

## Siem Reap Additional 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 at the start of each month and they are due by the 21st of each month. Invoices can be paid monthly or in advance and all fees must be paid by the end of the school year in June. HOPE also has some other fees if you choose to use the following services:

- **Bus is estimated to be \$50 per month (when they are allowed to start)**
    - **Bus fees are invoiced in advance for each semester**
  - **School Lunches are not available at this time**
  - **Accident Insurance is \$20 per student per year**
  - **Extracurricular Clubs vary in price - about \$30 for 10 week sessions**
  - **Inter School Sports are \$30 per sport plus \$12 per Uniform**
  - **IGCSE exams are estimated to be \$95 per subject (usually for Year 10)**
1. **Upon Acceptance of Enrollment**, the refundable tuition deposit (two months tuition) & library deposits are 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 and capital fees will be payable from that date (prorated based on the number of school days in the first month if necessary). 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.
  2. **A 5% Member Mission Discount** for tuition is available for families serving with Interserve, OMF, SIL, Pioneers, AOG Missionary Fellowship, or Global Partners.
  3. **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
  4. **Financial Assistance** is available under certain circumstances. Please inquire by sending an email to [cfo@hope.edu.kh](mailto:cfo@hope.edu.kh).

**Mailing Address**

PO Box 2521,  
Phnom Penh 3,  
CAMBODIA 12000

**Websites**

[www.hope.edu.kh](http://www.hope.edu.kh)

**Facebook:** HOPE.School.Cambodia

**Phnom Penh Campus**

#532, Street Try Heng 3,  
Sangkat Krang Thnong,  
Khan Sensok Phnom Penh  
CAMBODIA 12411

[enquiries@hope.edu.kh](mailto:enquiries@hope.edu.kh)  
Telephone: +855 12 550 522

**Siem Reap Campus**

Phum Bos Kralanh,  
Sangkat Chreav,  
Krong Siem Reap,  
PO Box 93210,  
CAMBODIA 17252

[sr.office@hope.edu.kh](mailto:sr.office@hope.edu.kh)  
Telephone: +855 78 210 320

5. **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. New students beginning classes before January will pay the full annual capital fee. New students beginning classes in January or after will only pay 50% of the annual capital fee. Capital fees are not returned if students leave part way through the school year.
6. **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.
7. **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.
8. **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 check (U.S. dollars) to the Cashier at either HOPE campus.
9. **Late Payment** reminders will be issued each month. A monthly \$10 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.
10. **Access to IGCSE classes** will be provided to homeschool or part time students (see #7) for \$1,000 per subject (plus exam costs). Limit of two courses.
11. **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.

12. **Furlough Plans.** HOPE requires a minimum two months written notice of your intention to take a furlough.
- 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
  - 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
  - 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.
  - Please inform HOPE of any changes to your furlough plans as soon as possible so we can inform your teachers.
13. **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.
14. **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.
15. 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 deviations from these fee details must be approved by the HOPE CFO and the HOPE Director. Please email any questions to [sr.finance@hope.edu.kh](mailto:sr.finance@hope.edu.kh) or [cfo@hope.edu.kh](mailto:cfo@hope.edu.kh).