

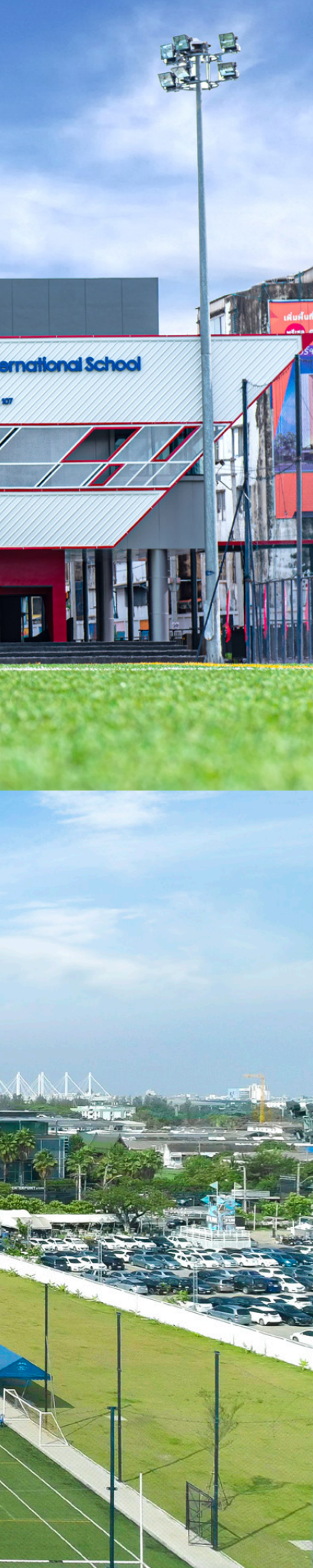
2024-2025



St. Andrews
International School
Sukhumvit 107

Admissions Handbook





St. Andrews
International School
Sukhumvit 107

Admissions Policy

St. Andrews International School Sukhumvit 107 endeavors to have as open an admissions policy as possible.

Therefore:

- 1) We consider students who have EAL needs.
- 2) We consider students who have learning support needs.
- 3) In offering admission, our ethical principle is that we only do so if we feel we are able to meet and support the student's needs.
- 4) In admitting a student, we look closely at the context of the class into which they would enter.
- 5) If a shadow teacher is deemed necessary that can be considered, provided the parents are prepared to support the additional expense.
- 6) The school reserves the right to refuse admission or withdraw an offer in the case of inaccurate information being submitted.

How to Apply

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.

1

The First Step



- Complete and sign application for admissions.
An online application form is available at:
<https://www.standrewssukhumvit.com/apply/>
- Complete and sign School and Parent/Guardian Agreement.
- An application fee of 5,000 Baht per child.
- Photocopies of Parents' and Child's Passports and Visas.
- Photocopies of Child's Birth Certificate.
- Official transcript or school reports for two years prior to current grade level (translated into English).
- Current school contact – Class teacher/ Principal.
- Educational assessment or specialist reports (where applicable).

Please note: Applications will be accepted by email, provided that the necessary hard copy documents are followed up by mail.

2

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/or a half day in class. You will then be notified whether your child has met the criteria for admission.

Please note:

- **Nursery children meet informally with the Head of Early Years & Primary / Nursery teacher.**
- **Kindergarten and Reception children are invited to spend a trial day in class and an informal meeting.**
- **Year 1 and Year 2 children have a trial day in class where teachers do an informal assessment. Primary school students have a trial day in class where they are assessed on writing and maths. They also sit an aptitude test.**
- **Secondary School students undertake an English assessment and sit an aptitude test. They also attend an interview with the Head of Secondary or other member of staff.**
- **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 onwards, we offer a limited number of places on our EAL programme. Students are considered on an individual basis through an informal interview.**
- **Students requiring learning support will be interviewed on a case by case basis.**

3 The Third Step

When a place is offered, the Entrance Fee must be paid within 7 days. If the enrolment 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 must 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 a 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.

Special Needs

The school has limited resources for students who have physical or learning difficulties and the curriculum may not cater to their needs. Admissions, in such cases, is determined by the school on a case by case basis.

Learning Support

The school aims to be inclusive, however admission is determined on a case by case basis to ensure we can support individual needs.

