



2018-2019 Admissions Policies & Placement

Admissions Process



*From G1

Required Documents:

Thai and Non-Thai	
<ul style="list-style-type: none"> <input type="checkbox"/> Application Form <input type="checkbox"/> Student Health Record <input type="checkbox"/> Previous school transcripts/records (in English) <ul style="list-style-type: none"> <input type="checkbox"/> If entering G1-G12, the previous 3 years records are necessary <input type="checkbox"/> Immunizations record or medical report from a hospital (records need to be in English or Thai) <input type="checkbox"/> 4 Photos –1 inch x 1 inch <input type="checkbox"/> If applicable, detailed information on any type of additional educational or emotional support that your child has received. This includes, but is not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Copies of all diagnostic test report results; Individualized Education Plan (IEP) or learning support profile <input type="checkbox"/> Medical information related to your child’s learning <input type="checkbox"/> Notes on speech therapy and other therapeutic support <input type="checkbox"/> Recommendations from specialists for future support 	
Thai Citizens	Non-Thai Citizens
<ul style="list-style-type: none"> <input type="checkbox"/> Student’s birth certificate <input type="checkbox"/> Thai Household Registration <input type="checkbox"/> Parent’s ID card 	<ul style="list-style-type: none"> <input type="checkbox"/> Student’s passport <input type="checkbox"/> Student’s birth certificate (must be translated into English) <input type="checkbox"/> Student’s non-immigrant visa must be submitted no later than 3 months after enrollment date <ul style="list-style-type: none"> <input type="checkbox"/> Parents’ or guardians’ passport and non-immigrant visa <input type="checkbox"/> Authorized Letter

Admissions Interviews and Placement Tests

1. All applicants to G1 and above must schedule an appointment for admissions interviews and placement testing
2. Parent(s) or guardian(s) to be present at the interview
3. The testing of G1-12 students consists of several components which may include math, English, Thai and Chinese assessments

Admissions Decision

Following a review of all records by Admissions and applicable principal, a letter will be sent to the parents indicating if a student has been accepted or declined admissions.

Application Time

1. Generally, new students in PK-G8 may be admitted and enrolled at TCIS at any time during the school year if a space in the child's grade/program is available and all admissions requirements have been met
2. For new students entering G9-G12, applications are taken year round. However, because high school students need to have credits earned for graduation each semester, new student enrollment is limited to the first 15-days of each semester unless transferring from a very similar academic program, high school students should only plan on entering at the beginning of a semester
3. Applicants are strongly encouraged to apply as early as possible due to full enrollment at some grade levels

Acceptance Policy: Expiration Time

Students who are accepted to TCIS must enroll for classes within **15 days** of their acceptance letter. As there is a class size limit, students will be admitted on a first-come, first-served basis. No seat can be reserved. High school students are highly encouraged to begin classes within the first 15 days of the semester.

Waitlist

In the event of capacity enrollment at a grade level or in a program, we will maintain a wait pool. Wait pools for each grade level, program, or class shall be maintained based on the application priority and the date and time a complete application packet is received. If and when space is available in a class or a program, the parents will be advised immediately and asked to confirm that they still wish their child to enter TCIS. Current tuition and fees must be paid within **5 days**, to secure the students enrollment.

Placement

1. TCIS reserves the right to determine the proper placement for new students. Exam results, admissions interviews, and previous academic performance are all used to ensure a student's proper placement
2. Final grade placement is determined by the Admissions Team and principal
3. Based on the English language proficiency tests results, students may be placed into our English as Another Language (EAL) programs
4. Placement in Chinese and Thai classes are based on interviews and/or testing administered by the Chinese and Thai departments

*** Grade 9-12 non-Thai citizens new to Thailand are required by the Ministry of Education in Thailand to study one period of Foreign Thai Language every week for a duration of two years.**

Enrollment Age & Birthday Cut-off Dates

1. New student whose age is 1-year above grade level or more will not be considered for admissions.
2. Minimum age requirement for each grade level is based on the table below.

