

2025-2026



St. Andrews  
International School  
**Sukhumvit 107**

# Admissions Handbook





St. Andrews  
International School  
**Sukhumvit 107**

# Admissions Policy & How to Apply

St. Andrews International School Sukhumvit 107 aims to have an admissions policy that is as open as possible.

We therefore:

1. Consider students who need English as an Additional Language (EAL) support.
2. Consider students who need learning support.
3. Our ethical principle is that we will offer admission only if we believe we can meet and support the student's needs.
4. When admitting a student, we carefully consider the current class they will be joining.
5. If a shadow teacher is required, this can be considered, provided the parents are prepared to cover the additional cost.
6. The school reserves the right to refuse admission or withdraw an offer if inaccurate information is submitted.

Prospective students who wish to apply to St. Andrews International School Sukhumvit 107 must complete an application form and pay an Application Fee to be considered for a place. Applications are considered in the order they are received. We accept new applications throughout the academic year.

## 1 The First Step

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To apply, please submit the following:

1. Completed and signed Application for Admission  
Online application is available at  
<https://www.standrewssukhumvit.com/apply/>
2. A completed and signed School and Parent/Guardian Agreement
3. An Application Fee of 5,000 Baht per child
4. Photocopies 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 details – 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 post.***

## 2 The Second Step

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Once these documents have been submitted and the application fee has been received, the Admissions Office will review the application file. We may ask for more information from you or your child's previous school. St. Andrews Sukhumvit 107 will then contact you to arrange assessments for your child. These assessments may include:

- Written tests in English and Maths
- A meeting with the Head Teacher
- A half-day trial in class. You will then be informed whether your child has met the criteria for admission.

**Please note:**

- **Nursery children meet informally with the Head of Early Years Foundation Stage (EYFS) and Nursery teacher.**
- **Kindergarten and Reception children are invited to spend a trial day in class and have an informal meeting.**
- **Year 1 and Year 2 children have a trial day in class where teachers do an informal assessment.**
- **Years 3 to 6 children have a trial day in class where they are assessed in writing and maths. They also sit an aptitude test.**
- **Secondary School students have an English assessment and sit an aptitude test. They also attend an interview with the Head of Secondary or another member of staff.**
- **Although our school is open to students of all nationalities, the main language of instruction is English. Full participation in our curriculum requires good English. For students from Year 1, we offer a limited number of places in our EAL programme. Students in all year groups are considered individually through an informal interview.**
- **Students needing learning support will be interviewed on a case-by-case basis.**

## 3

### The Third Step

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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, the place may be offered to another applicant. The first payment of Tuition Fees is due on 1st June for August entry. For students starting 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 before the student's start date.

#### Waiting List

If a place is not available when you wish to join, your child's name will be put on a waiting list and you will be told as soon as a place becomes available. Please inform the Admissions Office of any changes to your address, contact details, or circumstances.

#### Special Needs and Learning Support

The school has limited resources for students who have physical or significant learning difficulties, and the curriculum may not meet all needs. While we aim to be inclusive, admission in such cases is decided on a case-by-case basis to ensure we can properly support individual needs.

#### School Changes

This school, like any other, is likely to change over time. There may be changes in staff, buildings, facilities, curriculum, class sizes, this handbook, the "Terms and Conditions", the disciplinary rules, and the length of the school year. Tuition and school fees will be reviewed and adjusted annually.



# School Calendar

Date	Key Date
20 <sup>th</sup> August 2025	First Day of School
13 <sup>th</sup> - 17 <sup>th</sup> October 2025	Half-Term Break
15 <sup>th</sup> December 2025 - 5 <sup>th</sup> January 2026	Term Break (Christmas and New Year Break)
16 <sup>th</sup> - 20 <sup>th</sup> February 2026	Half-Term Break
6 <sup>th</sup> - 17 <sup>th</sup> April 2026	Term Break (Easter Break)
26 <sup>th</sup> June 2026	Last Day of Academic Year 2025-2026

*Please see the school's website for additional information on calendar events. Dates may be changed. Additional days may be added if school days are lost due to emergencies or bad weather. Public holidays are decided by the Thai Government and may change during the year.*

# School Hours

Year Group	Hour
Nursery (Half-Day)	8:00 am to 12:00 Noon
Nursery (Full-Day) - Year 6	8:00 am to 2:30 pm
Year 7 - Year 13 (Included Extra-curricular)	7:45 am to 3:30 pm
ECAs for KG - Year 13	2:30 pm to 3:30 pm

