



St. Andrews
International School
Sukhumvit 107

ADMISSION HANDBOOK
Academic Year 2022-2023



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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 or withdraw an offer 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 <https://www.standrewssukhumvit.com/admissions/apply-online>
2. Completed and signed School and Parent /Guardian Agreement
3. An Application Fee of 4,000 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 – 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:

- Nursery children meet informally with the Head of Primary / Nursery teacher
- Kindergarten and reception children are invited to spend a trial day in class and an informal meeting Year 1 and Year 2 children have a trial day in class where teachers do informal assessment
Year 3 to 6 children have a trial day in class where they are assessed on writing and maths. They also sit an aptitude test
- Secondary School students undertake an English assessment and sit an aptitude test. They also attend an interview with the Head of secondary or other member of staff
- 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 Year 1, we offer a limited number of places on our EAL programme. Students are considered on an individual basis through an informal interview
- Students requiring learning support will be interviewed on a case by case basis.

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

Learning Support

The school aims to be inclusive, however admission is determined on a case by case basis to ensure we can support individual needs.



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 2022-23

17 th August 2022	First Day of School
17 th – 21 st October 2022	Half-Term Break
19 th December 2022 – 6 th January 2023	Term Break (Christmas and New Year Break)
13 th – 17 th February 2023	Half-Term Break
3 th – 14 th April 2023	Term Break (Easter Break)
23 rd June 2023	Last Day of Academic Year 2022-23

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 (4 and 5 day option)
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



Age Guidelines 2022-2023

(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 2019 – 31 st Aug 2020	2+	Nursery	Early Years Foundation Stage (EYFS)	Nursery	Pre-School
1 st Sep 2018 - 31 st Aug 2019	3+	Kindergarten		Anuban 1	Pre-Kindergarten 1
1 st Sep 2017- 31 st Aug 2018	4+	Reception		Anuban 2	Pre-Kindergarten 2
1 st Sep 2016- 31 st Aug 2017	5+	Year 1	Primary	Anuban 3	Pre-Kindergarten
1 st Sep 2015- 31 st Aug 2016	6+	Year 2		Prathom 1	Grade 1
1 st Sep 2014- 31 st Aug 2015	7+	Year 3		Prathom 2	Grade 2
1 st Sep 2013- 31 st Aug 2014	8+	Year 4		Prathom 3	Grade 3
1 st Sep 2012- 31 st Aug 2013	9+	Year 5		Prathom 4	Grade 4
1 st Sep 2011- 31 st Aug 2012	10+	Year 6		Prathom 5	Grade 5
1 st Sep 2010 – 31 st Aug 2011	11+	Year 7		Secondary	Prathom 6
1 st Sep 2009 – 31 st Aug 2010	12+	Year 8	Mor 1		Grade 7
1 st Sep 2008 – 31 st Aug 2009	13+	Year 9	Mor 2		Grade 8
1 st Sep 2007 – 31 st Aug 2008	14+	Year 10 / 1 st year of IGCSE	Mor 3		Grade 9
1 st Sep 2006 – 31 st Aug 2007	15+	Year 11/ 2 nd year of IGCSE	Mor 4		Grade 10
1 st Sep 2005 – 31 st Aug 2006	16+	Year 12/ 1 st year-IBDP/CP	Mor 5		Grade 11
1 st Sep 2004 – 31 st Aug 2005	17+	Year 13/2 nd year-IBDP/CP	Mor 6		Grade 12



School Fee Structure for Academic Year 2022-2023

1. Application fee THB 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 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 (4 half days)	264,960	110,400	88,320	66,240
Nursery (5 half days)	331,200	138,000	110,400	82,800
Nursery (5 full days)	525,930	219,140	175,310	131,480
KG to Reception	563,560	234,820	187,850	140,890
Year 1 to Year 6	599,900	249,960	199,970	149,970
Year 7 to Year 9	626,560	261,060	208,860	156,640
Year 10	630,780	262,830	210,260	157,690
Year 11 (2 terms only)*	630,780	315,390	315,390	-
Year 12	652,660	271,940	217,550	163,170
Year 13 (2 terms only)*	652,660	326,330	326,330	-

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



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 as Another Language (EAL) Fee

Additional support for English as an Additional Language (EAL) shall be charged to the students to 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 to intensive level.

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

**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 additional 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, in-class support and specialist therapies.

Learning Support (LS) Fee*	Annual Fee (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
Outreach Therapy – Speech Therapy/ Occupational Therapy/ Behaviour Specialist	Outreach therapy – Cost vary from organization to organization			

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



Specialist Pathway/Program:

Additional support for some students may take the form of a specialized programs/ pathways. The level of support for such programs is intensive and is determined by need, which is often recommended by an outside specialist report from a clinical/ educational psychologist, medical agency or specialist centre.

Specialist Pathway/Program Fee*	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Early Years/Primary 1:1 Support/Personalised Program	360,000	150,000	120,000	90,000
Secondary Personalised Program Year 7 to Year 9	360,000	150,000	120,000	90,000

**The Specialist Pathway/ Program Fee shall be charged as an additional fee apart from the normal school tuition fee.*

Dual Learner Program (S107 and Steps Vocational Training Centre):

At S107 we have an onsite vocational training centre and Cafe which is running by Steps, an organisation which trains and employs neurodivergent young people. The training centre offers UK-accredited, individualised learning programs that focus on building social skills and confidence. As well as the vocational centre, Steps run the school cafe, championing sustainable values and nutritious food, where trainees on their program can gain hands-on work experience. Dual Learners will learn in S107 classes, onsite vocational Steps Training Centre and take part in a variety of work experience opportunities, including Steps Cafe.

Dual Learner Program Fee TOTAL**	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Secondary Year 9	986,560	411,060	328,860	246,640
Secondary Year 10	990,780	412,830	330,260	247,690
Secondary Year 11	990,780	465,390	435,390	90,000
Secondary Year 12	1,012,660	421,940	337,550	253,170
Secondary Year 13	1,012,660	476,330	446,330	90,000

***Dual Learner Program Fee Total has included (1) Tuition fee and (2) Dual Learner Program Fee with Steps.*



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	7,240	4,890	4,250
KG - Year 6	Morning Snack & Lunch	24,570	10,860	7,330	6,380
Year 7 - Year 13	Lunch only *	21,840	9,660	6,520	5,660

*** 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)	56,780	25,090	16,940	14,750
Zone A: Srinakarin/Bangna	98,430	43,500	29,370	25,560
Zone B: Sathorn/Rama 3/Narathiwat	102,210	45,180	30,490	26,540
Zone C: Sukhumvit 1-24	102,210	45,180	30,490	26,540
Zone D: Sukhumvit 26-71	102,210	45,180	30,490	26,540

***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 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
29 th June 2022	9 th November 2022	10 th March 2023

11. Methods of Payment

➤ Pay at School

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

Siam Commercial Bank (SCB)	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 & 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 oversea payment, please use the link below
- **LINK:** 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>.



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.