

HOPE Phnom Penh School Fee Details for 2021-22

HOPE's Tuition and Capital fees are approved by the Board and they are online at <https://www.hope.edu.kh/admissions/#schoolfees>. Tuition fees will be emailed by the start of each semester and families have the option to pay the balance or to make monthly payments. All fees must be paid by the end of each semester. HOPE also has some other fees if you choose to use the following services:

- Bus service is estimated to be \$75 per month for the first child and \$55 for additional children. Fees are invoiced in advance each semester.
 - School Lunches are \$3.50 for large portions and \$2.75 for small.
 - Accident Insurance is \$20 per student (for uninsured students).
 - Extracurricular Clubs vary in price - about \$30 for 10 week sessions.
 - Inter School Sports are \$30 per sport plus \$15 per Uniform.
 - IGCSE exams are estimated at \$95 per subject (usually for Year 10).
 - IB exams are estimated at \$900 per student (usually for Year 12 only).
1. **Upon Acceptance of Enrollment**, the refundable tuition deposit (20% of tuition) & library deposit is due within one month of receiving the Letter of Acceptance from the HOPE Admissions Officer. The family will then commit to an agreed starting date and tuition will be payable from that date (prorated based on the number of school days if necessary). Students who start late or leave early but miss less than 20 days of school will be responsible for the full tuition fee. If the new student does not attend within two months of the agreed date & no tuition payments are received, the family forfeits the deposits and enrollment place. They will need to reapply and pay a new application fee & deposit if they wish to attend HOPE in the future. Tuition deposits do not need to be paid by families that pay tuition in advance (at least one semester at a time). If a student is transferring to/from another IB school, additional fees may apply.
 2. A **33% Missionary Discount** is available for Tuition and Capital Fees to families that provide evidence of their Christian service. Please inquire with admissions@hope.edu.kh. An Additional **5% Member Mission Discount** for tuition is available for families serving with Interserve, OMF, SIL, Pioneers, AOG Missionary Fellowship, or Global Partners.

Mailing Address

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Websites

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3. A **5% Pre-Payment Discount** is given to non-missionary families that pay the entire annual tuition fee by the first day of school or a 2% discount will be given to non-missionary families that pay each semester in advance. Please inquire with accounts@hope.edu.kh for an invoice estimate.
4. A **Family Discount** applies to younger siblings of students enrolled full time. It does not apply to part time students. The family discount will be calculated and applied after all other discounts.
 - a. 2nd oldest HOPE student - 5% discount on tuition only
 - b. 3rd oldest HOPE student - 15% discount on tuition only
 - c. 4th & subsequent HOPE students - 25% discount on tuition only
5. **Financial Assistance** is available under certain circumstances. Please inquire by sending an email to admissions@hope.edu.kh or cfo@hope.edu.kh.
6. **Annual Capital Fees** are due by 31st July. It is only payable for the two oldest HOPE students in the family; it is not payable for 3rd or subsequent children. If capital fees are not paid by the due date an additional \$50 fee will be charged. The full capital fee will be invoiced if entering between August and December, or half of the capital fee will be invoiced if joining between January and May. Capital fees are not returned if students leave part way through the school year.
7. **Accident Insurance** is required for all students. If families do not have this coverage (and do not decline coverage) they will be enrolled by HOPE and charged a fee of approximately \$20 per year per student.
8. **Part Time Students** may be eligible for tuition discounts. If a student is registered for less than 33% of a full schedule, they get a 50% discount. If a student is registered more than 33% but less than 67% of a full schedule, they get a 25% discount. Part time students will still need to pay the full capital fee.
9. **Payment Options:** Please make all payments in US dollars and include a memo of which invoices you are paying as well as your family's Sycamore code (3 letters and 4 numbers found at the top left of the invoice). Bank fees incurred by HOPE may be charged to your account. For specific payment instructions please visit <https://www.hope.edu.kh/admissions/#schoolfees>. The payment options are as follows:
 - a. Bank transfer to HOPE's Cambodian accounts with ABA or J Trust Royal or HOPE's U.S. bank at ECCU, or by PayPal.
 - b. Cash or checks (U.S. dollars) to the Cashier at any HOPE campus.
10. **Late Payment** reminders will be issued each month. A monthly \$20 fee will be added if payments are not received by the end of the month in which it is due. If payments are not received for two consecutive months, a meeting may be arranged between the family and the HOPE Chief Financial Officer and;



- a. a repayment plan will be considered at the school's discretion; and
 - b. if there is a failure to make two consecutive payments or a failure to communicate with the school, HOPE may require the student/s to remain at home until the balance is paid; and
 - c. repeated failure to make payments will mean forfeiture of refundable deposits. Students wishing to stay at HOPE may have to re-apply in this situation.
11. **Access to IGCSE and IB classes** (Years 9 to 12), will be provided to homeschool or part time students (see #8) for \$1,000 per subject (plus exam costs). Limit of two courses. IGCSE exams may be provided to non-HOPE students for an extra \$15 per exam.
12. **Access to External Course Providers** is available under certain circumstances. HOPE can support course access and identification, but enrollment and associated fees are the responsibility of the family.
13. **Furlough Plans.** HOPE requires a minimum two months written notice of your intention to take a furlough.
 - a. Once approved by HOPE, if the furlough time away is less than 50 consecutive school days, you will still be charged full tuition for the time you are away; and
 - b. if the furlough is at least 50 consecutive school days HOPE will provide a furlough discount of 90% of your normal tuition fee for the agreed time of your absence; and
 - c. all approved furloughs (approved before the semester starts) that include an entire semester will have a 100% tuition discount for that semester. In this case, there will be a fee of \$100 per child per furlough. Semester one is from August to December and semester two is from January to June.
 - d. Please inform HOPE of any changes to your furlough plans as soon as possible so we can inform your teachers.
14. **Leaving HOPE.** The school requires written notice of at least 20 school days prior to the student's last day at HOPE and a meeting with the Admissions Officer or the Director. Failure to give proper notice will result in the forfeiture of your deposits. If you leave during the middle of a semester, your tuition deposit will not be refunded unless there are extraordinary circumstances approved by the Director. All fees must be paid in full prior to your departure; otherwise HOPE can withhold your transcripts and report cards.
15. **Refundable Library Deposits** will be returned in your final week at HOPE. Any damaged or lost items will incur a charge that will be deducted.



16. If HOPE School begins to be charged **VAT (Value Added Tax)** on Tuition, those costs will be in addition to the already stated tuition fees. Currently VAT is 10% in Cambodia but is not payable by schools.

Any changes from these fee details must be approved by the HOPE Director and CFO. Please email questions to accounts@hope.edu.kh or cfo@hope.edu.kh.