

Fees, Additional Charges and Refunds Policy for the Academic Year 2023-24

Revised May 2023

1.0 Partnership

TSIS International is a non-profit organisation which provides students with quality education in a safe and caring environment. By enrolling their child at TSIS International School, parents understand that they are required to support the operational costs of the school by ensuring fees for tuition and other services are paid on or before dates stated on documents issued by the school.

2.0 Tuition Fees for the 2023-24 Academic Year

2.1 Admission Fees

Early Years	Years 1-6	Years 7-13
125,000	140,000	90,000

* One-Time, Non-Refundable Fees

2.2 Tuition Fees & Other Fees:

Learning Stage	Age	Age Ranges	Year	Annual Tuition Fees	General Fee	Resources
Pre-Nursery	2-3	1/9/2020- 31/8/2021	'Little Lions'	65,000 (/term)	15,000 (/term)	n/a
Early Years Foundation Stage	3-4	1/9/2019 - 31/8/2020	Nursery	233,700	45,000	n/a
	4-5	1/9/2018 - 31/8/2019	Reception	233,700	45,000	n/a
Key Stage 1	5-6	1/9/2017 - 31/8/2018	Year 1	233,700	45,000	n/a
	6-7	1/9/2016 - 31/8/2017	Year 2	233,700	45,000	n/a
Key Stage 2	7-8	1/9/2015 - 31/8/2016	Year 3	239,300	45,000	n/a
	8-9	1/9/2014 - 31/8/2015	Year 4	239,300	45,000	n/a
	9-10	1/9/2013 - 31/8/2014	Year 5	249,300	45,000	n/a
	10-11	1/9/2012 - 31/8/2013	Year 6	249,300	45,000	n/a
Key Stage 3	11-12	1/9/2011 - 31/8/2012	Year 7	253,800	4,500	9,000
	12-13	1/9/2010 - 31/8/2011	Year 8	253,800	4,500	9,000
	13-14	1/9/2009 - 31/8/2010	Year 9	253,800	4,500	9,000
Key Stage 4 (IGCSE)	14-15	1/9/2008 - 31/8/2009	Year 10	261,500	4,500	12,000
	15-16	1/9/2007 - 31/8/2008	Year 11	261,500	4,500	n/a
Key Stage 5 (AS and A Levels)	16-17	1/9/2006 - 31/8/2007	Year 12	261,500	4,500	12,000
	17-18	1/9/2005 - 31/8/2006	Year 13	261,500	4,500	n/a

* All fees are in Thai baht

2.3 Family Discounts

Tuition Fees (Nursery – Year 13):

First child	No discount
Second, Third or more children	20,000 baht discount per child on Tuition Fees

Admission Fees (Nursery – Year 13):

First child	No discount
Second, Third or more children	20,000 baht discount per child on Tuition Fees

* For Little Lions, the family discount on tuition fees is 5,000 baht/term. The discount on admission fee is dependant on current promotions (*please contact our staff)

2.4 Fees for Mid-Year Admission

- For students joining TSIS mid-year, tuition fees will be calculated on a pro-rata basis + five days.

3.0 Additional Fees (Overview)

The school aims to include the majority of expenses in Tuition Fees, the General Fee and Learning Resources and Subscriptions Fee (senior school). Additional expenses that parents may incur include:

- School Van Service
- Uniforms
- Field Trips (*if more than two/year*)
- Overnight Camps
- Costumes for performances
- ECAs
- Inter-school competition fees
- Summer Activity Programmes

4.0 General Fee (Junior School)

4.1 Junior School

The General Fees of 45,000 baht/year is a compulsory fee for all junior school students. While the breakdown of speaking will vary between Year Groups, the General Fee covers:

- Food
- Learning Resources
- Accident Insurance
- Field Trips
- Special Events/Activities

The General Fees is not-refundable or transferable under any circumstances.

