



St. Andrews
International School
Sathorn

ADMISSIONS HANDBOOK 2020/2021



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 4,000 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.



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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 2020/2021

19 th August 2020	First Day of School
16 th – 26 th October 2020	Half-Term Break
19 th December 2020 – 10 th January 2021	Term Break
22 nd – 26 th February 2021	Half-Term Break
3 rd – 18 th April 2021	Term Break
25 th June 2021	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 2	8:15 am to 2:35 pm
Year 3 to Year 6	8:00 am to 2:35 pm



Age Guidelines 2020/2021

St. Andrews, Sathorn offers the following programmes:

Birth Range	Age	St. Andrews Placement	Thai System
1 st Sep 2017 – 31 st Aug 2018	2+	Nursery	Nursery
1 st Sep 2016 – 31 st Aug 2017	3+	Kindergarten	Anuban 1
1 st Sep 2015 – 31 st Aug 2016	4+	Reception (K2)	Anuban 2
1 st Sep 2014 – 31 st Aug 2015	5+	Year 1	Anuban 3
1 st Sep 2013 – 31 st Aug 2014	6+	Year 2	Prathom 1
1 st Sep 2012 – 31 st Aug 2013	7+	Year 3	Prathom 2
1 st Sep 2011 – 31 st Aug 2012	8+	Year 4	Prathom 3
1 st Sep 2010 – 31 st Aug 2011	9+	Year 5	Prathom 4
1 st Sep 2009 – 31 st Aug 2010	10+	Year 6	Prathom 5



ST. ANDREWS INTERNATIONAL SCHOOLS: SATHORN

9 Sathorn Soi 4, North Sathorn, Bangrak, Bangkok, 10500 Tel: 02 632 1995 Fax: 02 632 1996

School Fee Structure for Academic Year 2020-2021

1. Application fee THB 4,000 per child (effective from 1 Sep 2020)

This fee is payable when an application is submitted and is a non-refundable administration charge.

2. Entrance Fee

The Entrance fee is payable upon initial enrolment and confirmation of the place at the school. This entrance fee is non-refundable. Two options are:

(a) Enrolment Fee: One-time lump sum fee

Year Group	Fee (THB)
Nursery – Year 6	120,000/child
Family rate	180,000/family

(b) Capital Levy Fee

Capital Levy Fee is THB 45,000 in the first year or the first three terms is payable upon initial enrolment. In the second year or the following fourth term onward, THB 15,000 per term is charged on top of the tuition fee as long as the child remains at school.

(b) Tuition Fee

Year Group	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Nursery (3 half days)	192,945	80,400	64,315	48,230
Nursery (4 half days)	257,265	107,200	85,755	64,310
Nursery (5 half days)	321,555	133,980	107,185	80,390
Nursery (5 full days)	510,615	212,755	170,205	127,655
KG to Reception	541,880	225,780	180,620	135,480
Year 1 to Year 6	574,070	239,200	191,360	143,510

4. 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.

Year Group	Fee (THB)
Nursery – Year 6	5,000

5. 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.

Fee	Annual (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
EAL fee	86,000	35,800	28,700	21,500
Advance EAL fee	68,800	28,700	22,900	17,200

6. Learning Support (formerly known as SEN) Fee

Learning Support for a student will be charged as appropriate depending on the agreed support required after assessment.



7. Canteen Fee

The Canteen or Lunch fees are as follows:

Fee	Annual (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Lunches	18,200	7,900	5,500	4,800

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

The transportation fees are as follows:

Transportation Fee	Annual (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Round Trip fee	68,250	29,625	20,625	18,000

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

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 Term 2 invoices.

Year Group	Price/student* (THB)
KG	500
REC	700
Y1	1,000
Y2	1,500
Y3	3,000
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.

10. Methods of Payment

❖ Pay at School

- Cheque: Cashier cheque payable to "St. Andrews International School Sathorn"
- Credit card: 2% bank charge

❖ 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. : 09940007727701

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



11. Due date on Fee payment

The due dates for tuition fees payment for 2020/2021 academic year are as follows:

Term 1	Term 2	Term 3
6th July 2020	6th November 2020	5th March 2021

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.