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

Date	Key Date
21 st August 2024	First Day of School
14 th - 18 th October 2024	Half-Term Break
16 th December 2024 - 6 th January 2025	Term Break (Christmas and New Year Break)
10 th - 14 th February 2025	Half-Term Break
7 th - 18 th April 2025	Term Break (Easter Break)
27 th June 2025	Last Day of Academic Year 2024/2025

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

Year Group	Hour
Nursery (Half - Day)	8:00 am to 12:00 Noon (4 and 5 day option)
Nursery (Full - Day) - Year 6	8:00 am to 2:30 pm
Year 7 - Year 13	7:45 am to 2:30 pm
ECAs for KG - Year 13	2:30 pm to 3:30 pm

School Age Guidelines

Academic Year 2024-2025

Age of Child	Birth Range	St. Andrews Class Placement	Key Stage	St. Andrews School Divisions	Thai System	American System
2+	1 st Sep 2021 - 31 st Aug 2022	Nursery		Early Years Foundation Stage (EYFS)	Nursery	Pre-School
3+	1 st Sep 2020 - 31 st Aug 2021	Kindergarten			Anuban 1	Pre-Kindergarten 1
4+	1 st Sep 2019 - 31 st Aug 2020	Reception			Anuban 2	Pre-Kindergarten 2
5+	1 st Sep 2018 - 31 st Aug 2019	Year 1	1	Primary	Anuban 3	Pre-Kindergarten
6+	1 st Sep 2017 - 31 st Aug 2018	Year 2			Pratom 1	Grade 1
7+	1 st Sep 2016 - 31 st Aug 2017	Year 3	2		Pratom 2	Grade 2
8+	1 st Sep 2015 - 31 st Aug 2016	Year 4			Pratom 3	Grade 3
9+	1 st Sep 2014 - 31 st Aug 2015	Year 5			Pratom 4	Grade 4
10+	1 st Sep 2013 - 31 st Aug 2014	Year 6			Pratom 5	Grade 5
11+	1 st Sep 2012 - 31 st Aug 2013	Year 7	3	Secondary	Pratom 6	Grade 6
12+	1 st Sep 2011 - 31 st Aug 2012	Year 8			Matthayom 1	Grade 7
13+	1 st Sep 2010 - 31 st Aug 2011	Year 9			Matthayom 2	Grade 8
14+	1 st Sep 2009 - 31 st Aug 2010	Year 10 / 1 st year of IGCSE	4		Matthayom 3	Grade 9
15+	1 st Sep 2008 - 31 st Aug 2009	Year 11 / 2 nd year of IGCSE			Matthayom 4	Grade 10
16+	1 st Sep 2007 - 31 st Aug 2008	Year 12 / 1 st year - IBDP/CP	5		Matthayom 5	Grade 11
17+	1 st Sep 2006 - 31 st Aug 2007	Year 13 / 2 nd year - IBDP/CP		Matthayom 6	Grade 12	

School Fee Structure

1 Application Fee

Application Fee of THB 5,000 per child is payable when an application is submitted and is a non-refundable administration charge.

2 Entrance Fee

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

a) Enrolment Fee, one-time lump sum fee

Year Group	Fee (THB)
Nursery - Year 6	120,000 THB per child
Year 7 - Year 13	70,000 THB per child
Family rate	180,000 THB per family

b) Capital Levy Fee

Capital Levy is an alternative method of paying the enrolment fee. This allows parents who stay in Thailand for only a short period of time to have a reduced enrolment fee. For students joining in

- **Nursery - Year 6;** the capital levy fee is THB 20,000 per child for 7 consecutive terms.
- **Year 7 - Year 13;** the capital levy fee is THB 20,000 per child for 5 consecutive terms.

3 Tuition Fee

Year Group	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Nursery (4 half days)	278,500	116,800	93,000	69,500
Nursery (5 half days)	348,000	145,000	116,000	87,000
Nursery (5 full days)	552,500	230,500	184,500	137,500
KG to Reception	605,500	252,500	201,500	151,500
Year 1 to Year 6	649,500	270,500	216,500	162,500
Year 7 to Year 9	699,500	291,500	233,500	174,500
Year 10	710,500	296,500	236,500	177,500
Year 11 (2 terms only)*	700,500	350,250	350,250	-
Year 12	736,500	306,500	245,500	184,500
Year 13 (2 terms only)*	726,500	363,250	363,250	-

***In Term 3 of Year 11 & Year 13, IGCSE and IB examination fees will be levied accordingly.**

***A 10% sibling discount is applicable to tuition fees for the 3rd and 4th child.**



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4 General Deposits

This deposit is used to compensate for any 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	Amount (THB)
Nursery to Year 13	10,000

5 English as Additional Language (EAL) fee

Additional support for English as Additional Language (EAL) shall be charged to the students for whom English is not their first language and/or is below the School's standard. EAL support includes specialist small group or individual sessions and some in-class specialist support. EAL support can range from standard EAL level to intensive EAL level. The charges will depend on the agreed EAL support required after the assessment. Please refer to the separate Student Support Fee document for further details.