4.2 Senior School

The General Fees of 4,500 baht/year is a compulsory fee for all senior school students. The general fees covers:

- Accident Insurance
- Learning resources/consumables (separate from Textbooks)
- Field Trips
- Special Events/Activities
- Standardised assessments such as 'CAT4' and 'GL'

The General Fees is not-refundable or transferable under any circumstances.

5.0 Learning Resources and Subscriptions Fee (senior school only)

- Learning Resources and Subscriptions Fees for senior school students are not negotiable, refundable or transferable under any circumstances.
- Resource fees are the same for all students in Key Stage 3 (Years 7-9). The fee covers all learning resources required to support the curriculum and external examinations.
- Families of students in Key Stage 4 and Key Stage 5 are required to pay a resource fee at the time of commencing these Key Stages. The fee is the same for all students in the key stage regardless of subject options and covers all learning resources required to support the curriculum
- The Learning Resources and Subscriptions Fee does not CIE or AQA examinations (IGCSE and AS and A Level).

6.0 Uniforms

- All students in Little Lions – Year 11 are required to wear TSIS uniform, including the school jacket.
- Uniform items can be purchased from the school offices.
- Payment must be made at the time of collecting uniform items.

7.0 Van Service

7.1 Junior School

- Van fees are set by the school's van operator and depend on both the student's residential address and demand in that area. They are not negotiable.
- Parents are required to pay van fees directly to the school by the fifth day of each term. The service will be frozen temporarily if payment is not made by that day.
- Parents pay for their child's seat on the van (not the days that they travel). For example, if a student is absent because their family is traveling or because they are ill, parents will not receive a credit.
- Students who use the van service one-way only are required to pay 80% of the termly fees.
- Van fees are non-refundable or transferable under any circumstance other than situations where Government mandates require schools to offer a credit.

7.2 Senior School

- Requests for van services are made through the school. Van services are coordinated by independent operators under guidelines set by the school.
- Van fees set by the independent operators are based on the student's residential address and demand in that area. They are not negotiable.
- Parents are required to pay van fees directly to the independent van operator within the first three school days of the month. The service may be frozen temporarily if payment is not made by that day.
- Parents pay for their child's seat on the van (not the days that they travel). For example, if a student is absent because their family is traveling or because they are ill, the full monthly van fee must be paid.
- Students who use the van service one-way only are required to pay 80% of the monthly fees.
- Van fees will not be credited by independent van operators other than situations where Government mandates require schools to offer a credit.

8.0 Student Reports and Special Document Requests

- Student Reports:
 - Junior School Student Reports will be prepared two times each academic year. They will be issued electronically. If parents require a printed copy they may request one from the school within two weeks of the report issue date.
 - Senior School Student Reports will be issued three times each academic year. The reports will be printed.
- Fees for documents - 100 baht/item:
 - Student Reports (for more than one copy)
 - Transcripts
 - Support documents/letters for embassies/banks/other applications
- IMPORTANT NOTE: Requests for documents must be made in writing (senior@tsi.ac.th). Processing time is within five school days.

9.0 Payment Methods Accepted

9.1 - Bank Transfer / Deposit:

Junior School:	Senior School:
<ul style="list-style-type: none"> Bank: 'TTB' (TMBThanachart Bank) Branch: Anuwong Account Name: Thai Sikh International School Account Number: 930-2-00531-0 <p>* Email receipt to junior@tsi.ac.th</p>	<ul style="list-style-type: none"> Bank: 'TTB' (TMBThanachart Bank) Branch: Imperial World Samrong Account Name: Thai Sikh International School Account Number: 082-7-65536-6 <p>* Email receipt to senior@tsi.ac.th</p>

9.2 - Cash/Cheque:

- Paid directly to our campus offices. Parents are advised to contact the school office before making a cheque payment.
- Cheques should be paid to 'Thai Sikh International School'
- Cheques that are post-dated will incur a late fee of 100 baht/day until the date that they can be cleared.

