

HOPE Phnom Penh School Fee Details for 2022-23

HOPE's Tuition and Capital fees have been approved by the Board and they are now online at <https://www.hope.edu.kh/admissions/#schoolfees>. HOPE prides itself on being a good steward of its tuition and fees income. The budget is developed to cover the annual expenses of a quality international Christian education in Cambodia. All tuition and fees are based on the annual budgeted costs of a student's education. HOPE is registered as a business in order to operate in Cambodia, but there is no entity or person that receives money if the school makes a profit. In the event there is a profit, all funds go to paying off debt, improving facilities, providing scholarships, or are reinvested in other ways to enhance HOPE School.

Besides Tuition and Capital fees, HOPE has optional fees for the following services:

- **Bus service** is not currently available and the fee amount will be calculated if this service starts again. Bus fees are invoiced in advance for each semester.
 - **Lunches and Snacks** are available for purchase directly from C9.
 - **Accident Insurance** is \$20 per student (for uninsured students only).
 - **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 Grade 10).
 - **IB Exams** are estimated at \$900 per student (usually for Grade 12).
1. **Upon Acceptance of Enrollment**, the one-time enrollment fee 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 – see #15). If the new student does not attend within two months of the agreed date & no tuition payments are received, the family forfeits their enrollment place. They will need to reapply and pay a new application fee & enrollment fee if they wish to attend HOPE in the future. If a student is transferring to/from another IB school, additional fees may apply.
 2. The **Annual Tuition** payment is separated into two semester invoices that are due at the beginning of each semester. If the semester payments are a hardship, families must email accounts@hope.edu.kh to set up a payment plan.
 3. A **33% Missionary Discount** is available for Tuition 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, or AOG Missionary Fellowship.

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Websites

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4. A **5% Pre-Payment Discount** is given to non-missionary families that pay the entire annual tuition fee by the first day of school. Please inquire with accounts@hope.edu.kh for an invoice estimate.
5. 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
6. **Financial Assistance** is available under certain circumstances. Please inquire by sending an email to admissions@hope.edu.kh or accounts@hope.edu.kh.
7. **Annual Capital Fees** are due in July. If paying the full fee at once in July is a hardship, families may pay the last year's capital fee amount in July and the balance remaining in December. This fee is only payable for the two oldest students in the family (not for the 3rd or subsequent children). 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.
8. **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.
9. **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.
10. **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, J-Trust, or HOPE's U.S. bank at ECCU.
 - b. Cash or checks (U.S. dollars) to the Cashier at any HOPE campus.
11. **Tuition, payment plans, and forced unenrollment:** tuition is due at the start of each semester and if this is a hardship, you must request a payment plan with payments minimally due on the first day of each month. Payment reminders will be issued each month. If a payment will be late, please notify the Finance Office in advance by emailing accounts@hope.edu.kh. A monthly \$50 fee will be added if payments are not received by the due date. If payments are not received for two consecutive

months, a meeting may be arranged between the family and the HOPE Leadership and;

- a. a payment 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 or those with outstanding debts at the beginning of the semester may be unenrolled.
 - d. If a student is unenrolled, HOPE will no longer guarantee a space for them in the future and they can re-apply for enrollment only after the outstanding debt is paid. Families with outstanding debts will not receive report cards or transcripts for their children until all debts are settled.
12. **Access to IGCSE and IB classes** (Grades 9 to 12), will be provided to homeschool or part time students (see #9) 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.
13. 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.
14. **Furlough/Extended Leave Plans.** HOPE supports mission families who leave for furlough or return to their home country for an extended period of time. To best support the students' academic progress, HOPE strongly recommends students leave for furlough in between the academic semesters. Tuition and fees are not refundable when a student leaves during the semester. In order to best accommodate a student's transition, HOPE requires furlough or extended leave requests to be submitted no later than March 15 for leave during Semester 1 (Aug to Dec) and by October 15 for leave during Semester 2 (Jan – June). Please fill out the [leave request form](#) and inform HOPE of any changes to your furlough plans as soon as possible so we can inform your teachers. Furlough or extended leave students may hold their space at HOPE by paying \$250 each semester they are absent. In order to accommodate families in Cambodia, spaces cannot be held for more than two consecutive semesters.
15. **Arriving Late/Leaving Early.** Students who enroll after September 15 (first semester) or after February 15 (second semester) will pay tuition on a prorated basis. No other fees will be prorated. 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. No refunds will be given to students that leave early. All fees must be paid prior to your departure. Report cards or transcripts will be provided as long as all outstanding debts are settled.
16. **Library and Text Books** must be returned by your final week at HOPE. Any damaged or lost items will incur a charge that will be deducted.



17. 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. Please email questions to accounts@hope.edu.kh.