

## HOPE School Fee Details for 2023-24

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:

- **Lunches and Snacks** are available for purchase directly from our food provider, C9.
- **Extracurricular Clubs** vary in price - approximately \$30 for 10 week sessions.
- **Inter School Sports** are \$30 to \$40 per sport plus about \$20 per Uniform.
- **IGCSE Exams** are estimated at \$115 per subject (usually for Grade 10 only).
- **IB Exams** are estimated at \$900\* per student (usually for Grade 12 only).

*\*price varies based on the number of exams a students sits for*

1. **Upon Acceptance of Enrolment**, a one-time **non-refundable enrolment fee** is due within one month of receiving the letter of Acceptance from the HOPE Enrollment Coordinator. The family will then commit to an agreed start 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 and no tuition payments are received, the family forfeits their enrolment place. They will need to reapply and pay a new application fee & enrolment 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 [tony.payne@hope.edu.kh](mailto:tony.payne@hope.edu.kh) to set up a monthly payment plan.
3. A **Missionary Discount** is available for tuition to families that provide evidence of their Christian service. Please inquire with [admissions@hope.edu.kh](mailto:admissions@hope.edu.kh). An additional **Member Mission Discount** is available for tuition.
4. A **5% Advance Payment Discount** is given to non-missionary families who pay the entire annual tuition fee by the first day of school. Please inquire with [accounts@hope.edu.kh](mailto:accounts@hope.edu.kh) for an invoice estimate.

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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 [tony.payne@hope.edu.kh](mailto:tony.payne@hope.edu.kh) within 21 days of the invoice issue date to avoid late penalties.
7. **Annual Capital Fees** are used for purchasing equipment and facilities construction and renovation. The fee is due in July. This fee is only payable for two students in the family (not for the third or more 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 non refundable.
8. **Part Time Students/ Homeschool families.** Access is available to IGCSE and IB classes, Grades 9 to 12. Fees are adjusted each year and there are additional costs for exams. Please inquire through our Enrollment Coordinator for more information on pricing. [admissions@hope.edu.kh](mailto:admissions@hope.edu.kh)
9. **Payment Options:** Please make all payments in US dollars and include a memo of which invoices are being paid, as well as the 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 HOPE's U.S. bank at Adelfi (formerly ECCU).
  - b. Cash, cheques (U.S. dollars) & Debit/Credit Card (fees may apply) to the Cashier in the front office.
10. **Tuition, payment plans, and forced un-enrolment:** 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](mailto:accounts@hope.edu.kh). A monthly \$50 fee will be added if payments are not received by the due date. If payments are not made on time, 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. They can re-apply for enrolment only after the outstanding

debt is paid. A new enrolment fee will be charged. Families with outstanding debts will not receive report cards or transcripts for their children until all debts are settled.

11. **Furlough/Extended Leave Plans.** HOPE supports mission families who leave for furlough or return to their passport 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 (August to December) and by October 15 for leave during Semester 2 (January – 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 are able to 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.
12. **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 Enrollment Coordinator. No refunds will be given to students who leave early. All fees must be paid prior to departure from HOPE. Report cards or transcripts will be provided as long as all outstanding debts are settled.
13. **Library and Text Books** must be returned at least two weeks before the students' last day (leaving, furlough, and graduates) at HOPE. Any damaged or lost items will incur a charge that will be deducted.
14. **Medical or Accident Insurance** is recommended for all students. Families are responsible for all medical expenses related to illnesses or accidents on campus.
15. If HOPE School is instructed by the government to charge **VAT** (Value Added Tax) on Fees, those costs will be in addition to the already stated 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](mailto:accounts@hope.edu.kh).