Age	Class Placement	Birth-Date Range
2+	Pre-Kindergarten 2	Born before September 1, 2016
3+	Pre-Kindergarten 3	Born before September 1, 2015
4+	Pre-Kindergarten 4	Born before September 1, 2014
5+	Kindergarten	Born before September 1, 2013
6+	Grade 1	Born before September 1, 2012
7+	Grade 2	Born before September 1, 2011
8+	Grade 3	Born before September 1, 2010
9+	Grade 4	Born before September 1, 2009
10+	Grade 5	Born before September 1, 2008
11+	Grade 6	Born before September 1, 2007
12+	Grade 7	Born before September 1, 2006
13+	Grade 8	Born before September 1, 2005
14+	Grade 9	Born before September 1, 2004
15+	Grade 10	Born before September 1, 2003
16+	Grade 11	Born before September 1, 2002
17+	Grade 12	Born before September 1, 2001

NOTE: Special permission from the head of School may be given for an earlier start than indicated above.

Reapplication Policy

1. Applicants are permitted to re-apply to TCIS after **3 months** have passed since their previous application date; however, the standardized test may not be reassessed before 12 months have passed since the previous testing date.
2. Applicants are charged an application fee regardless of how many times they apply.

2018-2019 New Students Tuition Fees (THB)

Items*	PK2- PK4	KG	Grade 1-2	Grade 3-5	Grade 6	Grade 7-9	Grade 10-11	Grade 12
Application Fee <i>(Non-Refundable)</i>	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
One Time Registration Fee <i>(Non Refundable)</i>	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000
One Time Campus Development Fund <i>(Refundable)</i>	<i>Waived 2018- 2019</i>	<i>Waived 2018- 2019</i>	<i>Waived 2018- 2019</i>	<i>Waived 2018- 2019</i>	<i>Waived 2018- 2019</i>	<i>Waived 2018- 2019</i>	<i>Waived 2018- 2019</i>	<i>Waived 2018- 2019</i>
1st Semester Tuition Fee	160,166	160,166	181,733	184,872	197,397	197,399	208,291	212,249
Total Payment for New Student	165,166	265,166	286,733	289,872	302,397	302,399	313,291	317,249
2nd Semester Tuition Fee	149,813	149,813	160,611	162,642	175,167	175,321	186,213	186,213

*Notes:

- Tuition fees are subject to increase 5% in the 2019-2020 school year according to Board decision and MOE
- All students will be provided Insurance up to 60,000 baht/accident and up to 650,000 baht in the case of death
- PK-KG students are provided snack and lunch sets while G1-G2 students are provided lunch sets
- New students who enroll in 2nd semester will pay the same tuition as the 1st semester
- The revision of this tuition table is subject to the change of TCIS board without prior notice
- Tuition fees are scheduled to increase each year

Application Processing Fee

The Application Processing fee is 5,000 Baht. This fee is payable to the Cashiers office, after the Admissions Department has scheduled an appointment for the applicant's admissions interviews and placement tests.

Registration Fee (non-refundable)

All newly admitted students and returning students (PK2-PK4) who enroll from KG-G12 pay a one time registration fee of 100,000 Baht. This one time fee is to be paid upon initial enrollment of a student.

Campus Development Fund: (One time payment for new students -- REFUNDABLE)

This fund shall be used towards campus development. This fee of 100,000 Baht per student shall be **refunded** (without interest) within 3 months after the student graduates or withdraws from the school.

Summer School

New students are required to attend the TCIS 3-week Summer School Program in June.

English as an Additional Language (EAL) Fee: 25,000 baht

An additional EAL fee of 25,000 baht per semester per student will be charged to students who require EAL support upon enrollment. This fee will be collected in advance along with the regular tuition fees at the end of each semester.

Chinese Foreign Beginner (CFB) Fee: 15,000 baht

An additional CFB fee of 15,000 baht per semester per student will be charged to students who require CFB support upon enrollment.

