



HARROW
INTERNATIONAL SCHOOL

BANGKOK

Leadership for a better world

SCHEDULE OF FEES AND CHARGES ACADEMIC YEAR 2016 – 2017

Application Fee **THB 5,000** non-refundable, to be paid when the application form is submitted and before assessment of the student's suitability for admission.

Admission Fee **THB 200,000** non-refundable – once only for EYC (Pre-N to Reception), Lower School (Y1 to Y5), Prep (Y6 to Y8) and Senior School (Y9 to Y13).

For pupils joining the School at Little Lions groups who wish to continue to Pre-Nursery, the admission fee is **THB 100,000** non-refundable. On transfer to Pre-Nursery, the second and final portion of the admission fee of **THB 100,000** is payable, non-refundable. The Little Lions admission fee is refundable if the student subsequently fails the assessment for EYC entry. The admission fee is payable upon acceptance of the student and must be paid before the student enters the School.

Deposit **Day student THB 175,000** refundable. **Boarding student THB 250,000** refundable.
The deposit is payable upon acceptance of the student and before he/she is admitted to the School. It will be refunded when the student leaves the School, less any outstanding fees or charges.

Waiting List Fee **THB 150,000** once only for any student who has passed admission assessment and is placed on the School's waiting list. When a place becomes available, the parents will be informed to pay the admission fee less the waiting list fee already paid. If a place is not available within 12 months of being placed on the waiting list, the School will refund the waiting list fee in full if requested.

Notice of Leaving One full term's notice, in writing to the Head of School, is required for any student leaving the School, or leaving boarding to become a day student. The official Notice of Leaving form must be used and signed by the parent and Head of School. The form can be obtained from the Admissions Department. It is not sufficient to verbally inform the School or send an email that a student is leaving; the official Notice of Leaving form must be signed and submitted to Head of School. Notice must be received by the first week of the term in which the student is leaving the School and/or boarding at the end of that term. Where less than one full term's notice is provided, then the deposit will be forfeited in lieu of sufficient notice.

Refunds No refund of the deposit will be given for students leaving unless one full term's notice has been submitted on the official Notice of Leaving form. Students graduating at the end of Year 13 are exempted from this requirement to give notice. A copy of the School's refund policy is available from the Accounts Department.

Tuition Fees

Year Group	Annual Fee (Thai Baht)	Instalment 1	Instalment 2	Instalment 3
Pre-Nursery - half day	410,000	170,000	130,000	110,000
Pre-Nursery - full day	482,000	199,000	153,000	130,000
Nursery - half day	460,000	190,000	145,000	125,000
Nursery and Reception - full day	542,000	223,000	172,000	147,000
Y1 – Y5	642,000	264,000	203,000	175,000
Y6 – Y8	722,000	297,000	230,000	195,000
Y9 – Y11	812,000	334,000	258,000	220,000
Y12 – Y13	867,000	357,000	275,000	235,000

Little Lions For children aged from 18-30 months. The joining fee (once only) is **THB 5,000**

- Little Lions Toddler and Parent group: **THB 900** including snack.
- Little Lions Toddler only group: The half-day session charge is **THB 1,300** and for a full day **THB 1,700** including snack and lunch.

Minimum payment is for five days of attendance. No refunds will be given for sessions where the child fails to attend. Any sessions cancelled by the School will be made up and a credit given for the next available session. Parents need to prepay **THB 20,000** worth of sessions to guarantee a place.

Boarding Fees

There are different fees for boarding students depending on which of the following three categories apply:

New boarding students	Annual Fee (Thai Baht)	Instalment 1	Instalment 2	Instalment 3
• Weekly (Up to 5 nights per week)	460,000	190,000	145,000	125,000
• Full boarding (6 or 7 nights per week)	590,000	243,000	187,000	160,000
ASEAN boarding students only*				
• Weekly	420,000	173,000	133,000	114,000
• Full boarding	535,000	220,000	170,000	145,000
Thai boarding students and existing students only**				
• Weekly	385,000	160,000	122,000	103,000
• Full boarding	490,000	200,000	155,000	135,000

* Boarding fee for new ASEAN boarding students is discounted by THB 40,000 and THB 55,000 respectively from the weekly and full boarding fee

** Boarding fee for Thai students and existing students discounted by THB 75,000 and THB 100,000 respectively from the weekly and full boarding fee applicable to new boarding students. Existing students defined as students who started boarding before Term 1 2015/16

New boarding students are defined as those who started boarding on or after the beginning of Term 1 2015/16 when our new boarding fee structure was implemented. The boarding fees referred to in the table above are inclusive of all meals. The fees also include some activities (afternoons and weekends) and medical insurance. There is an additional charge for airport transfers.