Programme	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
EAL fee - Standard Support	60,000	25,000	20,000	15,000
EAL fee - Intermediate Support	90,000	37,500	30,000	22,500
EAL fee - Intensive Support	125,000	52,000	42,000	31,000

****The EAL fee shall be charged as an additional fee apart from the normal school tuition fee.***

6 Learning Support (LS) Fee

Additional support for a student with additional learning needs shall be charged depending on the level of support required. This support can be provided in a variety of ways including, group and individual support, in-class support and specialist therapies.

Fee	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Low Level Support	20,000	8,500	6,500	5,000
Medium Level Support	60,000	25,000	20,000	15,000
High Level Support	150,000	62,500	50,000	37,500

****The LS fee shall be charged as an additional fee apart from the normal school tuition fee.***

7 Canteen Fee (Snack & Lunch Fee)

Group	Canteen Fee	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Nursery	Morning Snack & Lunch	17,200	7,100	5,600	4,500
KG - Year 6	Morning Snack & Lunch	25,400	10,500	8,300	6,600
Year 7 - Year 13	Lunch only	22,700	9,500	7,500	5,700

8 Transportation Fee (Optional)

Fee	Annual Fee (THB)	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Campus to Campus*** (from Sathorn and Dusit to S107)	59,000	24,500	19,500	15,000
Zone A: Srinakarin/Bangna	102,500	42,000	33,500	27,000
Zone B: Sathorn/Rama 3/ Narathiwas	106,000	43,500	34,500	28,000
Zone C: Sukhumvit 1-24	106,000	43,500	34,500	28,000
Zone D: Sukhumvit 26-71	106,000	43,500	34,500	28,000

***The bus company shall provide the transportation service from Zone A to Zone D only.**

****For one-way transportation fee, 75% of fee per term shall be applied.**

*****Campus to campus buses provide the special offer for transfer students from Sathorn/Dusit to S107 only.**

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/ or Term 2 invoices.

Year Group	Price/student* (THB)	Year Group	Price/student* (THB)
Year 1	1,000	Year 7	18,000
Year 2	1,500	Year 8	18,000
Year 3	5,000	Year 9	25,000
Year 4	10,000	Year 10	25,000
Year 5	15,000	Year 11	25,000
Year 6	18,000	Year 12 & Year 13	30,000

***This is estimated price of residential/day trips. The school shall reserve the right to change the price if the actual cost incurred varies from this estimate.**

10 Fee Payment Due Dates

The estimated due dates for tuition fee payment for the 2024-2025 academic years are as follows:

	Term 1 (THB)	Term 2 (THB)	Term 3 (THB)
Due Date	1 st June 2024	13 th November 2024	14 th March 2025

11 Methods of Payment

Pay at School

- **Cheque:** Cashier cheque payable to "St. Andrews International School Bangna"
- **Credit card:** Fees are subject to credit card providers

Kasikorn Bank	1%
Other Banks	2%

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. : 099400077279301

Pay at Bank Counter – Cash only

- Use bill payment pay-in slip only at Thanachart Bank and Kiatnakin Bank.
- *Bank counter service can be changed according the bank policy**

Payment via Other Channels (Wire Transfer)

- Bank Details:**
- **Account Name:** St. Andrews International School Bangna
 - **Saving Account Number:** 304-298292-3
 - **Swift code:** SICOTHBK
 - **Bank Name:** Siam Commercial Bank PCL (Samrong Branch)
 - **Bank Address:** 1610 Moo 6, Sukhumvit Road, Samrong Nue, Muang, Samutprakan 10270

Overseas bank account or overseas credit card payment via FLYWIRE

- **To make an overseas payment, please use the link below:**
- **LINK:** standrews-cognita.flywire.com

Note – All bank charges are met by parents (international or local bank charge).

***Parents are required to send proof of payment. This should include (a) payer ID number and (b) invoice number and can be sent by email to s107accounts@standrews-schools.com.**

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 of the 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.

14 Student Insurance

While St. Andrews International School Sukhumvit 107 maintains limited student accident insurance coverage for activities authorized by and under the supervision of school authorities and/or parents and/or guardians, it is strongly recommended that each student obtain his/her own adequate medical insurance.

15 Withdrawal

Students leaving the school are required to clear all obligations before final records will be forwarded to the next school or University. This includes text, library books and other school materials.



A Community That Succeeds

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A COGNITA SCHOOL