



BM02-QTT-CKT/0723/NHG-SNABH

## ENROLLMENT AGREEMENT

Attached to the Application Form of:

**Student:**.....

**Date of birth:** .....

**Class:**.....

### SECTION 1: PURPOSE

The purpose of this Enrollment Agreement is to define the conditions under which a Student will be educated at the School, as well as his/her rights and obligations complying with the regulations of the SNA Marianapolis International School (“the School”) and Parents/Guardian (“Parents”).

### SECTION 2: CONDITIONS TO BECOME AN ENROLLED STUDENT

1. After being consulted about the Academic Curriculum, regulations, and other School documents attached to this Agreement; Parents agree to abide by the School's regulations, commit to respecting, and ensure that Students also respect these rights and obligations.
2. Parents are bound by the following School's Regulations, including but not limited to, the Parent & Student Handbook, written announcements, emails, or other school content disseminated to Parents, authority of the Principal and the School Council. At the same time, Parents agree to entrust the School Board and the School Council to decide the appropriate grade level or the suitable academic program for the student.
3. Parents understand that students are admitted based on the results of the entrance test and the reliable statements made by Parents to the School during the admission process. After the student is enrolled, if any information related to academic support, medical or special needs is not provided, or is misrepresented during the admission process, the School reserves the right to stop accepting the Student and make no tuition fees refund.
4. Parents agree to support the goals to maintain and promote the reputation of the School; agree to support the Student's education at home; ensure that Students comply with the School Policies regarding attendance, conduct, appropriate attitude, uniform regulation, etc.
5. To ensure the absolute safety of Students at the School, we would like to recommend that Parents only go to the drop-off and pick-up area, or the designated areas after school





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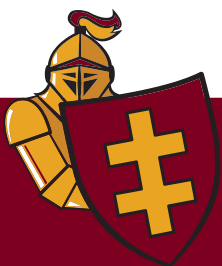
hours. Parents are not allowed to enter other areas of the School without the approval or guidance of a representative of the School (Head of School/Teachers/School Staff)

### SECTION 3. THE SCHOOL'S EDUCATIONAL OBJECTIVES AND RESPONSIBILITY OF STUDENT CARE

1. The school focuses on encouraging Students to share experiences and participate in community activities to become Global Citizens that are responsible, socially and environmentally conscious, and contribute to the ideal of peace, justice, understanding, cooperation, and the realization of ideals through actions and example. We also encourage Students to behave with tolerance, share, and respect the needs of others.
2. In addition to representing the Parents during the time that the Students are at school, the School also plays a significant role of caring for the Students in a thoughtful way.
3. We are committed to providing the knowledge, practical guidance, and necessary skills to our Students and pay attention to them with respect and kindness. This obligation will be fulfilled when the Student is at the school according to their schedule, joining school activities, CCAs (Co-Curricular activities), and field trips organized by the School; or when the Student is participating in activities organized by the School.
4. The School will take immediate measures if any teacher or employee of the School takes actions that affect the safety of the Students.
5. The School will not penalize a Student with any form of contact, coercion or physical involvement on the Student's body, unless such contact or coercion is appropriate to maintain the order of the School; or to calm a triggered Student; or to prevent immediate risks of injury to the Student; or to prevent direct danger to any personal property (including Students' property).
6. The School will continue to update the learning status of Students and notify Parents through the Blackbaud platform.

### SECTION 4. REGULATIONS ON PARTICIPATION, BEHAVIOR AND DISCIPLINE

1. Students must follow the School's guidelines regarding ethical behavior, academic honesty; polite and considerate manner to others; at the same time, Students must follow the rules regarding appearance, attire, discipline and conduct regulated by the School. Parents must assist the School in fostering these purposes and comply with all notices as notified from time to time.
2. Parents understand that Students will learn from and interact with teachers, School staff, or external service providers as well as volunteers when participating in field trips and





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other School activities. Therefore, Students need to keep the appropriate respect to all of the above.

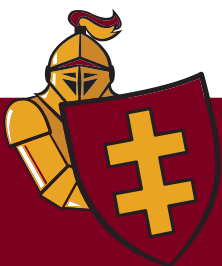
3. If there are reasonable grounds to suspect that a Student has used illegal substances (including alcohol, beer, tobacco, stimulants, narcotics, other prohibited substances), the School may ask the Student to be screened by a physician/medical worker for substance use. The school will notify Parents accordingly.
4. Parents agree that the School may act on behalf of Parents to take necessary or appropriate disciplinary action against the Student without any contrary causes to the provisions of the law.

