

2023-2024



St. Andrews
International School
Sukhumvit 107

Admissions Handbook





St. Andrews
International School
Sukhumvit 107

Admissions Policy

St. Andrews International school **Sukhumvit 107** endeavors 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 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

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.

1

The First Step



- Complete and sign application for admissions.
An online application form is available at:
<https://www.standrewssukhumvit.com/apply/>
- Complete and sign School and Parent/Guardian Agreement.
- An application fee of 4,000 Baht per child.
- Photocopies of Parents' and Child's Passports and Visas.
- Photocopies of Child's Birth Certificate.
- Official transcript or school reports for two years prior to current grade level.
(translated into English)
- Current School contact – Class teacher/ Principal.
- 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.

2

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 EYs & 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.*

3 The Third Step

When a place is offered, the Entrance Fee must be paid within 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

Date	Key Date
16 th August 2023	First Day of School
16 th - 20 th October 2023	Half-Term Break
18 th December 2023 - 8 th January 2024	Term Break (Christmas and New Year Break)
19 th - 23 rd February 2024	Half-Term Break
8 th - 19 th April 2024	Term Break (Easter Break)
21 st June 2024	Last Day of Academic Year 2023-24

****Please 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

Year Group	Hour
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

School Age Guidelines

(Some flexibility may be applied depending on circumstances)

Academic Year 2023-2024

Age of Child	Birth Range	St. Andrews Class Placement	Key Stage	St. Andrews School Divisions	Thai System	American System
2+	1 st Sep 2020 - 31 st Aug 2021	Nursery		Early Years Foundation Stage (EYFS)	Nursery	Pre-School
3+	1 st Sep 2019 - 31 st Aug 2020	Kindergarten			Anuban 1	Pre-Kindergarten
4+	1 st Sep 2018 - 31 st Aug 2019	Reception			Anuban 2	Pre-Kindergarten 2
5+	1 st Sep 2017 - 31 st Aug 2018	Year 1	1	Primary	Anuban 3	Pre-Kindergarten
6+	1 st Sep 2016 - 31 st Aug 2017	Year 2			Pratom 1	Grade 1
7+	1 st Sep 2015 - 31 st Aug 2016	Year 3	2		Pratom 2	Grade 2
8+	1 st Sep 2014 - 31 st Aug 2015	Year 4			Pratom 3	Grade 3
9+	1 st Sep 2013 - 31 st Aug 2014	Year 5			Pratom 4	Grade 4
10+	1 st Sep 2012 - 31 st Aug 2013	Year 6			Pratom 5	Grade 5
11+	1 st Sep 2011 - 31 st Aug 2012	Year 7	3	Secondary	Pratom 6	Grade 6
12+	1 st Sep 2010 - 31 st Aug 2011	Year 8			Matthayom 1	Grade 7
13+	1 st Sep 2009 - 31 st Aug 2010	Year 9			Matthayom 2	Grade 8
14+	1 st Sep 2008 - 31 st Aug 2009	Year 10 / 1 st year of IGCSE	4		Matthayom 3	Grade 9
15+	1 st Sep 2007 - 31 st Aug 2008	Year 11/ 2 nd year of IGCSE			Matthayom 4	Grade 10
16+	1 st Sep 2006 - 31 st Aug 2007	Year 12/ 1 st year - IBDP/CP	5		Matthayom 5	Grade 11
17+	1 st Sep 2005 - 31 st Aug 2006	Year 13/2 nd year - IBDP/CP			Matthayom 6	Grade 12

School Fee Structure

1 Application Fee

Application Fee of THB 4,000 per child is payable when an application is submitted and is a non-refundable administration charge.

2 Entrance Fee

This entrance fee is payable upon initial enrolment and confirmation of your 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)	271,580	113,160	90,530	67,890
Nursery (5 half days)	339,480	141,450	113,160	84,870
Nursery (5 full days)	539,080	224,620	179,690	134,770
KG to Reception	586,100	244,210	195,370	146,520
Year 1 to Year 6	626,900	261,210	208,970	156,720
Year 7 to Year 9	662,900	276,210	220,970	165,720
Year 10	667,370	278,070	222,460	166,840
Year 11 (2 terms only)*	667,370	333,685	333,685	-
Year 12	691,820	288,260	230,610	172,950
Year 13 (2 terms only)*	691,820	345,910	345,910	-

**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, educational equipment, etc. This deposit will be refunded when the student leaves the school if no damages occur.

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

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 or follow our new Accelerated Course in English (ACE) for those who are completely new to English. 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.

Program	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	86,000	35,800	28,700	21,500
EAL fee - Intensive Support	120,000	50,000	40,000	30,000
ACE Fee - (Accelerated Course in English)	180,000	75,000	60,000	45,000

****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.

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.

Program	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	1,022,900	426,210	340,970	255,720
Secondary Year 10	1,027,370	428,070	342,460	256,840
Secondary Year 11	1,027,370	483,685	453,685	90,000
Secondary Year 12	1,051,820	438,260	350,610	262,950
Secondary Year 13	1,051,820	495,910	465,910	90,000

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

APPENDIX: Breakdown of Dual Learner Program Fee TOTAL

For Dual Learner Program Fee, the breakdown of TOTAL Fee is shown in the table below:

Dual Learner Program Fee TOTAL	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Secondary Year 9 Tuition Fee	662,900	276,210	220,970	165,720
Secondary Year 9 Dual Program Fee	360,000	150,000	120,000	90,000
Total Fees – Year 9	1,022,900	426,210	340,970	255,720
Secondary Year 10 Tuition Fee	667,370	278,070	222,460	166,840
Secondary Year 10 Dual Program Fee	360,000	150,000	120,000	90,000
Total Fees – Year 10	1,027,370	428,070	342,460	256,840
Secondary Year 11 Tuition Fee	667,370	333,685	333,685	-
Secondary Year 11 Dual Program Fee	360,000	150,000	120,000	90,000
Total Fees – Year 11	1,027,370	483,685	453,685	90,000
Secondary Year 12 Tuition Fee	691,820	288,260	230,610	172,950
Secondary Year 12 Dual Program Fee	360,000	150,000	120,000	90,000
Total Fees – Year 12	1,051,820	438,260	350,610	262,950
Secondary Year 13 Tuition Fee	691,820	345,910	345,910	-
Secondary Year 13 Dual Program Fee	360,000	150,000	120,000	90,000
Total Fees – Year 13	1,051,820	495,910	465,910	90,000

7 Canteen Fee (Snack & Lunch Fee)

The Canteen or lunch fees are as follows:

Group	Canteen Fee	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Nursery	Morning Snack & Lunch	17,190	7,550	5,150	4,490
KG - Year 6	Morning Snack & Lunch	25,335	11,130	7,590	6,615
Year 7 - Year 13	Lunch only *	22,635	9,935	6,790	5,910

***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:

Fee	Annual Fee (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/ Narathi was	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 estimated due dates for tuition fee payment for the 2023-2024 academic years are as follows:

	Term 1 (THB)	Term 2 (THB)	Term 3(THB)
Due Date	16 th June 2023	9 th November 2023	13 th March 2024

11

Method of Payment

Pay at School

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

KBANK	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.



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

E: admissionss107@standrews-schools.com

COGNITA



CAMBRIDGE
International Examinations



edexcel

