



St. Andrews
International School
Sukhumvit 107

ADMISSION HANDBOOK
ACADEMIC YEAR 2020-2021



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Academic Year 2020-2021



Admission Policy

St. Andrews International school **Sukhumvit 107** endeavors to have an open an admissions policy as is possible.

We therefore:

- 1) Consider students who have EAL needs.
- 2) Consider students who have learning support needs.
- 3) In offering admission, our ethical principal is that we only do so we feel we are able to meet and support the students need.
- 4) In admitting a student, we look closely at the context of the class into which they would enter.
- 5) If a shadow teacher is deemed necessary that can be considered, provided the parents are prepared to support the additional expense.
- 6) The school reserves the right to refuse admission in the case of inaccurate information being submitted.



How to Apply for Admission

Prospective students who wish to apply to St. Andrews International School will need to complete an application form and pay an Application Fee in order to be considered against the admissions criteria and be offered a place. Applications are considered in chronological order of receipt. We welcome new applications throughout the academic year.

The First Step

To apply, please submit the following:

1. Completed and signed Application for Admission. Online application is available at **www.standrewssukhumvit.com**
2. Completed and signed School and Parent /Guardian Agreement
3. An Application Fee of 4,000 Baht per child
4. Photocopy of Parents' and Child's Passports and Visas
5. Photocopies of Child's Birth Certificate
6. Official transcript or school reports for two years prior to current grade level (translated into English)
7. Current School contact – Class teacher/ Principal
8. Educational assessment or specialist reports (where applicable)

Please note:

- Applications will be accepted by email, provided that the necessary hard copy documents are followed up by mail.

The Second Step

Once these documents have been submitted and the application fee has been received, the Admission Office will review the application file. More information may be requested from you or the previous school. St. Andrews will then contact your family to schedule age specific assessments - which may take the form of written tests in English and maths, a meeting with the Head of School and/or a half day in class. You will then be notified whether your child has met the criteria for admission.



Please note:

- Early Years students are assessed by completing informal and practical activities in the classroom.
- Primary and Secondary School students undertake an English assessment in each of the 4 main areas of the English Language (reading, writing, speaking and listening) and in a non-language based mathematics assessment.
- Although admission to our school is open to students of all nationalities, as the main language of instruction is English, full participation in our curriculum requires proficiency in the English Language. For students from Reception to Year 9 we offer a limited number of places on our EAL programme.

The Third Step

When a place is offered, the Entrance Fee must be paid within seven (7) days. If the enrolment fee is not received within 7 days, priority will be given to other applicants. The first instalment of Tuition Fees is due on June 1st for August entry. For students commencing during the academic year, the tuition fee is due within 7 days after the invoice date. The Medical Examination Form must be completed and returned prior to the student's start date.

Waiting List

If a place is not available at the time you wish to join, your child's name will be placed on a waiting list and you will be notified as soon as a vacancy is anticipated. Please notify the Admissions Office of any changes of address or other contact details, or if your circumstances change.

Special Needs

The school has limited resources for students who have physical or learning difficulties and the curriculum may not cater to their needs. Admissions, in such cases, is determined by the school on a case by case basis

School Changes

This school, as any other, is likely to undergo a number of changes during the time your child is here. For example, there may be changes in staff, in the premises, facilities and their use, in the curriculum, the size and composition of classes, the handbook, the "Terms and Conditions", the disciplinary framework and the length of the school year. Tuition and school fees will be regularly reviewed and adjusted annually.



School Calendar – Key Dates 2020-21

| | |
|---|---|
| 26 th August 2020 | First Day of School |
| 12 th – 25 th October 2020 | Half-Term Break |
| 21 st December 2020– 10 th January 2021 | Term Break (Christmas and New Year Break) |
| 22 nd – 28 th February 2021 | Half-Term Break |
| 5 th – 18 th April 2021 | Term Break (Easter Break) |
| 2 nd July 2021 | Last Day of Academic Year 2020-21 |

Note: Please see the school's website for additional information on calendar events. Dates may be changed from time to time as determined in the students' interests. Additional days may be added in the event that school days are lost due to emergencies or inclement weather; this is solely at the school's discretion. Public holidays are advised by the Thai Government and are sometimes varied or determined throughout the year.