9.3 - Credit Card:

- These will incur a 2% fee (bank charge)

9.4 - 10 Months Interest Free (K Bank credit card):

- 10 months interest free is offered to families who have a credit card with Kasikorn Bank only. The school cannot assist with credit card applications.
- This can be used for full tuition fee payments only and cannot be combined with any other payment method.
- Parents choosing the K Bank option need to pay other fees on the same day (admission, general fee etc). *These fees are not eligible for 10 months interest free.*
- For students starting in Term 1, payments must be made 28th July 2023.
- For students who join TSIS mid-year, the payment must be made at least three days before the student's first day.

9.5 - Instalments directly through the school:

- Tuition, General and Learning Resources Fees are combined for instalment payments on the dates below:
 - 1st Instalment: Tuesday 1st August 2023 (25%)
 - 2nd Instalment: Wednesday 1st November 2023 (25%)
 - 3rd Instalment: Thursday 1st February 2024 (25%)
 - 4th Instalment: Wednesday 1st May 2024 (25%)

9.6 - Early Bird Payment (2% discount)

- Parents choosing the early bird payment option need to pay other fees on the same day (admission, general fee etc). *These additional fees are not eligible for 2% discount.*
- For students starting in Term 1, payments must be made in a single payment on or before 28th 2023.
- For students who join TSIS mid-year, payments must be made in a single payment by the date stated on the invoice.

10.0 Late Payment

- The school clearly communicates due dates for tuition and other payments.
- A late fee of 100 baht/day will be charged, without exception, for any late payment to the school.
- The school reserves the right to take any appropriate collection action due to non-payment of fees. This may include the temporary suspension of the student.
- Parents will be liable to pay all costs, fees and charges (including legal fees) incurred by the school in the recovery of any unpaid tuition fees.

11.0 Reserving Your Child's Place for 2024-25 Academic Year

- Parents will receive invoices for the 2024-25 Academic Year in April-May 2024.
- As our school now has limited places in some classes and there are other students on waitlists, all parents will be required to pay a 20,000 baht deposit to hold their child's place at TSIS. The deposit must be made by Monday 3rd June 2024. This will be deducted from the next payment to the school.

12.0 Withdrawal

- Parents must notify the school of their intention to withdraw their child at least four school-weeks in advance by completing a withdrawal form.
- For parents who have paid fees in advance, there will be no refund.
- Parents who opt to pay tuition fees in instalments are required to pay 40%, 70% or 100% of full year fees if their child withdraws during Term 1, 2 or 3 respectively.
- Before school records can be released, any outstanding payments must be cleared and all school property must be returned in good condition.
- Former students who return to TSIS will be required to pay applicable admission fees.

13.0 Temporary Withdrawal

- Temporary Withdrawal is subject to approval of the Head of School.
- Parents must acknowledge that the Ministry of Education requires 80% attendance for a student to advance to the next year level. Students whose academic progress falls behind their peers may not be able to advance to the next year level.
- If approved, parents are required to pay 10% of the pro-rata tuition fee during the period of their child's temporary withdrawal.
- If the school is required to move to online learning, students are expected to continue attending classes. This is not grounds for withdrawal (temporary or permanent) unless this becomes an option mandated by government legislation.

14.0 Refunds

- Money paid to the school for deposits, admission fees, tuition fees, general fees, uniforms, resource fees is non-refundable and non-transferable.
- Money paid to the school for vans and food (junior school only) will be credited during periods of extended closure only if mandated by government legislation.
- In the event that the school is forced to close, or cancel activities, due to adverse circumstances that the school could not reasonably be expected to predict or control, fees will not be refunded.
- The school will consider requests for refunds in exceptional circumstances, e.g. long-term illness of the child or re-location to another country for work. These requests should be made in writing to the Head of School. The school's decision will be final.

The school reserves the right to make adjustments to this document during the school year. In the event that changes are made, parents will be notified.