## SECTION 5. PHYSICAL ACTIVITIES

1. Unless the Parents notify the School via emails, we understand that Parents give their consent under the appropriate supervision of the School, to allow the Student to participate in contact sports (special contact sports) between players or with sports equipment, such as rugby, martial arts, etc.).
2. Parents understand that Student's participation in sports and other activities with a natural risk factor may present some risk of physical injury, and Parents accept this risk.

## SECTION 6. TUITION FEES, OTHER FEES AND PAYMENT REGULATIONS

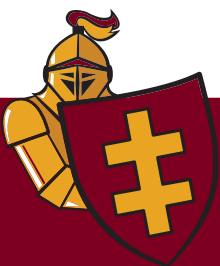
1. General regulations
  - a. Tuition and fees cover all costs necessary for the operation of the School's Official Academic Curriculum. Depending on the consent of the Parents, the School organizes Day Programs, Boarding Programs, Student Transportation as well as other activities in which Students participate, such as individual lessons, field trips and some of the CCAs (Co-curricular activities), etc.; moreover, fees for taking external examinations, or any additional fees incurred in providing the special educational needs of the Student will be quoted and billed separately (It is counted as a separate amount from the Tuition fees).
  - b. Parents agree to pay all fees as detailed on the invoice and understand that failure to pay on time, or before the requested date for payment may result in certain penalties, including the final decision to terminate the Student's enrollment at the School.
  - c. If a student drops out of the School, the Parent is still responsible for the payment of outstanding fees and other compensation.





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- d. In the case that after 03 notices and 30 days of overdue payment but the parents still do not pay the fee, the School has the right to retain the Students' transcripts and school records and stop providing learning services, or have the right to make a decision to suspend the Student and notify parents via written communication until the outstanding fees are fully paid.
  - e. When a Student transfers to another school, for any reason, the School reserves the right to provide the new school with any outstanding financial liability of the Student to the other School.
  - f. The regulations related to Tuition fees and other fees in Clause 2, Section 6 of this Enrollment agreement will be published by the school every year. In case there is any changes, the School will notify Parents from time to time.
2. Regulations on Tuition fees and other fees
- a. Regulations on Tuition fees and other fees
    - i. General admission fee, entrance exam fee: applied to newly admitted students and is valid throughout their enrollment at SNA Marianapolis. This fee is collected before the Enrollment Date. In case the Student is enrolled after the Enrollment Date, this fee is collected before the student enters the class.
    - ii. Kits fee: New Students are obliged to purchase a full set of kits, while Current Students purchase according to actual needs. This fee is collected once before the kit is distributed.
    - iii. Textbook(s) fee: Students pay to buy the full set of textbooks and this fee is collected once before the textbook(s) is distributed.
    - iv. Tuition fee: Tuition fee is calculated by academic year, ensuring to cover the full Academic program prescribed by the School and according to the regulations of the Ministry of Education & Training.
    - v. Day-boarding fee includes day-boarding meal fee and other day-boarding service fee. This fee applies to Students with a demand and register before the student starts using the service.
    - vi. Boarding education fee includes boarding meal fees (breakfast, lunch, brunch, dinner) and other boarding education service fees. Boarding education fees already include day-boarding fees. This fee applies to Students with a demand and register before the student starts using the service.
    - vii. Transportation fee: including the pick-up and drop-off service for students at home or at designated pick-up areas that fit in the planned route that the actual conditions of the School can accommodate. This fee applies to Students with a demand and register before the student starts using the service.





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- viii. EAL (English as an Additional Language) Tuition fee is exclusively for students who have not yet met their English proficiency. This fee is collected one time per year before the enrollment date or twice as prescribed.
- ix. For more details about Tuition fee and other fees, Parents should refer to the Tuition Fees list which is published each year.

b. Fees and fee payment deadline: Parents should refer to the Tuition Fees list which is published each year.

c. Late admission:

- i. Students who enroll/register after the Enrollment Date will comply with the Tuition fee and English language support program fees as follows:

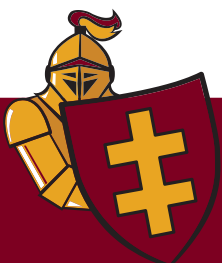
Semester	Enrollment Date	Collection rate
<b>Semester 1</b>	Before 10/10/Year	100% of the collection 1,2
	From 10/10/Year to before 10/11/Year	70% of the 1st collection, 100% of the 2nd collection
	From 10/11/Year to before 10/01/Year +1	50% the 1st collection , 100% the 2nd collection
<b>Semester 2</b>	From 10/01/Year +1 to before 10/02/Year +1	100% the 2nd collection
	From 10/02/Year +1 till 10/03/Year +1	70% the 2nd collection
	After 10/03/Year +1	50% the 2nd collection

- ii. For Students who enroll/register after the Enrollment Date, the day-boarding fee, boarding education fee, transportation fee will be collected as follows: Whichever day of the month the Students enroll/register, the rate will be based on the actual number of days of the enrollment/registration month plus the remaining months of the next fee collection. The average number of days in a month is calculated as 22 days.

d. Multi-year Tuition Payment Program: Parents sign a contract with the School.

e. Discount and discount policy:

- i. Students who are siblings are entitled to a 10% discount on tuition fees for their second child and 15% for their third child onwards; This will be reviewed and considered in the order of priority for admission at Nguyen Hoang education system.





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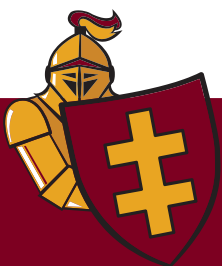
- ii. 5% discount is granted when Parents pay the full year tuition fee before the Enrollment Date.
- iii. Discount policy for transportation fee for siblings: families with 02 or more children receive a 30% discount for the second child onwards.
- iv. When there are many promotion schemes, Parents can only apply 1 out of the available programs.

f. Deferral Policy:

- i. Admission fee, entrance examination fee, tuition fee, day-boarding fee, boarding education fee, transportation fee, English support program fee will be reserved. Any other revenues are not reserved.
- ii. The reservation only applies to students who suspend their enrollment for at least 01 (one) semester; the reservation period is up to 01 (one) consecutive year.
- iii. Parents should notify the school in writing at least 30 (thirty) days from the date the student wishes to defer. Within 15 (fifteen) days from the date on which the Principal receives the Deferral Request, the Principal must respond to the Parent; The official reservation date is the date approved by the Principal.
- iv. The deferred amount is calculated from the total amount paid divided by the number of actual months of study and multiplied by the number of remaining months not studied (rounded down).
- v. Regulations on measures upon expiration of the deferral period are as follows:  
If the student returns to school, if the tuition and fees change, the student must pay the difference according to the tuition and fees listed for the school year applicable at the time.  
Students who do not return to school will be refunded 70% of the deferred value (including tuition fee, boarding fee, boarding education fee, transportation fee), Parents must submit a written request for refund enclosed with sufficient and valid evidence document.

g. Transfer policy:

- i. Tuition fees, day-boarding fee, boarding education fee, transportation fee, English program fee are only allowed to transfer in cases where siblings are studying at the same school.
- ii. Admission fee, entrance test fee, kit fee, and textbook fee are not transferable.
- iii. Parents should notify to the School in writing at least 30 (thirty) days from the date the student wishes to transfer. Within 15 (fifteen) days from the date on which the Principal receives the Transfer Application, the Principal must respond to the Parent; The official transfer date is the date approved by the Principal.





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iv. The transfer amount is calculated as the total amount paid divided by the number of months studied and multiplied by the number of remaining months during which the students already stop their enrollment (rounded down).

**h. Refund Policy**

- i. Entrance test fee, kit fee, and textbook fee are not refunded.
- ii. Refund the admission fee in case the student is not eligible for admission at the school because the student does not pass the entrance exam or is not in a healthy state to go to school (A medical certificate needs to be provided in this case); In other cases, the admission fee is not refundable.
- iii. Refund the tuition and English support program fees: After completing the tuition and fee payment, the student has a valid reason to transfer or drop out of school (the family moves to a place other than the province/city or in case of a disaster or disease), if sufficient evidence is provided, the tuition fee will be refunded as follows:

Semester	Withdrawal Timeline	Refund Rate
<b>Semester 1</b>	Before 14/08/Year	100% of the 1st and 2nd collection
	From 14/08/Year to before 10/10/Year	50% of the 1st collection, 100% of the 2nd collection (if any)
	From 10/10/Year to before 10/01/Year+1	100% of the 2nd collection
<b>Semester 2</b>	From 10/01/Year +1 till 10/02/Year +1	50% of the 2nd collection
	After 10/02/Year +1	Not refundable

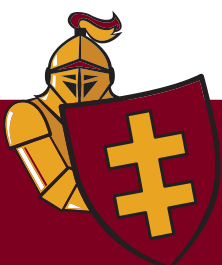
iv. Refund of the day-boarding fee, boarding education fee, transportation fee:

Students who stop using the service before the Enrollment Date will be refunded 100% of the fee paid.