School Hours

| | |
|---|---|
| Nursery (Half - Day) | 8:00 am to 12:00 Noon (3,4,5 days option) |
| Nursery (Full - Day) – Year 6 | 8:00 am to 2:30 pm |
| Year 7- Year 13 (Included Extra-curricular) | 8:00 am to 3.30 pm |
| ECAs for KG- Year 6 | 2.40 pm to 3.30 pm |



Age Guidelines 2020-2021 (Some flexibility may be applied depending on circumstances)

St. Andrews, Sukhumvit 107 offers the following programmes:

| Birth Range | Age of child | St. Andrews Class Placement | St. Andrews School Divisions | Thai System | American System |
|--|--------------|---|-------------------------------------|-------------|--------------------|
| 1 st Sep 2017- 31 st Aug 2018 | 2+ | Nursery | Early Years Foundation Stage (EYFS) | Nursery | Pre-School |
| 1 st Sep 2016- 31 st Aug 2017 | 3+ | Kindergarten | | Anuban 1 | Pre-Kindergarten 1 |
| 1 st Sep 2015- 31 st Aug 2016 | 4+ | Reception | | Anuban 2 | Pre-Kindergarten 2 |
| 1 st Sep 2014- 31 st Aug 2015 | 5+ | Year 1 | Primary | Anuban 3 | Pre-Kindergarten |
| 1 st Sep 2013- 31 st Aug 2014 | 6+ | Year 2 | | Prathom 1 | Grade 1 |
| 1 st Sep 2012- 31 st Aug 2013 | 7+ | Year 3 | | Prathom 2 | Grade 2 |
| 1 st Sep 2011- 31 st Aug 2012 | 8+ | Year 4 | | Prathom 3 | Grade 3 |
| 1 st Sep 2010 – 31 st Aug 2011 | 9+ | Year 5 | | Prathom 4 | Grade 4 |
| 1 st Sep 2009 – 31 st Aug 2010 | 10+ | Year 6 | | Prathom 5 | Grade 5 |
| 1 st Sep 2008 – 31 st Aug 2009 | 11+ | Year 7 | Secondary | Prathom 6 | Grade 6 |
| 1 st Sep 2007 – 31 st Aug 2008 | 12+ | Year 8 | | Mor 1 | Grade 7 |
| 1 st Sep 2006 – 31 st Aug 2007 | 13+ | Year 9 | | Mor 2 | Grade 8 |
| 1 st Sep 2005 – 31 st Aug 2006 | 14+ | Year 10 / 1 st year of IGCSE | | Mor 3 | Grade 9 |
| 1 st Sep 2004 – 31 st Aug 2005 | 15+ | Year 11/ 2 nd year of IGCSE | | Mor 4 | Grade 10 |
| 1 st Sep 2003 – 31 st Aug 2004 | 16+ | Year 12/ 1 st year-IBDP/CP | | Mor 5 | Grade 11 |
| 1 st Sep 2002 – 31 st Aug 2003 | 17+ | Year 13/2 nd year-IBDP/CP | Mor 6 | Grade 12 | |



School Fee Structure for Academic Year 2020-2021

1. Application fee 4,000 per child

This fee is payable when an application is submitted and is a non-refundable administration charge.

2. Entrance Fee

The Entrance fee is payable upon initial enrolment and confirmation of the place at the school. This entrance fee is **non-refundable**. The two options are:

(a) Enrolment Fee: One-time lump sum fee

| Year Group | Fee (THB) |
|------------------|------------------------|
| Nursery – Year 6 | 120,000 THB Per child |
| Year 7 – Year 13 | 70,000 THB Per child |
| Family rate | 180,000 THB Per family |

(b) Capital Levy Fee

Capital Levy is an alternative method of paying the enrolment fee. This allows parents who stay in Bangkok for only a short period of time to have a reduced enrolment fee. For students joining in

- **Nursery - Year 6**; the capital levy fee is THB 20,000 per child for 7 consecutive terms.
- **Year 7 – Year 13**; the capital levy fee is THB 20,000 per child for 5 consecutive terms.

