

Fees, Additional Charges and Refunds Policy for the Academic Year 2022-23

Revised April 2022

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 2022-23 Academic Year

2.1 Admission Fees

Early Years	Years 1-6	Years 7-13
100,000	120,000	90,000
25,000	25,000	25,000

* One-Time, Non-Refundable Fees

2.2 Tuition Fees

Learning Stage	Age	Age Ranges	Year	Tuition Fees	Food
Little Lions (Pre-Nursery)	2-3	1/9/2019 - 31/8/2020	Termly: 60,000 (Full Day) / 53,000 (Half Day) * 40,000 Admission Fee (one time)		
Early Years Foundation Stage	3-4	1/9/2018 - 31/8/2019	Nursery	220,500	18,000
	4-5	1/9/2017 - 31/8/2018	Reception	220,500	18,000
Key Stage 1	5-6	1/9/2016 - 31/8/2017	Year 1	220,500	20,000
	6-7	1/9/2015 - 31/8/2016	Year 2	220,500	20,000
Key Stage 2	7-8	1/9/2014 - 31/8/2015	Year 3	225,750	22,000
	8-9	1/9/2013 - 31/8/2014	Year 4	225,750	22,000
	9-10	1/9/2012 - 31/8/2013	Year 5	235,200	22,000
	10-11	1/9/2011 - 31/8/2012	Year 6	235,200	22,000
Key Stage 3	11-12	1/9/2010 - 31/8/2011	Year 7	239,400	n/a
	12-13	1/9/2009 - 31/8/2010	Year 8	239,400	n/a
	13-14	1/9/2008 - 31/8/2009	Year 9	239,400	n/a
Key Stage 4 (IGCSE)	14-15	1/9/2007 - 31/8/2008	Year 10	246,750	n/a
	15-16	1/9/2006 - 31/8/2007	Year 11	246,750	n/a
Key Stage 5 (AS and A Levels)	16-17	1/9/2005 - 31/8/2006	Year 12	246,750	n/a
	17-18	1/9/2004 - 31/8/2005	Year 13	246,750	n/a

* All fees are in Thai baht

2.3 Family Discounts

Tuition Fees:

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

Admission Fees (for siblings joining TSIS):

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

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. Additional expenses that parents may incur include:

- School Van Service
- Uniforms
- Textbooks & other resources
- Online Subscriptions
- Food fees (for Junior School)
- External Examinations
- Field Trips
- Overnight Camps
- Costumes for performances
- ECAs
- Inter-school competition fees
- Summer Activity Programmes

4.0 Food Fees (Junior School)

- Food fees are compulsory for all junior school students.
- Food fees are not negotiable, refundable or transferable under any circumstance other than situations where Government mandates require schools to offer a credit.
- For students starting in Term 1, food fees must be paid in full by Friday 19th August.
- For students who join TSIS mid-year, food fees must be paid on or before the new student's first day of school.

5.0 Resource Fees

5.1 Junior School

- Resource fees are the same for all junior school students (Little Lions - Year 6). The fee covers all learning resources required to support the curriculum.
- Resource fees are not negotiable, refundable or transferable under any circumstances.
- For students starting in Term 1, resource fees must be paid in full by Friday 19th August.
- For students who join TSIS mid-year, resource fees must be paid on or before the new student's first day of school.

5.2 Senior School

- Resource 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 and any CAT4 / progress examinations (not CIE or AQA examinations).
- For students starting in Term 1, resource fees must be paid in full by Friday 19th August.
- For students who join TSIS mid-year, resource fees must be paid on or before the new student's first day of school.

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 not at school 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 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 not at school 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 to check office hours and current COVID-19 protocols before making a 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.
- For students starting in Term 1, payments must be made 29th July 2022.
- 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:

- The school offers five instalments on the following dates:
 - 1st Instalment: Monday 1st August 2022 (15%)
 - 2nd Instalment: Thursday 1st September 2022 (15%)
 - 3rd Instalment: Thursday 1st December 2022 (20%)
 - 4th Instalment: Wednesday 1st February 2023 (30%)
 - 5th Instalment: Monday 1st May 2023 (20%)
- **NOTE:** From August 2023, the school will revert to three instalments.

9.6 - Early Bird Payment (3% discount)

- For students starting in Term 1, payments must be made in a single payment on or before 29th July 2022.
- For students who join TSIS mid-year, payments must be made in a single payment by the date stated on the invoice.
- NOTE: From August 2023 the 'Early Bird' discount will become 2%.

10.0 Late Payment

- The school clearly communicates due dates for tuition, food 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 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.

12.0 Temporary Withdrawal

- Temporary Withdrawal is subject to approval of the Headmaster or Principal.
- 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.

13.0 Refunds

- Money paid to the school for deposits, admission fees, tuition 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 Headmaster. 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.