registration is subject to reaching minimum and maximum enrollment numbers. No refunds are provided in case of absence or early departure from the camps.

f. School transport

An optional school transport service is offered by La Petite Ecole Ho Chi Minh City, via the external provider it has selected. The service includes a morning pick-up at a designated meeting point and drop-off at school, and an afternoon pick-up at school and drop-off at a meeting point. Registration for school transport requires a prior request for a quote and route from La Petite Ecole Ho Chi Minh City, which will forward it to the provider. The provision of the school transport service is contingent on the number of interested families.

Once the rates and schedules are accepted by the parents, a school transport charter must be signed. In case of registration during the school year, any week started will be billed. In case of early departure, any term started will be due.

VI. CONTRIBUTIONS TO THE ODYSSEY DONATION FUND

There is also an option to contribute to the Odyssey donation fund, which aims to finance community-focused initiatives (merit-based scholarships, one-off assistance for life incidents, etc.) and innovative projects linked to social and environmental responsibility.

Yes, I wish to participate in the Odyssey Fund:

- 500 000 VND ☐
- 1 000 000 VND ☐
- Other : ☐

No, I do not wish to participate : ☐

VII. PERSONAL DATA PROTECTION AND IMAGE USE AUTHORIZATION (GDPR)

a. General Data Protection Regulation

In accordance with the General Data Protection Regulation (EU 2016/679), the school collects and processes the personal data of families solely for the purpose of the administrative and financial management of schooling (billing, payment tracking, scholarships, any applicable financial aid). This data is strictly necessary for processing student files and is retained for the legally required duration for management and archiving. It is accessible only to authorized staff of the school and the Odyssey Education group, and is not disclosed to any third party, except where required by law or with the explicit consent of the families. Parents have the right to access, rectify, object to, and request the deletion of their data, which they can exercise by writing to the school's administrative office.

b. Image Rights and Parental Authorization

For its internal and external communication activities (website, social media, brochures, posters, newsletters, events), the school may use photographs or videos in which students appear. This use requires the explicit consent of the parents or legal guardian. The images will be used solely for strictly educational, informational, or promotional purposes for the school and the Odyssey Education group, and will never be shared with third parties without prior agreement. Parents may withdraw their consent at any time by writing to the administrative office.

VIII. Financial Commitment

The acceptance of the conditions of these regulations was completed during the registration process via Eduka, and acceptance via the checkbox constitutes a signature.