3. Tuition Fee

| Year Group | Annual Fee (THB) | Term 1 (THB) | Term 2 (THB) | Term 3 (THB) |
|-------------------------|------------------|--------------|--------------|--------------|
| Nursery (3 half days) | 192,945 | 80,400 | 64,315 | 48,230 |
| Nursery (4 half days) | 257,265 | 107,200 | 85,755 | 64,310 |
| Nursery (5 half days) | 321,555 | 133,980 | 107,185 | 80,390 |
| Nursery (5 full days) | 510,615 | 212,755 | 170,205 | 127,655 |
| KG to Reception | 541,880 | 225,780 | 180,620 | 135,480 |
| Year 1 to Year 6 | 574,070 | 239,200 | 191,360 | 143,510 |
| Year 7 to Year 9 | 592,210 | 246,750 | 197,400 | 148,060 |
| Year 10 | 596,200 | 248,420 | 198,730 | 149,050 |
| Year 11 (2 terms only)* | 596,200 | 298,100 | 298,100 | - |
| Year 12 | 615,720 | 256,550 | 205,240 | 153,930 |
| Year 13 (2 terms only)* | 615,720 | 307,860 | 307,860 | - |

*** In Term 3 of Year 11 & Year 13 an IGCSE and IB examination fee will be levied accordingly. This fee is set by the examination board.**



4. General Deposits

This deposit is used to compensate for any loss or damage to school property, including, but not limited to, library books and educational equipment. This deposit will be refunded when the student leaves the school if no damages occur.

| Year Group | Amount (THB) |
|-------------------|--------------|
| Nursery to Year 6 | 5,000 |
| Year 7 to Year 13 | 10,000 |

5. English for Academic Purposes (EAP) Fee

Additional support for English for Academic Purposes (EAP) shall be charged to the students where English is not their first language and/or below the School's standard (EAP sessions are specialist small group or individual sessions).

| Fee | Annual (THB) | Term 1 (THB) | Term 2 (THB) | Term 3 (THB) |
|--------------------------------|----------------|--------------|--------------|--------------|
| EAP fee - Standard Support | 56,400 | 23,500 | 18,800 | 14,100 |
| EAP fee - Intermediate Support | 86,000 | 35,800 | 28,700 | 21,500 |
| EAP fee - Intensive Support | 120,000 | 50,000 | 40,000 | 30,000 |

6. Support for Learning (formerly known as SFL) Fee

Support for a student with Additional Learning Need/Special Educational Need will be charged depending on the level of support required. This support can be provided in a variety of ways including, group and individual support, specialised curriculums/pathways and specialist therapies.

| Fee | Annual (THB) | Term 1 (THB) | Term 2 (THB) | Term 3 (THB) |
|---|--|--------------|--------------|--------------|
| Low level support | 18,000 | 7,500 | 6,000 | 4,500 |
| Medium level support | 54,000 | 22,500 | 18,000 | 13,500 |
| High level support | 108,000 | 45,000 | 36,000 | 27,000 |
| Primary 1:1 Support | 360,000 | 150,000 | 120,000 | 90,000 |
| Secondary Intensive support - personalised pathway using ASDAN courses | 360,000 | 150,000 | 120,000 | 90,000 |
| Speech and Language Therapy | <i>THB 2,000 per session / Full assessment THB 12,000</i> | | | |
| Occupational Therapy OT | <i>Outreach therapy-costs vary from organisation to organisation</i> | | | |



7. Canteen Fee (Snack & Lunch Fee)

The Snack and Lunch fee are as follows:

| Year Group | Canteen Fee | Annual (THB) | Term 1 (THB) | Term 2 (THB) | Term 3 (THB) |
|------------------|-----------------------|---------------|--------------|--------------|--------------|
| Nursery | Morning Snack & Lunch | 16,380 | 7,110 | 4,950 | 4,320 |
| KG - Year 6 | Morning Snack & Lunch | 24,570 | 10,665 | 7,425 | 6,480 |
| Year 7 - Year 13 | Lunch only * | 21,840 | 9,480 | 6,600 | 5,760 |

