



SCHEDULE OF BUS FEES 2024-2025 Academic Year

The school reserves the right to amend the Schedule of Bus Fees from time to time

Description	Annual Bus Fees (VND)	Termly Bus Fees (VND)		
		Term 1	Term 2	Term 3
2 ways	31,500,000	17,100,000	12,200,000	7,800,000
1 way	23,600,000	17,100,000	12,200,000	7,800,000
- Annual bus fees must be paid in full before 19 July 2024 - Termly bus fees are paid per term in advance and are due no later than: Term 1: 19 July 2024 Term 2: 20 December 2024 Term 3: 11 April 2025				

LATE REGISTRATION

If a child registers for school bus service after the start of Term 1, the bus fees have to be paid in advance according to the table below:

Description	Late Enrolment Fee			
	Before 1st half Term1 (100%)	Before 1st half Term1 (90%)	Term 2	Term 3
2 ways	31,500,000	28,400,000	20,000,000	7,800,000
1 way	23,600,000	21,200,000	20,000,000	7,800,000

- * **Discounts:** A family discount of 10% is applicable on Bus Fees of the third and subsequent child/children of a family with three or more children using the bus service.
- ▶ The school bus fees are non-refundable & non-transferable.
- ▶ The school bus fees must be paid before the due date and before using the service. If we do not receive the registration form by 10 May 2024 and payment before the due date, we cannot guarantee the bus service for your child(ren).



Parent's name:.....

Home phone number.:Mobile number.:

Email address :.....

Child's name (1):.....Class:

Child's name (2):.....Class:

Child's name (3):.....Class:

Would like to use Bus service for Academic year 2024 - 2025:

Full year

Termly

Others

Start date:.....

Residential address:

I have read and fully accept the Rules and Regulations of The School Bus Service and The Schedule of Bus Fees 2024-2025.

Date :Signed :

Notes:

- ▶ Please wait for email feedback from the School with regards to bus registration.
- ▶ Priority is given to students on the School bus who require two-way travel and a full year. We can only offer one-way travel and/or termly services according to availability. The school reserves the right not to offer a school bus service due to a difficult residential location.
- ▶ The bus route will be only available for a minimum of 10 students.
- ▶ The School cannot guarantee a bus service, if your address changes during the school year. The School must be informed of any new addresses at least 2 weeks prior to the moving date. The School will arrange the bus for the child(ren) at the new address, as long as the bus route from/to the new address is available.



RULES AND REGULATIONS OF THE SCHOOL BUS SERVICE

(Issued to all 'bus children' and their families)

x x x
x x x
x x x
General:

x x x The school provides students from F1 to Year 13, with a school bus service after payment of the required bus fees. Students from F1 and F2 can only use the bus service after the "Bus Service Regulations for EYFS Students Agreement" has been signed by Parents.

x x x The School bus is only provided for students who have completed the required bus registration form. Students that have been registered in advance will be given priority

x x x Bus fees are revised annually. Please check with Admissions Office for more information.

x x x Students must abide by the direction of the bus Monitor at all the times and not create trouble that may disturb the driver and other students. Students who do not behave appropriately on the bus will be verbally reminded 2 times and on the third occasion will be reminded by written letter from the school. The School has the right to refuse students who behave inappropriately, and the bus fee will not be refunded. Any damage caused by students on the bus must be paid by the Parents.

x x x School buses are not available for collecting students attending either an early or late activity. The School bus departs daily at 3:15pm. In addition, we have a bus at 4:15pm on Mondays, Wednesdays and Thursdays. Parents will need to collect their children from any activity that finishes after 4:15pm.

x x x Should your house/apartment be situated in a small side alley or dead end, we would appreciate it if you could assist us by having your children meet the school bus at the entrance to the alley.

x x x On days when children are not attending activities, they are required to take the normal 3:15pm bus directly after school. Should a child decide to remain at school for reasons other than attending activities, there is a chance that they will be refused a seat on the later bus as these may have already been reserved for the children attending activities.

x x x Children must remain seated and wear their seat belts at all times. The bus will not move if any student does not wear their seat belt.

x x x In case a student does not attend school for any reason, parents should call the Monitor and email school as early as possible. If a student does not want to go home by bus, this must be approved by parents and parents must inform the school by email in advance, not by phone.

x x x School contact: BIS Hanoi Bus Service: Email: busservice@bishanoi.com | Hotline: 0988 47 86 46

x x x
x x x
Morning:

x x x Children should be ready at least 5 minutes prior to the actual collection time. The bus will not wait after the arranged collection time has passed 2 minutes. Should a child miss the bus, it will be the parents' responsibility to arrange alternative transportation to school.

x x x
x x x
Afternoon:

x x x For students who do not have CCAs, school bus will depart at 3:15pm.

x x x For students who have CCAs, school bus will depart at 4:15pm.

x x x The buses are on a tight schedule and have to leave at these times to avoid bad traffic in rush hours in the afternoon; therefore, please kindly remind your child(ren) to make sure they get on the bus on time.

x x x For special reasons, please kindly inform our bus monitor or bus coordinator in advance by contacting hotlines: **0988 47 86 46** or sending emails directly to: busservice@bishanoi.com. In this case, non-CCA buses will wait until 3:25pm and CCA buses will wait until 4:25pm at the latest.

x x x Kindly note that students who do not show up after the above-mentioned time will be required to contact parents to arrange transportation to home.

x x x When being dropped-off at home, children must walk carefully behind the bus, directly into their property. Parents need to be at home at least 5 minutes before the arranged drop-off time so that children are be met by either their parents or their house staff. If there are no adults to receive the children when the bus reaches the child's residence, the child will be returned to school and the parents will then be required to collect them from the school office.

x x x
x x x
Contact:

x x x In the event that the bus anticipates, either it will be more than 15 minutes late due to traffic jam or other reasons, when picking-up or dropping-off a child, the bus Monitor will contact the parents by phone to advise them of the amended schedule. Parents are welcome to contact the bus Monitor at any time.



BUS SERVICE REGULATIONS FOR EYFS STUDENTS

The undersigned,

Parent of..... born onwho is a student at

BIS Hanoi, classfor the academic year 2024 – 2025, acknowledge

that I am aware that the school bus service is usually not available for students who are 2- and 3-years of age. However, we are not able to arrange our own transportation.

Therefore, I hereby give permission for my child to go to BIS Hanoi by school bus and

I agree to and accept the following regulations:

- ▶ Children must remain seated and wear their seatbelt at all times in the bus.
- ▶ Children must abide by the directions of the school bus monitor at all times.
- ▶ The bus monitor is responsible for all students on the bus, not only my child.
- ▶ Children must be ready to be picked up at the indicated time and must be accompanied by an adult during pick-up and drop-off.
- ▶ Should my child not agree to go on the bus and the monitor is not able to persuade him/her, the monitor can refuse to pick him/her up on that day.
- ▶ Parents are responsible for informing the school in case the child cannot use the bus service on a given day.

I will not place responsibility on the school if my child is hurt on the school bus for reason of not being seated next to the bus monitor because I understand that the bus monitor is responsible for supervising all children on the school bus at all times.

I have read and fully accept the Rules and Regulations of The School Bus Service and Bus Fees 2024-2025.

Signed by:Date:.....