



St. Andrews  
International School  
Sukhumvit 107

# ADMISSIONS HANDBOOK

## 2018-2019

### ADMISSIONS POLICY

St. Andrews S107 endeavours to have an open 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 expenses
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. To apply, please submit the following:

### STEP 1

1. Completed and signed Application for Admission. Online application is available at [www.standrewssukhumvit.com/admissions/apply-online.html](http://www.standrewssukhumvit.com/admissions/apply-online.html)
2. Completed and signed School and Parent /Guardian Agreement
3. An Application Fee of 3,500 Baht
4. Photocopy of Parents' and Child's Passports and Visas
5. Photocopies of Child's Birth Certificate
6. Photocopy of House Registration (Thai students)
7. Official transcript or report cards for the past two academic years (officially translated into English where required)
8. Educational assessment or specialist reports (where applicable)

**Note:** Applications will be accepted by email and fax, provided that the necessary hard copy documents are followed up by mail.

### STEP 2

Once these documents have been submitted and the application fee has been received, the Admissions 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.

### 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.*



### STEP 3

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.

### Medical Report

It is requirement that each student applying for admission to the school undergoes a medical examination using St. Andrews medical examination form. The school reserve the right to discontinue the enrolment of a student at any time if it becomes evident that the school was misinformed regarding any medical documentation, a student provides a risk of serious infection to others, or it becomes evident that the school does not have the resources to address the individual needs of a student. The medical report must be completed before the student begins school.

## SCHOOL HOURS

Nursery (Half-Day)	8.00am to 12.00 noon
Kindergarten to Year 13 (Full Time)	8.00am to 2.30pm
Extra-curricular activities (ECA)	2.40pm to 3.30pm



## AGE GUIDELINES

(some flexibility may be applied depending on circumstances)

**St. Andrews, Sukhumvit 107 offers the following programmes:**

Birth Range	Age	St. Andrews Placement	Thai System	American System
1 <sup>st</sup> Sep 2016- 31 <sup>st</sup> Aug 2017	1+	Toddler	-	-
1 <sup>st</sup> Sep 2015- 31 <sup>st</sup> Aug 2016	2+	Nursery	Nursery	N
1 <sup>st</sup> Sep 2014- 31 <sup>st</sup> Aug 2015	3+	Kindergarten(K1)	Anuban 1	K1
1 <sup>st</sup> Sep 2013- 31 <sup>st</sup> Aug 2014	4+	Reception (K2)	Anuban 2	K2
1 <sup>st</sup> Sep 2012- 31 <sup>st</sup> Aug 2013	5+	Year 1	Anuban 3	K3
1 <sup>st</sup> Sep 2011- 31 <sup>st</sup> Aug 2012	6+	Year 2	Prathom 1	Grade 1
1 <sup>st</sup> Sep 2010- 31 <sup>st</sup> Aug 2011	7+	Year 3	Prathom 2	Grade 2
1 <sup>st</sup> Sep 2009 – 31 <sup>st</sup> Aug 2010	8+	Year 4	Prathom 3	Grade 3
1 <sup>st</sup> Sep 2008 – 31 <sup>st</sup> Aug 2009	9+	Year 5	Prathom 4	Grade 4
1 <sup>st</sup> Sep 2007 – 31 <sup>st</sup> Aug 2008	10+	Year 6	Prathom 5	Grade 5
1 <sup>st</sup> Sep 2006 – 31 <sup>st</sup> Aug 2007	11+	Year 7	Prathom 6	Grade 6
1 <sup>st</sup> Sep 2005 – 31 <sup>st</sup> Aug 2006	12+	Year 8	Mor 1	Grade 7
1 <sup>st</sup> Sep 2004 – 31 <sup>st</sup> Aug 2005	13+	Year 9	Mor 2	Grade 8
1 <sup>st</sup> Sep 2003 – 31 <sup>st</sup> Aug 2004	14+	Year 10 / 1 <sup>st</sup> year of IGCSE	Mor 3	Grade 9
1 <sup>st</sup> Sep 2002 – 31 <sup>st</sup> Aug 2003	15+	Year 11/2 <sup>nd</sup> year of IGCSE	Mor 4	Grade 10
1 <sup>st</sup> Sep 2001 – 31 <sup>st</sup> Aug 2002	16+	Year 12/ 1 <sup>st</sup> year -IB Dip	Mor 5	Grade 11
1 <sup>st</sup> Sep 2000 – 31 <sup>st</sup> Aug 2001	17+	Year 13/ 2 <sup>nd</sup> year IB- Dip	Mor 6	Grade 12



## SCHOOL FEE STRUCTURE AND FINANCIAL CONDITIONS

ACEDMIC YEAR 2018/2019

All charges are expressed in Thai Baht (THB) and fees are payable per student and are adjusted annually.

