



St. Andrews
International School
Sathorn

ADMISSIONS HANDBOOK 2018/2019



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
2. An Application Fee of 3,500 Baht
3. Photocopy of Parents and Child's Passports and Visas
4. Photocopies of Child's Birth Certificate
5. 2 passport size photographs (not older than 6 months)
6. Official transcript or report cards for two years prior to current grade level (translated into English)
7. Educational assessment or specialist reports (where applicable)

Please note:

- Applications will be accepted by email and fax, 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 Admissions 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 a half or full day in class. You will then be notified at the end of the day whether your child has met the criteria for admission.



Please note:

- Early Years students are assessed by completing informal and practical activities in the classroom.
- Primary and Secondary School students at Sukhumvit 107 & Green Valley undertake an English assessment in each of the 4 main areas of the English Language (reading, writing, speaking and listening) and in a non-language based mathematics assessment.
- 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 to Year 6 we offer a limited number of places on our of EAL programme.

The Third Step

When a place is offered, the Entrance Fee must be paid within seven (7) days. If the Entrance 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 and the Parents Agreement will need to 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 the 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.

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 2018/2019

22 nd August 2018	First Day of School
22 nd – 29 th October 2018	Half-Term Break
17 th December 2018 – 6 th January 2019	Term Break
18 th – 22 rd February 2019	Half-Term Break
8 th – 21 st April 2019	Term Break
27 th June 2019	Last Day of School

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)	8:15 am to 12:00 Noon
Nursery (Full Day) to Year 3	8:15 am to 2:35 pm
Year 4 to Year 6	8:00 am to 2:35 pm



Age Guidelines 2018/19

St. Andrews, Sathorn offers the following programmes:

Birth Range	Age	St. Andrews Placement	Thai System
1 st Sep 2015 – 31 st Aug 2016	2+	Nursery	Nursery
1 st Sep 2014 – 31 st Aug 2015	3+	Kindergarten	Anuban 1
1 st Sep 2013 – 31 st Aug 2014	4+	Reception (K2)	Anuban 2
1 st Sep 2012 – 31 st Aug 2013	5+	Year 1	Anuban 3
1 st Sep 2011 – 31 st Aug 2012	6+	Year 2	Prathom 1
1 st Sep 2010 – 31 st Aug 2011	7+	Year 3	Prathom 2
1 st Sep 2009 – 31 st Aug 2010	8+	Year 4	Prathom 3
1 st Sep 2008 – 31 st Aug 2009	9+	Year 5	Prathom 4
1 st Sep 2007 – 31 st Aug 2008	10+	Year 6	Prathom 5



ST. ANDREWS INTERNATIONAL SCHOOLS: Sathorn

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School Fee Structure for Academic Year 2018-2019

1. One-time Payment Fee

- **Application Fee** of 3,500 Baht is payable when the application is submitted and is non-refundable administration charge.
- **Entrance/Enrollment Fee** is payable upon initial enrollment and the confirmation of the place at the school. This fee is non-refundable. Two options are below:
 - **One-time lump sum fee:** 120,000 Baht per child or 180,000 Baht per family; OR
 - **Capital levy fee:** 45,000 Baht in the first year or the first three terms is payable upon initial enrolment. In the second year or the following fourth term onward, 15,000 Baht per term is charged on top of the tuition fee as long as the child remains at school.

Note: Capital Levy allows parents who are in Thailand for only short period of time to have a reduced Entrance Fee. However, parents who pay Capital Levy for a first few terms and would like to change to one-time lump sum Entrance fee, total payment of the entire fee of 120,000 Baht per child or 180,000 Baht per family shall be paid.

2. Tuition Fee

Year Group	Annual Fee	Term 1	Term 2	Term 3
Nursery (3 Days – half days)	192,945 Baht	80,400 Baht	64,315 Baht	48,230 Baht
Nursery (4 Days – half days)	257,265 Baht	107,200 Baht	85,755 Baht	64,310 Baht
Nursery (5 Days – half days)	321,555 Baht	133,980 Baht	107,185 Baht	80,390 Baht
Nursery (full day)	510,615 Baht	212,755 Baht	170,205 Baht	127,655 Baht
KG to Reception	531,250 Baht	221,350 Baht	177,080 Baht	132,820 Baht
Year 1 to Year 6	553,050 Baht	230,440 Baht	184,355 Baht	138,255 Baht

3. General Deposits

This deposit is used to compensate for 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.

Deposits	Amount
Nursery to Year 6	5,000 Baht

4. English as Another Language (EAL) Fee

Additional support for English as Another Language (EAL) shall be charged to the students whose English is not their first language and/or below the School's standard.

Year Group	Annual Fee	Term 1	Term 2	Term 3
EAL Fee (5 sessions/week)	85,470 Baht	36,960 Baht	25,410 Baht	23,100 Baht

*Fee charge could be varied upon the numbers of required EAL sessions.

5. Special Education Need (SEN) Fee

Support for Special Education Need (SEN) students (if required) will be charged as appropriate depending on the assessment of need.

6. Canteen Fee

The Canteen or Lunch fee for the academic year 2018/2019 is as follows:

Canteen Fee	Annual Fee	Term 1	Term 2	Term 3
Lunches	18,200 Baht	7,400 Baht	6,000 Baht	4,800 Baht

7. Transportation Fee (not available for Part-time children)

In the academic year 2018/2019, the transportation fees are as follows:

Transportation Fee	Annual Fee	Term 1	Term 2	Term 3
Round Trip fee	67,340 Baht	27,380 Baht	22,200 Baht	17,760 Baht

Note: For one way transportation fee, 75% of fee per term shall be applied.



8. 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 Term 2 invoices.

Year Group	Price/student*
KG	500
Rec	700
Y1	1,000
Y2	1,500
Y3	2,800
Y4	8,000
Y5	10,000
Y6	16,000

*This is estimated cost of educational day trips/residential. The school shall reserve the right to change the cost if the actual cost incurred has the variance.

9. Due date on Fee payment

The due dates for tuition fees payment for 2018/2019 academic year are as follows:

	Term 1	Term 2	Term 3
Due Date	4 th June 2018	1 st November 2018	1 st March 2019

10. Methods of Payment

- ❖ **Pay at School**
 - Cheque: Cashier cheque payable to "St. Andrews International School Sathorn"
 - Credit card: 2% bank charge
- ❖ **Pay at Bank (only at Siam Commercial Bank PLC)**
 - Bill Payment Deposit (using invoice with bill payment pay-in slip in the lower-part section).
- ❖ **Payment via Other Channels (ATM, Internet Banking, Wire Transferring)**
 - **Bank Details:**
 - Account Name: St. Andrews International School Sathorn
 - Saving Account Number 405-861313-6
 - Swift code: SICOTHBK
 - Bank Name: Siam Commercial Bank PCL (Liberty Square Branch)
 - Bank Address: 287 Silom Road, Silom, Bangrak, Bangkok, 10500
 - Branch code: 5149

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) Student ID number and (b) Invoice number and fax to school at +66(0)2 632 1996 or email at sataccounts@standrews-schools.com.**

11. 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".

12. 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.