# School Age Guidelines

Academic Year 2025-2026

Birth Range	Age of child	St. Andrews Class Placement	Key Stage	St. Andrews School Divisions	Thai System	American System	
1 <sup>st</sup> Sep 2022 – 31 <sup>st</sup> Aug 2023	2+	Nursery		Early Years Foundation Stage (EYFS)	Nursery	Pre-School	
1 <sup>st</sup> Sep 2021 – 31 <sup>st</sup> Aug 2022	3+	Kindergarten			Anuban 1	Pre-Kindergarten 1	
1 <sup>st</sup> Sep 2020 – 31 <sup>st</sup> Aug 2021	4+	Reception			Anuban 2	Pre-Kindergarten 2	
1 <sup>st</sup> Sep 2019 – 31 <sup>st</sup> Aug 2020	5+	Year 1	1	Primary	Anuban 3	Pre-Kindergarten	
1 <sup>st</sup> Sep 2018 – 31 <sup>st</sup> Aug 2019	6+	Year 2			Prathom 1	Grade 1	
1 <sup>st</sup> Sep 2017 – 31 <sup>st</sup> Aug 2018	7+	Year 3	2		Prathom 2	Grade 2	
1 <sup>st</sup> Sep 2016 – 31 <sup>st</sup> Aug 2017	8+	Year 4			Prathom 3	Grade 3	
1 <sup>st</sup> Sep 2015 – 31 <sup>st</sup> Aug 2016	9+	Year 5			Prathom 4	Grade 4	
1 <sup>st</sup> Sep 2014 – 31 <sup>st</sup> Aug 2015	10+	Year 6			Prathom 5	Grade 5	
1 <sup>st</sup> Sep 2013 – 31 <sup>st</sup> Aug 2014	11+	Year 7	3		Secondary	Prathom 6	Grade 6
1 <sup>st</sup> Sep 2012 – 31 <sup>st</sup> Aug 2013	12+	Year 8				Mor 1	Grade 7
1 <sup>st</sup> Sep 2011 – 31 <sup>st</sup> Aug 2012	13+	Year 9		Mor 2		Grade 8	
1 <sup>st</sup> Sep 2010 – 31 <sup>st</sup> Aug 2011	14+	Year 10 / 1 <sup>st</sup> year of IGCSE	4	Mor 3		Grade 9	
1 <sup>st</sup> Sep 2009 – 31 <sup>st</sup> Aug 2010	15+	Year 11 / 2 <sup>nd</sup> year of IGCSE		Mor 4		Grade 10	
1 <sup>st</sup> Sep 2008 – 31 <sup>st</sup> Aug 2009	16+	Year 12 / 1 <sup>st</sup> year-IBDP/CP		Mor 5		Grade 11	
1 <sup>st</sup> Sep 2007 – 31 <sup>st</sup> Aug 2008	17+	Year 13 / 2 <sup>nd</sup> year-IBDP/CP		Mor 6	Grade 12		

# School Fee Structure

## 1 Application Fee

Application fee THB 5,000 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 Thailand 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 (5 Days – Half-Day)	362,000	151,000	120,500	90,500
Nursery (5 Days – Full-Day)	574,500	239,500	191,500	143,500
KG to Reception	629,500	262,500	209,500	157,500
Year 1 to Year 6	679,000	283,000	226,500	169,500
Year 7 to Year 9	731,000	304,500	243,500	183,000
Year 10	742,500	309,500	247,500	185,500
Year 11 (2 terms only)*	732,000	366,000	366,000	-
Year 12	769,500	320,500	256,500	192,500
Year 13 (2 terms only)*	759,000	379,500	379,500	-

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

**\*A 10% sibling discount is applicable to tuition fees for the 3rd and 4th child.**



## 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 13	100,000

### Learning Support and English as an Additional Language

St. Andrews Sukhumvit 107 is an inclusive school, striving to offer our learners the individual and personal support that will enable them to exceed their expectations in anything they choose to do. We believe, that it is our warm community feel, alongside our relentless support for children's academic, social and personal growth that makes us special. We can offer a range of additional support run by our specialist teams: English as an Additional Language team and the Learning Support team.

## 5 English as Additional Language (EAL) Fee

Additional support for English as Additional Language (EAL) shall be charged to the students for whom English is not their first language and/or is below the School's standard. EAL support includes specialist small group or individual sessions and some in-class specialist support. EAL support can range from standard EAL level to intensive EAL level. The charges will depend on the agreed EAL support required after the assessment. Please refer to the separate Student Support Fee document for further details.