The School's medical scheme covers routine accident and health care but there are limits on the amount of cover. We recommend parents take out their own insurance policy since the School's policy has limits on the amount of cover.

Parents will also be billed THB 20,000 for each boarder at the beginning of each academic year to cover incidental costs and charges such as School Shop items, items of uniform and departmental books. Any unused money will be carried over to the following year or reimbursed to parents when the boarder leaves the School. Should such incidental costs exceed THB 20,000, then additional sums will be billed during the year in amounts of THB 10,000. A satisfactory pre-admissions medical report from a qualified doctor is required by the School for a new boarder.

English Language Support Fees (maximum 3 years)

Year 3 and above	84,000	35,000	27,000	22,000
------------------	---------------	--------	--------	--------

English Language Support will be provided to those students who, in the School's judgment, require additional English language support in the classroom. The fee for Language Support will be charged as above. No fee will be charged to Early Years (Pre-N to Reception) and to Infants (Y1 and Y2) students. The fee will be charged for a maximum period of three years, regardless of whether Language Support continues beyond this period of time.

Sibling Discount

Discounts on Tuition Fees will be applied for siblings who are in the School at the same time, as follows:

- 3rd child 5% for that child
- 4th child and subsequent children 10% for each such child

Entry/Leaving other than at beginning of the academic year

For students entering or leaving the School later in the academic year, annual fees will be prorated on the basis of weeks of tuition remaining in the year (including the week of entry) compared to the total annual weeks of tuition.

Invoicing

All fees are payable in advance of each of the three terms and are billed in termly instalments, throughout the school year, in accordance with the School's billing calendar. Instalments correspond approximately to the duration of each term. Penalties may apply where fees remain outstanding beyond the due date. All school fees and charges are reviewed annually.

Terms and Conditions

Parents are required to sign the School's Parental Terms and Conditions Agreement, which is the primary agreement between the parents and the School. It is available in English and Thai languages. This Schedule of Fees and Charges does not replace or substitute for the Parental Terms and Conditions Agreement.

Annual Payment Discount

The School provides the opportunity of prepaying the full year's fees in one lump sum and will grant a discount of 2% for prepayment of the annual fees, provided the total year's fees less discount are received before the due date for the Term 1 instalment. This discount allows parents to partially mitigate the effects of the annual increase in fees by prepaying the fees due for the full year at a discount. Please note that this discount is not available to those wishing to pay by credit card. Please contact the Accounts Office to obtain the full year invoice including the 2% discount.

Resources

Years 10 to 13 students purchase their own text books as directed by the School. Parents can expect to spend approximately **THB 20,000** for IGCSE texts and **THB 30,000** for A Level (AS and A2) texts. Text books are provided without charge to all other year groups.

Saturday School

Attendance at Saturday School will incur an additional charge per term, equivalent to **THB 1,800** per day, plus certain examination charges used for benchmarking purposes. There is a small, once only, entrance fee to join this programme. Saturday School is open to all students; for those receiving English Language Support, attendance is highly recommended. Students are expected to attend every Saturday throughout the term in order to benefit fully from the additional teaching provided on Saturdays. School uniform is required for all Saturday School students.

After School Activities

A charge is made for After School Activities varying on the type of equipment used, the instruction, any testing required and any special clothing or accessories needed. Parents will be given details of the charge for each After School Activity and students may select from a range of activities.

Meals

Lunch time meals and other snacks are provided by the School, at no additional charge.

Examinations

Examination Fees, regardless of the number of examinations taken, will be charged for IGCSE/AS/A2/EAL candidates as follows:

Year 10	THB 25,000
Year 11	THB 20,000
Year 12	THB 37,000
Year 13	THB 29,000

These Examination Fees cover the regular examination programme for each student's particular course of study throughout these years. Students undertaking any re-sits of particular examinations in order to improve their grades, or enquiries about results, will be charged an additional fee comprising the actual cost from the external examiners plus an administration charge.

Students taking YLE/KET/PET/FCE tests of English Proficiency will be charged the actual cost plus an administration charge when they sit the exams. The costs vary between **THB 3,000-5,000** for each test.

Students in Years 11 - 13 will be given study leave for part of Term 3 prior to and during the examinations period. We strongly advise students to take up the study options offered at School during this period so that tuition is ongoing throughout the examination period and also because fees are payable for the whole year's tuition.

Expeditions and trips

All Year Groups from Year 1 upwards have a compulsory residential trip each year. Charges for these expeditions will be billed in the Instalment 2 invoice in September. In addition there will be opportunities for other expeditions, camps, cultural visits, sporting and outdoor pursuits throughout the year. Where appropriate, costs will be billed when these additional events take place. Insurance is provided as part of the charge.