Students who stop using the service after the Enrollment Date will be refunded the unused amount according to the actual date of the month of discontinuation and 100% of the remaining unused months.

The average number of days in a month is calculated as 22 days.

The refund amount does not include VAT.





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- v. Parents are to send a written notice of withdrawal/discontinuation of service to the school at least 30 (thirty) days from the date the student wishes to withdraw/discontinue the use of the service. Within 15 (fifteen) days from the date the Principal receives the Application for Discontinuation/Discontinuance of Service, the Principal must respond to the Parent; The official school/service termination date approved by the Principal is the date for the calculation of refund.
- vi. Tuition fees, day-boarding fee, boarding education fee, and transportation fee are refunded only after parents have paid and do not owe any fees. In case of outstanding debt, unpaid fees will be deducted from the refund amount. If the refund amount is  $> 0$ , then refund in cash or transfer to parent within 30 (thirty) days from the date of approval by the Principal; or will be deducted from other amounts in the next collection term.

## SECTION 7. HEALTH INSURANCE BENEFIT

1. The School provides the Student with a Health Insurance for Education as regulated, serving when an accident occurs during the Student's activities at the School, or together with the School.
2. In addition to the School's coverage:

Parents agree to purchase the appropriate insurance for the Student to insure personnel liability in the event of an incident that may result in an accident or injury caused by the Student to a third party inside or outside the School.

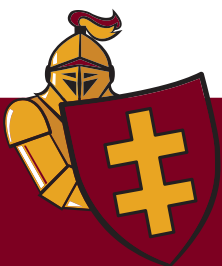
In addition, Parents can also consider buying an Accident Insurance, Personal Property Insurance, Travel Insurance, etc. for Students when necessary.

## SECTION 8. RIGHTS TO USE STUDENT'S PHOTOS

Unless the School has received official written notice from the Parents to the School not to use the Student's photos, work, and video clips in all media, the School understands that the Parents consent to the School's using Student's work, photographs, and videos as well as other materials for the purpose of promoting the School and Student achievements in internal and external media including in print, newspaper network, and other social media.

## SECTION 9. SECURITY AND PRIVACY

1. Parents agree to have the School contact any other School the Student has attended, or is currently attending, to check information regarding the Student. Parents agree that failure to provide relevant information (medical or other necessary information) to the School may result in the School refusing to admit the student. And the School







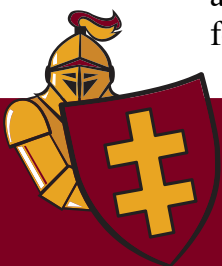
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reserves the right, at its sole discretion, not to refund or deduct any fees already paid or payable to the School.

2. Parents consent to the School's providing information and referring the Students to any educational institution to which the Parents wish the Students to transfer; any references provided by the School will be kept confidential.
3. The School ensures that all information provided regarding the Student is accurate. Any opinions expressed by the School regarding the Student's abilities, aptitude for courses, and Student's character, are unbiased. However, the School is not responsible for any loss that parents may experience as a result of the School's reference.
4. Parents consent to the School's using Student-related information while the Student is enrolled at the School and also after the Student has left the School for the purposes of communicating and managing relationships with Students and other School alumni.
5. Parents understand and consent to the installation of a CCTV system on the entire campus of the School for the purpose of protecting the safety of all of the School's Students, not related to violating the privacy of Students.
6. In any case of suspected child abuse, the School is obliged to provide relevant information and coordinate with the necessary authorities, to protect the rights of the Student.
7. In case of being required to provide information related to the Student, within the obligations of the School towards competent state agencies and related management agencies, the School must comply.
8. All notices and information related to students sent by one party to the other party must be through the address, phone number and email stated in the Admission Application. In the event of a change, one party must notify the other party, otherwise the notifying party automatically assumes that the other party has received the notices and information sent by the notifying party. These notices are legally binding on the party receiving the information.