### Non-Refundable Application Fee

Per Student:

**Payable on application**

3,500 THB

### Non-Refundable Enrollment Fee

Per Student: (Nursery – Year 6)

Per Student: (Year 7 – Year 13)

Per Family:

**Payable on acceptance**

120,000 THB

60,000 THB

180,000 THB

It is also possible to opt out of the Enrolment Fee and instead pay a Capital Levy Fee of **60,000** THB per child, for the first year. Then, from the second year onwards **15,000** THB is charged termly on top of the tuition fee as long as your child is studying at St. Andrews. If after paying the Capital Levy you wish to change to the Enrolment Fee you must pay the 120,000 THB per student or 180,000 THB per family in full. This fee is non-refundable

### Tuition Fees

Below assumes entry at start of academic year. Tuition fees payable 6 weeks prior to commencement at other times.

Year Group	Term 1 (instalment June 1 <sup>st</sup> )	Term 2 (instalment Nov 1 <sup>st</sup> )	Term 3 (instalment Mar 1 <sup>st</sup> )	Annual Fees
Nursery (3 half days)	80,400 THB	64,315 THB	48,230 THB	192,945 THB
Nursery (4 half days)	107,200 THB	85,755 THB	64,310 THB	257,265 THB
Nursery (5 half days)	133,980 THB	107,185 THB	80,390 THB	321,555 THB
Nursery (5 full days)	212,755 THB	170,205 THB	127,655 THB	510,615 THB
KG - Reception	221,350 Baht	177,080 Baht	132,820 Baht	531,250 Baht
Year 1 to Year 6	230,440 Baht	184,355 Baht	138,255 Baht	553,050 Baht
Year 7 to Year 10	237,720 Baht	190,175 Baht	142,635 Baht	570,530 Baht
Year 11* (2 terms only)	285,265 Baht	285,265 Baht	-	570,530 Baht
Year 12	244,330 Baht	195,470 Baht	146,600 Baht	586,400 Baht
Year 13* (2 terms only)	293,200 Baht	293,200 Baht	-	586,400 Baht

*\*In Term 3 of Year 11 & Year 13, IGCSE and IB examination fees will be levied accordingly*



## General Deposits

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

Nursery to Year 6           **5,000 THB**  
Year 7 to Year 12       **10,000 THB**

**Canteen:** The school offers a canteen service for lunch and snack break. Fees are invoiced separately and are in addition to school fees.

	Term 1	Term 2	Term 3	Annual Fee
Nursery : Morning Snack and Lunch	6,660 THB	5,400 THB	4,320 THB	16,380 THB
KG to Year 6: Morning and Lunch	9,250 THB	7,500 THB	6,000 THB	22,750 THB
Year 7 to Year 13: Lunch ONLY	8,140 THB	6,600 THB	5,280 THB	20,020 THB

**Transportation:** The school offers a door-to-door bus service, subject to demand. Fees are invoiced as follows:

	Term 1	Term 2	Term 3	Annual Fee
Campus to Campus ** from Sathorn & Dusit to S107	22,200 THB	18,000 THB	14,400 THB	54,600 THB
Zone A: Srinakarin / Bangna	38,480 THB	31,200 THB	24,960 THB	94,640 THB
Zone B: Sathorn/ Rama 3/ Narathiwas	39,960 THB	32,400 THB	25,920 THB	98,280 THB
Zone C: Sukhumvit 1 -24	39,960 THB	32,400 THB	25,920 THB	98,280 THB
Zone D: Sukhumvit 26 - 71	39,960 THB	32,400 THB	25,920 THB	98,280 THB

### NOTE:

- For one way transportation fee, 75% of return fee per term shall be applied
- Metro Bus Company shall provide the transportation service from Zone A to Zone D only
- Campus to Campus buses provide the special offer for transferred students from Sathorn/Dusit to S107 only.



