

BEHAVIOR/DISCIPLINE POLICY

Your child will be under the supervision of qualified personnel familiar with his/her school. The same Code of Student Conduct as the regular school rules will be followed.

WITHDRAWAL

Individual Classes:

A student withdrawing from ASEP after payment has been made may be given a refund for the paid, unused days. Parents are responsible for notifying the ASEP office in advance to the date of withdrawal.

Group Classes:

No refunds will be made to any student withdrawing from a group class, unless the class has been cancelled for all students in the group. For whole class cancellations prior notification is required.



ASEP Coordinators:
Ms. Shanesz & Ms. Vera
Tel: 02-751-1201 Ext. 116
Email: asep@tcis.ac.th



Thai-Chinese International School

After School Enrichment Program (ASEP)

Parent-Student Handbook

PROGRAM

The After School Enrichment Program (ASEP) at Thai-Chinese International School offers a variety of academic enhancement and enrichment activities. The program runs from Tuesday to Friday and the calendar is divided into 2 semesters. Information about the ASEP Calendar can be found on the school website.

ASEP office will be open Tuesday through Friday until 4:30 PM. The ASEP Coordinators will be present in school to assist students, teachers and parents.

Contact number: 02-751-1201 up to 6 Ext. 116

Email: asep@tcis.ac.th

Website: <https://sites.google.com/a/tcis.ac.th/asep-2>

SIGN UP/REGISTRATION

Sign up for ASEP classes must be done online through the ASEP website. The online registration form must be complete with current contact information of parents (mobile number & email address).

Once the ASEP Office receives your sign-up form a confirmation email will be sent and a tutor will be assigned.

PROGRAM HOURS AND FEES

Program Hours: 3:30PM - 4:30 PM

Available Options	Fee per student/session (Baht)
Individual	1000
Group of 2	800
Group of 3	700
Group of 4	600
Group of 5	500
Group of 6	400

Special Program	Fee per student/session (Baht)
Remedial classes in Math, Science, English (7-10 students)	400
Special Programs: Robotics, DIY Craft, Art, Dance etc. (6-10 students)	400

- Fees must be paid in advance based on the payment form sent to you.
- Fees may be paid in full to the cashier or money transferred to school account and payment slip faxed to the cashier. There is no partial payment for partial use of services.
- Individual Classes will begin only after full payment is made.
- Group classes will begin after all members in the group have paid in full.

LATE PAYMENT FEE FOR GROUP CLASSES

Classes will begin on the first day of service period if majority of students in the group have paid. A late payment fee of 5% will be charged for payments not received prior to the first day of the service period.

ABSENSES

- Parents must notify the ASEP office, Registrar and/or the ASEP tutor in advance if a student will be absent from an ASEP class.
- If a student fails to show up to class, it will be counted as a class & there will be no refund
- If a student is late for class, there will be no extension of class hours. All ASEP classes end at 4:30 PM.

REFUND/CREDIT POLICY

Individual Classes:

- If a student is absent without prior notice there will be no refund
- If a teacher is absent with prior notice or in the case of an emergency and no make-up class is scheduled, ASEP will refund the money based on records

Group Classes:

- If 1 student is absent and the class is held, there will be no refund
- If a class is cancelled with prior notice and no make-up class is offered, ASEP will refund the money

PICK-UP

Parents must ensure children are picked up soon after ASEP classes end. The ASEP Office closes at 4:30PM and there will be no adult supervision there after.

ILLNESS/ACCIDENTS

Should your child become ill or injured during the program, you will be notified immediately and you must make arrangements to pick up your child at that time. For this reason, you are required to notify the ASEP office if contact numbers of parents' or guardians change.