Note Regarding the Above Fees

Students admitted into EAL, CFB and learning support at the beginning of each semester will be charged a semester fee, while students admitted to the course(s) on the second or the fourth quarter will be charged for that quarter's fee. In the event a student is admitted into or exit from the relevant program(s) at the beginning of the semester, the applicable staff is to determine the necessity of continuance/completion or termination of the course, and is to submit a report of this decision to the Manager within the first 14 school days since the semester is in session. Please note that the school will refund the tuition of these programs **ONLY** for those who exit TCIS during the first 14 school days. Any student who is exited from one of the listed programs after the first 14 school days will not receive the refund.

Military Training Service Support Fee: 3,000 baht

A fee of 3,000 baht per year per student will be charged to G9-12 Thai national students who choose to enroll this 3 year program service. This fee excludes the military training uniform and the separate tuition fee which is to be paid to the Reserve Affairs Center.

Payment Schedule

Tuition and fees for current students are due and payable **before** the beginning of each semester. Tuition and fees for the **First Semester** starting August are due and payable around the last three weeks of **May**. Tuition and fees for the **Second Semester** starting January are due and

payable around the first three weeks of **November**.

New students who are accepted and wish to enroll at TCIS must pay the full tuition at the Cashier's Office by the published deadline. This payment guarantees the students a seat at TCIS. Details of the registration process will be given at that time. Until full tuition is paid, the student will be placed on a waiting list.

Payment

1. Payment must be made in Thai Baht
2. TCIS accept payment by the following methods:
 - Credit Card (MasterCard, Visa and JCB. Surcharge 1.5% are applied.)
 - Bank Cashier Checks
 - Direct cash deposit at any branch of school bank
 - Online or wire transfer to the school bank account

Please note that all personal or company checks will not be accepted

Bank charges resulting from payment through Cashier Check will be paid for by the parents

3. A 500-baht service charge will be assessed for each check returned by the bank.

Late Payment

A late charge of 250 Baht per week per student will be imposed on late tuition payment the next day after deadline. **Please note that the registration process must be completed and the tuition and related fees must be paid in full in order for a student to be accepted into class.**

Non-Return OR Non-Appearance

Returning students, who do not appear at school in August 2018 and January 2019, without prior written notice to the school, automatically forfeit their studentship at TCIS and shall be treated as new students upon return to the school.

2018-2019

Discount Policies

Parents can choose the more favorable discount group by themselves. The Campus Development Fund will be waived starting in the year 2018-2019 for new students who are qualified.

1. Same Company

This is meant to be a group comprised of current student(s) and also new student(s) for this school year 2018-2019 whose parents are working for the same company. Registration Fees must be paid. Campus Development Fund is waived only for new qualified students.

Terms:

The discount will be given to the qualified students as long as they comply with the following criteria over time. This discount stays in effect until the student graduates and as long as all initial criteria is still being met.

Criteria: Number of students must be in accordance with the policy i.e.

- 4-9 student 20% reduction of tuition fees
- 10 or more 25% reduction of tuition fees
- In the future if the number of group drops from 4 to or less for any reason, the discount will be discontinued (unless there is an additional one from the same company to reach the required number).
- Yearly re-submission of the documents are needed to update the status and maintain the discount before the end of March of each year.

Required documents:

1. Company's setting document including tax ID, registered number., address, proposes etc.
2. Company financial statement: at least 100 million baht of annual revenue for the previous year. The relevant document is needed to verify this (i.e. the Audited Annual Financial Statement).
3. Certificate of employment from parent or guardian showing at least 1 year with a minimum salary of 60,000 baht per month. The salary slip is needed along with the statement to verify that amount of salary for the 6 previous months. An expatriate who just relocates or starts working with a corporation less than 1 year will be reviewed.
4. P.N.D. 91

2. Government Officers

Government officers (upon review) receive a discount of 20% per student. Registration Fees must be paid; Campus Development Funds are waived only for newly qualified students. A copy of government officer ID card and a working certificate are required. Final approval is to be

determined and verified by the School Board. Yearly re-submission of the documents are needed to update the status and maintain the discount before the end of March of each year.

3. Diplomats of TECO

A discount of 25% per student. Registration Fees and Campus Development Fund are waived only for new qualified students. This discount is applicable for all diplomats working with TECO having a certificate letter from TECO. Yearly re-submission of the documents are needed to update the status and maintain the discount before the end of March of each year.