** For Year 7 to Year 13, cash cards will be used to purchase morning snacks.*

8. Transportation Fee (Optional)

The transportation fees are as follows:

| Zone / Area | Annual(THB) | Term 1 (THB) | Term 2 (THB) | Term 3 (THB) |
|---|---------------|--------------|--------------|--------------|
| Campus to Campus*** (from Sathorn and Dusit to S107) | 54,600 | 23,700 | 16,500 | 14,400 |
| Zone A: Srinakarin/Bangna | 94,640 | 41,080 | 28,600 | 24,960 |
| Zone B: Sathorn/Rama 3/Narathiwas | 98,280 | 42,660 | 29,700 | 25,920 |
| Zone C: Sukhumvit 1-24 | 98,280 | 42,660 | 29,700 | 25,920 |
| Zone D: Sukhumvit 26-71 | 98,280 | 42,660 | 29,700 | 25,920 |

**The Bus Company shall provide the transportation service from Zone A to Zone D only.*

***For one-way transportation fee, 75% of fee per term shall be applied.*

****Campus to Campus buses provide the special offer for transfer students from Sathorn/Dusit to S107 only.*

9. Residential Trip

A residential field trip and/or day trips are an important part of the curriculum and planned for the first and /or second term. The cost of this trip is usually billed as an additional cost on Term 1 and/or Term 2 invoices.

| Year Group | Price/student* THB | Year Group | Price/student* THB |
|------------|-----------------------|------------------|-----------------------|
| Year 1 | 1,000 | Year 7 | 15,000 |
| Year 2 | 1,500 | Year 8 | 15,000 |
| Year 3 | 3,000 | Year 9 | 20,000 |
| Year 4 | 8,000 | Year 10 | 20,000 |
| Year 5 | 8,000 | Year 11 | 20,000 |
| Year 6 | 15,000 | Year 12& Year 13 | 25,000 |

**This is the estimated price of residential/day trips. The school shall reserve the right to change the price if the actual cost incurred varies from this estimate.*



10. Due date on Fee payment

The due dates for tuition fees payment for 2020/2021 academic year are as follows:

| Term 1 | Term 2 | Term 3 |
|---------------------------|-------------------------------|----------------------------|
| 6 th July 2020 | 6 th November 2020 | 5 th March 2021 |

11. Methods of Payment

➤ Pay at School

- **Cheque:** Cashier cheque payable to “St. Andrews International School Bangna”
- **Credit card:** 2% bank charge

➤ Pay via ATM & Online banking



- Use “barcode” from Bill Payment Pay-in Slip for ATM & Online Banking.
- Specify (Ref.1 : Payer no.) and (Ref.2 : Invoice No.)
- School Biller ID No. : 099400077279301

➤ Pay at Bank Counter – Cash only:

- Use “Bill Payment Pay-in Slip” only at Thanachart Bank & Kiatnakin Bank
*Bank counter service can be changed according the bank policy

➤ Payment via Other Channels (Wire Transferring)

- **Bank Details:**
 - **Account Name:** St. Andrews International School Bangna
 - **Saving Account Number:** 304-298292-3
 - **Swift code:** SICOTHBK
 - **Bank Name:** Siam Commercial Bank PCL (Samrong Branch)
 - **Bank Address:** 1610 Moo 6, Sukhumvit Road, Samrong Nue, Muang, Samutprakan 10270

Note – All bank charges are met by parents (International or local bank charge)

❖ Important: Parents are required to send back the deposit evidence to school referring to

- (a) Payer ID number and
- (b) Invoice number and fax to school at +66(0)2 393 3925
or email at S107accounts@standrews-schools.com



12. School Fee Refund

A refund of tuition fee, canteen fee and transportation fee will only be granted depending on the following conditions: “When a child leaves the school before the next term starts, the parents will be refunded a full term. If the child starts a new term, the parents will be refunded for half term’s fees if the child leaves before the half term break. However, if the child attends the second half term but leaves before its end, there is no refund”.

13. Interest Rate for late payment:

Fees remaining unpaid outside the invoice credit period will be subject to interest of 1.25% per month of outstanding balance until payment is received.

14. Student Insurance

While St. Andrews International school **Sukhumvit 107** maintains limited student accident insurance coverage for activities authorized by and under the supervision of school authorities and/or parents and/or guardians, it is strongly recommended that each student obtain his/her own adequate medical insurance.

15. Withdrawal

Students leaving the school are required to clear all obligations before final records will be forwarded to the next school or University. This includes text, library books and other school materials.