## OTHER PROGRAMMES AND COSTS

### English as an Additional Language (EAL)

The school offers additional education support in English for eligible students for whom English is not their primary language. The school will also determine on a case-by-case basis, if English as an Additional Language support is required as a condition of continued enrollment. Specialist teachers are arranged to provide this service and as such, this fee is non-refundable should the student subsequently withdraw from the program. Fees are charged per term as below and are invoiced separately in addition to school fees. Fees will be based on the number of sessions required. Details of provision and associated fees can be obtained from the School Admissions Officer.

	Term 1	Term 2	Term 3
5 Sessions/Week	36,960 THB	25,410 THB	23,100 THB
8 Sessions / Week	47,880 THB	38,304 THB	31,920 THB

### Special Education Needs (SEN)

The School offers a Special Educational Needs Programme for students who require support for learning differences. The needs of eligible students will be assessed on an individual basis and parents should discuss their situation with the Admissions Manager at the school prior to making an application for enrolment.

### 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 Term 2 invoices.

*\*Please note this is an estimated price of residential/day trips. The school shall reserve the right to change the price if the actual cost incurred has the variance.*

Year Group	Price/Student -THB	Year Group	Price/Student - THB
Y1	1,000	Y7	15,000
Y2	1,500	Y8	15,000
Y3	2,500	Y9	20,000
Y4	8,000	Y10	20,000
Y5	8,000	Y11	20,000
Y6	15,000	Y12/Y13	25,000

### Due date on FEE payment

**Term 1:** 4<sup>th</sup> June 2018  
**Term 2:** 1<sup>st</sup> November 2018  
**Term 3:** 1<sup>st</sup> March 2019



## METHODS OF PAYMENT

### Pay at school

- Personal or Cashier's cheque made payable to: '**St. Andrews International School, Bangna**'
- Credit card: 2% bank charge

### Pay at bank (only at Siam Commercial Bank (SCB) PLC)

- Bill payment Deposit (using invoice with bill payment pay-in slip in the lower-part section)

### Payment via other channels (ATM, Internet Banking, Wire Transferring)

- **Bank Transfer**  
**Account Number:** 304-298292-3  
**Type of Account:** Saving  
**Account Name:** St. Andrews International School, Bangna  
**Swiftcode:** 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)*
- *Parents are required to send back the deposit evidence to school with referring to (a) Student ID number and (b) invoice number and fax to school at +66(0) 2 393 3925 or email at s107accounts@standrews-schools.com*

### 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"

### 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.

If overdue fees have not been settled as advised, the school may also consider the following:

- The school report shall not be distributed to the student/s;
- The school reserves the right not to allow the student/s to attend the school in the related term;
- If a child is accepted in any term after the payment due date or after the term starts, then the tuition fee and other related fees are due within 7 days from the invoice date. If the tuition fee and other related fees are not settled as advised, then the acceptance process will be deemed as uncompleted and the child will not be accepted for the place at the school.

### Discount Policy

The third child & onwards shall receive 10% sibling discount

If the older child leaves the school, then the sibling discount shall be reviewed. The third child then move up to the second child, the 10% sibling discount on the third child shall not be applied





### **Payment by Employer or Third Parties**

If school fees are to be paid by company/employer please complete a Letter of Guarantee and submit it to the Admissions Office. An authorized representative from the company/employer will need to sign and stamp this form. Parents are responsible for keeping their employer/company informed of all information regarding tuition fees, payment terms and all other fees. Financial responsibility for all school fees remains with the parents, irrespective of payments made by third parties.

### **Cancellation of Acceptance**

If, for any reason, parents cancel their acceptance of a place after signing the school's Confirmation of Acceptance Form included with the school's offer letter and before the student starts at the school, the Application Fee and Enrolment Fee will not be refunded. Tuition Fees paid in advance will be refunded provided sufficient notice has been given. For cancellation after the student's commencement at the School, please refer to "Withdrawals".

### **Withdrawals**

For students currently enrolled in the school, a written notice to withdraw is required by the Admissions Office in accordance with school policy. 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. Please note that email notification is considered written notice.