## SECTION 10. RIGHTS OF ACCESS TO INFORMATION

1. In order to ensure that all necessary information related to Students' activities at the School is conveyed to parents in a timely and effective manner, the School uses many different means, specifically: regular newsletters on Human newspaper, SMS, email, Parent's meeting; Regularly update information on the School's Website, Fanpage, iPortal access, etc...
2. Social Networking/Internet sites have the potential to enhance student learning and achievement, enable parents to access information about the School and provide feedback efficiently and easily; however, Parents should also ensure that Students use





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Social Media/Internet sites appropriately. The School hopes that parents will explain to Students what is acceptable when posting online. Parents are also required to monitor Student's virtual activity, including Student's access to social media.

3. In addition, the School realizes that Parents can use different Social Network accounts to discuss and share views on school issues to the community. Therefore, the School proposes Parents to:
  - a. Encourage Students to use Social Networks in a positive way.
  - b. Protect Students, staff and other individuals associated with the School from the negative impact of Social Networks.
  - c. Protect the School's reputation against unwarranted abuses on social media.
  - d. Not make accusations against school staff or Students (social media bullying).
  - e. Not complain or make defamatory comments about the School or School staff.
  - f. Not post negative posts or comments that are meant to be offensive to School policies.

## SECTION 11. EXEMPTION / FORCE MAJEURE CAUSE

Exemption / Force majeure cause (out of the control of the School):

1. In this Agreement, “Force Majeure” means any cause beyond the control of the School, including but not limited to natural disaster, war, riot, terrorist attack, vandalism, arson, strike, lock-out, boycott, labor dispute; comply with any law or order, rule, regulation or direction of any competent governmental authority; accident, fire, earthquake, flood, storm, any natural occurrence, or epidemic of any infectious disease, chemical or biological contamination.
2. In the situation that force majeure prevents or delays the performance of any obligation by the School under this Agreement, the School shall immediately notify the Parents in writing that states the nature and extent of the force majeure cause. Provided that the School has acted appropriately and prudently to prevent and/or mitigate the effects of the force majeure event, the School shall have no liability to the failure to perform its obligations. To the extent reasonable when force majeure occurs, the School will endeavor to provide other appropriate educational services to maintain the Student's education (including providing remote/online education service).

## SECTION 12. REGULATIONS ON STUDENT'S WITHDRAWAL OR EXPULSION AND TERMINATION OF THIS AGREEMENT

1. To withdraw Student's application and records, Students are only considered by the School when they have fulfilled their obligations to pay tuition and other fees and in one of the cases where the Student must leave the School as follows:





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- a. Parents move for work purposes, move to another province/city or country that is geographically unsuitable for Students to continue studying at the School.
  - b. Parents face economic difficulties, unable to afford and pay tuition and other fees in full and on time.
  - c. Students are sick for a long time and cannot be cured though undergoing treatment; or suffer from autism, depression, hyperactivity, mental illness or other illnesses that make them unable to perceive, control behavior or suffer from a psychological problem that prevents the Student from continuing to attend school. etc. Parents need to provide a Confirmation from the hospital where the Student is being monitored and treated.
  - d. In case Students who suffer from a serious accident, serious injury or incur a terminal illness that makes them unable to continue attending the school, Parents need to provide a Certificate from the hospital where the Student is being monitored and treated.
  - e. The Principal's decision to expel the Student from school due to the Student's violation of discipline or if Parents violate the statements and commitments in this Agreement and affect the interests of the School, or the Student, through mutual distrust.
  - f. When the School receives defamatory comments from parents or students' families that cause disrespect and affect the reputation of the School - the place where students are trained and taught.
2. If the Student transfers to another school during the school year that falls outside the above cases, the School requires parents to fulfill the tuition obligations according to the School's regulations.
  3. In the event a Student is forced to withdraw temporarily or permanently for disciplinary reasons, the tuition fees or deposits will not be refunded and any outstanding fees must be paid in full to the School.
  4. Except with the written consent of the Principal, a Student who has withdrawn from the School will not have the right to re-enroll for any reason.
  5. This agreement (which may be amended from time to time) will be signed once when a Student enrolls. If there are no amendments or additions, the Agreement will automatically renew in subsequent school years until the student leaves the school, except when this Agreement is terminated and replaced. In the event that the Student returns to the School, the Parents will be required to read, understand and sign a new Enrollment Agreement at that time.

