

Fees, Additional Charges and Refunds Policy for the Academic Year 2024-25 *Revised February 2024*

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 2024-25 Academic Year

2.1 Admission Fees

Little Lions	Nursery – Year 6	Years 7-13
125,000	145,000	115,000

* One-Time, Non-Refundable Fees

2.2 Tuition Fees & Other Fees:

Learning Stage	Year Group	Age	Age Ranges	Tuition Fees		General Fee	Resources
				Continuing	New		
Pre-Nursery	'Little Lions'	2-3	1/9/2021- 31/8/2022	240,000	240,000	included	n/a
Early Years Foundation Stage	Nursery	3-4	1/9/2020- 31/8/2021	245,400	260,000	45,000	n/a
	Reception	4-5	1/9/2019 - 31/8/2020	245,400	305,000	45,000	n/a
Key Stage 1	Year 1	5-6	1/9/2018 - 31/8/2019	245,400	330,000	45,000	n/a
	Year 2	6-7	1/9/2017 - 31/8/2018	245,400	330,000	45,000	n/a
Key Stage 2	Year 3	7-8	1/9/2016 - 31/8/2017	251,300	330,000	45,000	n/a
	Year 4	8-9	1/9/2015 - 31/8/2016	251,300	330,000	45,000	n/a
	Year 5	9-10	1/9/2014 - 31/8/2015	261,800	330,000	45,000	n/a
	Year 6	10-11	1/9/2013 - 31/8/2014	261,800	330,000	45,000	n/a
Key Stage 3	Year 7	11-12	1/9/2012 - 31/8/2013	266,500	266,500	5,000	9,000 (TBC)
	Year 8	12-13	1/9/2011 - 31/8/2012	266,500	266,500	5,000	9,000 (TBC)
	Year 9	13-14	1/9/2010 - 31/8/2011	266,500	266,500	5,000	9,000 (TBC)
Key Stage 4 (IGCSE)	Year 10	14-15	1/9/2009 - 31/8/2010	274,600	274,600	5,000	12,000 (TBC)
	Year 11	15-16	1/9/2008 - 31/8/2009	274,600	274,600	5,000	n/a
Key Stage 5 (AS and A Levels)	Year 12	16-17	1/9/2007 - 31/8/2008	274,600	274,600	5,000	12,000 (TBC)
	Year 13	17-18	1/9/2006 - 31/8/2007	274,600	274,600	5,000	n/a

- **Continuing Students:** Students enrolled before May 2024 (and their siblings). These fees will increase by 3-6% each year.
- **New Students:** Students enrolled from May 2024 (unless a sibling is enrolled). The fees for Little Lions – Year 6 are locked for three academic years (June 2027). Fees for Years 7-13 will increase by 3-6% each year.

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)

Additional expenses that parents may incur include:

- School Van Service
- Uniforms
- Field Trips (if more than two/year)
- Overnight Camps
- External Examinations
- Costumes for performances
- ECAs
- Inter-school competition fees
- Summer Activity Programmes
- Specialist learning equipment which students keep (Eg – recorders and pianicas)

4.0 General Fee

4.1 Primary School

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

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

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

4.2 Secondary School

The General Fee of 5,000 baht/year is a compulsory fee for all secondary 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 Fee is not-refundable or transferable under any circumstances.

5.0 Learning Resources and Subscriptions Fee (Secondary School only)

- Learning Resources and Subscription Fees for secondary 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 Subscription Fee does not cover 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 Primary 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 fee.
- Van fees are non-refundable or transferable under any circumstance other than situations where Government mandates require schools to offer a credit.

7.2 Secondary 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 not at school because their family is traveling or because they are ill, the full monthly fee must be paid.
- Students who use the van service one-way only are required to pay 80% of the monthly fee.
- 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:**
 - Student Reports are issued electronically. If parents require a printed copy they may request one from the school within two weeks of the report issue date.
- **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 (junior@tsi.ac.th / senior@tsi.ac.th). Processing time is within five school days.

9.0 Payment Methods Accepted

9.1 - Bank Transfer / Deposit:

Primary School:	Secondary 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 finance@tsi.ac.th</p>

9.2 - Cash/Cheque:

- Paid directly to our campus offices. Parents are advised to contact the school 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:

- All credit card payments, except 10 months interest free, 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 2024.
- For students who 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: 29th July 2024 (25%)
 - 2nd Instalment: 1st November 2024 (25%)
 - 3rd Instalment: 1st February 2025 (25%)
 - 4th Instalment: 1st May 2025 (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 29th July 2024.
- 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, 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 Reserving Your Child's Place for 2025-26 Academic Year

- Parents wishing for their child to continue at TSIS in 2025-26 academic year will be required to pay a 20,000 baht deposit by 2nd June 2025 or their child's seat may be offered to another student. This deposit 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.

12.0 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.

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 (Primary 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 (headmaster@tsi.ac.th). 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.