Insurance

The School has accident insurance for students which covers each student up to **THB 15,000** for medical expenses and **THB 150,000** for accidental death or permanent disability, caused by accident during school hours or on school expeditions. There is no charge to parents for this cover. Insurance details may be obtained from the Executive Office of the School. It is recommended that each student also have his/her own medical policy appropriate to their circumstances.

Uniform

Uniform can be purchased from the school shop, which also has a range of accessories, stationery and other materials.

Extended Absence

In the case of a student being absent from the School for an extended period exceeding 4 weeks due to sickness or other related causes, the School will consider giving a credit equivalent to the tuition time lost against future fees on the student's return to School. Refunds of fees already paid are not given. Parents are reminded to keep the class teacher and Executive Office informed as such developments occur so that decisions can be taken as needed in the best interests of the student.

OPTIONAL CHARGES

Individual Music Lessons

Individual music lessons are charged at **THB 750** per half hour lesson per instrument. Billing will be made on a termly basis. For further information contact the Music Department.

Bus Service Charges

Door to Door (round trip basis)

Service	Annual Fee	Term 1	Term 2	Term 3
Zone 1	98,000	40,000	35,000	23,000
Zone 2	102,000	42,000	36,000	24,000
Zone 3	106,000	43,000	38,000	25,000
Zone 4	112,000	45,000	40,000	27,000

One Way trips are calculated at 75% of Round Trips

Shuttle Service (round trip basis)

Service	Annual Fee	Term 1	Term 2	Term 3
Mo Chit (BTS car park)	63,000	26,000	22,000	15,000
Bangkok Gardens (Rama III)	70,000	28,000	25,000	17,000
Ekamai (WatThatThong car park)	75,000	30,000	27,000	18,000

One Way trips are calculated at 75% of Round Trips

- Vouchers can be purchased for single trips from the Transport Office which handles all bookings
- A sibling discount is available when using the bus service; contact the Transport Office for more details
- The Zonal System above is based on distance from the School. The Transport Office will advise parents which Zone is applicable for their location
- Cancellation of the service must be made half a term in advance and in writing to the School's Transport Office
- Refunds for cancellation are calculated on a half-term basis only
- In view of uncertainty over fuel costs, bus service charges may be adjusted term by term

Extended Curriculum Support

Students wanting additional support with their studies may consider joining some of our supervised extra studies known as Extended Curriculum Support. Charges for this service vary with the student's requirements and the Secondary Office can provide details.

Method of Payment

All fees and charges are billed and payable in Thai Baht.

Payments can be made, preferably by online payment and also by crossed cheque or credit card, payable to 'Harrow Asia Limited', or by transfer at any of the 3 banks listed below. Since banks in Thailand do not provide the payer's name to the School, it is important to fax the deposit slip to the School to +66 2503 7223 or scan to neung@harrowsschool.ac.th

Overseas TT payments should be remitted net of all bank fees and should be made preferably to Bangkok Bank PCL as below. Kindly fax the deposit slip to the School to +66 2503 7223 or scan to neung@harrowsschool.ac.th and also ensure the student name is included in the Payment Details box on the remittance application to the bank.

Bank Name	Bangkok Bank Public Co., Ltd. (BBL)	Siam Commercial Bank Public Co., Ltd. (SCB)	Thanachart Bank Public Co., Ltd. (TBANK)
Branch	Sathupradit	Tanon Cherdwutthakat	The Avenue, Chaengwattana
A/C Name	Harrow Asia Limited	Harrow Asia Limited	Harrow Asia Limited
A/C No.	171-0-77346-4	105-2-34588-4	073-2-01448-0
Swift Code	BKKBTHBK	SICOTHBK	THBKTHBK
Bank Address	271/1 Sathupradit Road, Chongnonsee, Yannawa, Bangkok 10120	199/278 Moo 11 Cherdwutthakat Road, Donmuang, Bangkok 10210	M Building, The Avenue 104/10 Moo 1, Chaengwattana, Laksi, Bangkok 10210

Credit Card Payments

The School does accept payment by credit card (Visa and Mastercard only) using the secure online payment system as long as the invoices are not overdue. There is an administration charge payable by the parent for use of credit card based on the amount paid and this administration charge will be added to the total amount paid by the parent.

Late Payment Charge

Accounts outstanding after the due date will incur a late payment charge of 1.5% per month. This charge is repeated on a monthly basis whilst fees remain unpaid.

For Inquiries

Mr. Martin Kyle

Finance Director

martin_ky@harrowsschool.ac.th

Tel: 02 503 7222 Ext. 1210

Ms. Saowaluck (Neung)

Accounts Manager

neung@harrowsschool.ac.th

Tel: 02 503 7222 Ext. 1139