4. Diplomats of Other Countries

A discount of 20% per student. Registration Fees must be paid, Campus Development Fund is waived only for newly qualified student. This discount is applicable for all diplomats having a certificate letter from embassies or foreign government agencies. Yearly re-submission of the documents are needed to update the status and maintain the discount before the end of March of each year.

5. Family discount

The tuition reduction will be based on net tuition (excluding misc. fees), for a single family, regardless of if their children had enrolled and got accepted at the same time or not. The reduction amount will be calculated by using the net tuition of the youngest child first and going upward to the next oldest child in the family and so on.

Eligibility: If the family has 3 or more children enrolled at TCIS during the current year.

2 children	No discount
The 3rd child	25% reduction of tuition fees
The 4th child	50% reduction of tuition fees
The 5th child	50% reduction of tuition fees

6. Extra 5% Discount for Alumni

The alumni discount is 5% off tuition fees for children of TCIS alumni. Alumni are defined as those who studied at TCIS for more than one year. Alumni qualifications will be reviewed and confirmed by the School Registrar.

Alumni are eligible for other listed discounts provided they meet the necessary criteria.

7. Group of New Student Registered in 2018-2019

Group Definition: Group of new students who successfully enrolled at TCIS together claiming that they are a group, fill in the application with the completed documents, follow the admission procedure and are admitted and pay the FULL Amount of all fees in advance of the discount. The Campus Development Fund is waived. Discount will be as follows:

New student Definition: A student who has not been enrolled at TCIS in any academic year prior to 2018-2019.

Number of students in the Group:

Group A:	5 - 9 persons	10 % reduction of tuition fees
Group B:	10-15 persons	15 % reduction of tuition fees

(Note: If the numbers in Group B drop below 10, they will still receive the discount as per the numbers for Group A)

Term: This discount will be given as long as they keep the required number of students. If a student leaves and is replaced by another, then the discount remains in effect. Parents of this group can persuade another new student(s) to keep/add to the number so that they can maintain the discount.

Payment: Registration Fees must be paid, Campus Development Fund is waived only for new qualified student. The full amount of other fees must be paid then the discount refund will be issued upon approval.

Note: Students may not be added at a later date to reach the number of students. Students must be registered at the same time.

Regulations for Tuition Fee Reduction(s)

- 1. This tuition promotion is for this school year only and will be reviewed over the course of the year.*
- 2. All applications will be reviewed by the Business Manager.*
- 3. All cases will be reviewed by the Head of School. Further information may be required for verification.*
- 4. Once application has been submitted allow 3-4 weeks for a response from the school.*
- 5. Once application is approved, the tuition rebate will be processed within 45 days.*
- 6. Discounts stay in effect until the student(s) graduates and as long as all initial criteria are still being met.*

Early Withdrawal

Tuition refunds will be granted in accordance to the following schedule:

15 day or more prior to the school opening	100%
The 19 day from the opening day of school	50%
From the 20 day through the 39 day	25%
From the 40 day onwards	0%

Note: The tuition refund will be calculated based on the net tuition amount. Other miscellaneous fees are non-refundable. Special circumstance refunds will only be granted with sufficient written notification and it is subjected to the authorized personnel approval.

Late Enrollment Tuition Discount

Tuition shall be prorated for enrollment of less than a full semester by applying the following conditions:

School open:

15	days	payment	0%	discount
16 - 26	days	payment	10%	discount
27 - 37	days	payment	20%	discount
38 - 48	days	payment	30%	discount
49	and over	payment	40%	discount

Note: Tuition refunds are paid without interest and refunds will be processed within three months after receiving a signed withdrawal notice by parents/guardians indicating in print the payee's name, bank account number (if any).

Transportation

Should a student require transportation, please contact **Montri Transport Corporation Public Co., Ltd.**

Phone number: (66) 02-906-0160, (66) 02-517-9203-5 ext. 301-306 – **Khun Pimmada**.

For questions or more information please contact us by phone or email

Telephone: (66) 2- 751-1201 (7:30 a.m. – 3:30 p.m. Monday – Friday)

or

Email: info@tcis.ac.th