Programme	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
EAL Fee - Standard Support	60,000	25,000	20,000	15,000
EAL Fee - Intermediate Support	90,000	37,500	30,000	22,500
EAL Fee - Intensive Support	125,000	52,000	42,000	31,000

***\*The EAL fee shall be charged as an additional fee apart from the normal school tuition fee.***

## 6 Learning Support (LS) Fee

Additional support for a student with specific learning needs shall be charged depending on the level of support required. This support can be provided in a variety of ways including, group and individual support, and in-class support.

Fee	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Low Level Support	25,000	10,000	8,000	7,000
Medium Level Support	75,000	30,000	25,000	20,000
High Level Support	180,000	80,000	60,000	40,000

*\*The LS fee shall be charged as an additional fee apart from the normal school tuition fee.*

## 7 Canteen Fee (Snack & Lunch Fee)

Group	Canteen Fee	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Nursery	Morning Snack & Lunch	17,200	7,200	5,500	4,500
KG - Year 6	Morning Snack & Lunch	25,400	10,600	8,200	6,600
Year 7 - Year 13	Lunch only	22,700	9,500	7,300	5,900

## 8 Transportation Fee (Optional)

Fee	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Campus to Campus*** (from Sathorn and Dusit to S107)	59,000	24,500	19,000	15,500
<b>Zone A:</b> Srinakarin/Bangna	102,500	42,500	33,000	27,000
<b>Zone B:</b> Sathorn/Rama 3/ Narathiwat	106,000	44,000	34,000	28,000
<b>Zone C:</b> Sukhumvit 1-24	106,000	44,000	34,000	28,000
<b>Zone D:</b> Sukhumvit 26-71	106,000	44,000	34,000	28,000

*\*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	18,000
Year 2	1,500	Year 8	18,000
Year 3	5,000	Year 9	25,000
Year 4	10,000	Year 10	30,000
Year 5	15,000	Year 11	30,000
Year 6	18,000	Year 12 & Year 13	35,000

*\*This is 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

## Fee Payment Due Dates

The estimated due dates for tuition fee payment for the 2025-2026 academic years are as follows:

	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Due Date	13 <sup>th</sup> June 2025	13 <sup>th</sup> November 2025	13 <sup>th</sup> March 2026

# 11

## Methods of Payment

### Pay at School

- **Cheque:** Cashier cheque payable to "St. Andrews International School Bangna"
- **Credit card:** Fees are subject to credit card providers
 

Kasikorn Bank	1%
Other Banks	2%

### 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 and 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

## Overseas bank account or overseas credit card payment via FLYWIRE

- **To make an overseas payment, please use the link below:**
- **LINK:** [standrews-cognita.flywire.com](https://standrews-cognita.flywire.com)

*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) Payer ID number and (b) Invoice number and fax to school at +66(0)2 393 3925 or email at <[S107accounts@standrews-schools.com](mailto:S107accounts@standrews-schools.com)>.*

## 12 School Fee Refund

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A refund of tuition fee, canteen fee, and transportation fee will only be granted depending on the following conditions:

- If a child leaves the school before the next term starts, parents will be refunded a full term's fees.
- If a child starts a new term but leaves before the half-term break, parents will be refunded for half a term's fees.
- If a child attends the second half of the term but leaves before it ends, there is no refund.

## 13 Interest Rate for Late Payment

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In the event of late payment, an interest charge of 1.25% per month will be added to the outstanding amount.

## 14 Student Insurance

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All students are covered by the school's accident insurance policy. This policy covers accidents that occur on the school grounds, during school hours and during school-organised activities only. While St. Andrews Sukhumvit 107 maintains limited student accident insurance, it is strongly recommended that each student obtain his/her own adequate medical insurance.

## 15 Withdrawal

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To officially withdraw a student from the school, parents/guardians must fulfill all outstanding obligations. This includes returning all school property such as textbooks, library books, and any other school materials. Final academic records will only be released to the next school or university once all obligations have been cleared.



# *A Community That Succeeds*

**St. Andrews International School Sukhumvit 107**

7 Sukhumvit 107, Khwaeng Bang Na, Khet Bang Na, Krung Thep Maha Nakhon 10260

**T:** +66 (0) 2393 3883

**W:** [www.standrewssukhumvit.com](http://www.standrewssukhumvit.com)

**E:** [admissions107@standrews-schools.com](mailto:admissions107@standrews-schools.com)

**A COGNITA SCHOOL**