

## FINANCIAL REGULATIONS

### Registration at La Petite Ecole

In order to complete registration, the form must be filled up and parents must pay the registration fees of THB 40,000.

Payment can be made:

- a) By cheque to La Petite Ecole Bangkok (please mention the invoice number or the family name at the back of the cheque),
- b) By bank transfer to our bank account (please mention the invoice number or the family name in the transfer reference):

Beneficiary name: La Petite Ecole Bangkok Co., Ltd. - Bank name: Kasikornbank Public Company Ltd

Branch: Suan Plu - Account No: 022-8-75119-7 - SWIFT: KASITHBK

- c) By cash (a receipt will be provided).

### Registration fees

Registration fees amount to THB 40,000.

They are due in full at registration, even when registration occurs during the school year.

Registration fees shall not be reimbursed in case of cancellation. No partial reimbursement will be given if the child leaves the school before the end of the school year.

### School fees

School fees include in class activities and outings organised by the school.

They are due in full before August 20<sup>th</sup> 2019 for the first term of 2019/2020. Before December 20<sup>th</sup> 2019 for the second term. Before March 20<sup>th</sup> 2020 for the third term.

Late charges of 2% may apply for any delay shorter than one month. Followed by late charges of 1% for every subsequent month of delayed payment. Families who for any reason are expecting late payment must contact the school immediately.

### Exiting school before the end of the academic year

In the case of departure before the end of the academic year, parents need to give the school notice at least 30 days before the start of term.

If the school is notified 30 days prior to the upcoming term, no school fee will apply for the next term. If the notice is less than 30 days ahead, school fees will apply for the weeks not covered by the notice.

Example: If the child leaves on 1st April and the notice is given on 1st March, no school fees will apply for the third term. If the child leaves on 1st April and the notice is given on 8th March, 1 week of school fees will apply. If the child leaves on 1st April and the notice is given on 25th March, 3 weeks school fees apply.

In the case the term has already begun, school fees apply for the weeks of study and for the weeks not covered by the notice.

**Example:** If the child has to leave on 1st May and the notice is given on 1st April, only the normal fees will apply for the period of study for the child (from 1st April to 1st May). If the child has to leave on 1st May and the notice is given on 15th April, normal fees apply for the period of study for the child (from 15th April to 1st May), plus an extra fee for the period not covered by the notice (from 1st May to 15th May).

### **Early Bird rate**

We have implemented an Early Bird rate for parents or companies willing to settle the annual school fees in full before 30<sup>th</sup> June 2019. However, if the child leaves during the school year, the normal rate will be used to calculate the refund.

### **Canteen Fees**

The registration to the lunch canteen service is mandatory for the full year, but the payment is done per term. Total amount per year is 18,000 THB. Canteen fees are due in full at the beginning of the term. However, if, before the term starts, the parents inform the school administration about the child exiting school during the next period, a prorated fee may be calculated.

### **Extracurricular activities**

Extracurricular activities are optional activities offered by La Petite Ecole, from Monday to Thursday, between 3:15 pm and 4:15 pm. Those physical or cultural activities are taken care of by external companies with excellent credentials in other schools. The children are under the supervision of La Petite Ecole team before the activity starts (from 2:45 pm to 3:15 pm). Members of La Petite Ecole's team remain present during the activity to support the external animators. Registration is done for a period of 14 weeks, twice a year, according to the pricing and calendar given by La Petite Ecole beforehand. Registrations are done on a 'first come, first served' basis. The confirmation of the child's registration depends on prerequisites (maximum and minimum number of children to be reached per activity). Once the registration is confirmed, it is no longer feasible to cancel or change activity. In case of absence to the activity, there will be no reimbursement. However, if the parents inform the school administration about the child exiting school during the next period, before the activities start, a prorated fee may be calculated based on the actual dates of attendance.

### **Afterschool care**

Afterschool care is an optional service offered by La Petite Ecole, from Monday to Thursday, between 2:45 pm and 4:30 pm. This service is directly managed by La Petite Ecole team and relies on outdoor activities (free play in our playground) or indoor activities (for example painting, storytelling, drawing...). Registration is done per period, with three periods during the school year: a first period of 7 weeks, followed by two periods of 14 weeks. Parents can choose to register their child for one, two, three or four days a week, according to the fee structure given by La Petite Ecole beforehand (the price is decreasing according to the number of days chosen). Registrations are done on a 'first come, first served' basis. The confirmation of the child's registration depends on prerequisites (maximum and minimum number of children to be reached). Once the registration is confirmed, it is no longer feasible to cancel the afterschool care service. In case of absence, there will be no reimbursement. However, if the parents inform the school administration about the child exiting school during the

next period, before the activities start, a prorated fee may be calculated based on the actual dates of attendance.

### **Holiday camp**

A number of optional holiday camps are offered throughout the year by La Petite Ecole. Registration is done per week, according to the pricing, calendar and hours communicated by La Petite Ecole beforehand. Registrations are done on a 'First arrived, first served' basis. The confirmation of the registration is conditioned by the maximum and minimum number of children to be reached. Once the registration is confirmed, it is no longer feasible to cancel the attendance to the camp, except for medical reason, with the proof of a medical certificate stating - at least - a 3 days sick leave.

### **Bus service**

An optional bus transportation service is offered by La Petite Ecole, through the company it has chosen, Blue Jade. This service includes a pick-up in front of the child's home followed by a drop-off at school in the morning, and a pick-up at school followed by a drop-off in front of the child's home in the afternoon. Prior to the registration to this service, a request for quotation, itinerary and schedule has to be addressed to La Petite Ecole, which will transfer it to Blue Jade. The bus company only is responsible for accepting or refusing the new requests occurring while the bus itinerary and schedule are already implemented. If the registration is accepted by Blue Jade, and the schedule and quotation accepted by the parents, then the Internal Regulations from Blue Jade are applying.

### **Bag and T-Shirt with La Petite Ecole logo**

At the beginning of the academic year, it is mandatory to purchase a T-Shirt and a fabric library bag with the colours and the logo of the school. The t-shirt is invoiced 250 THB and the bag 150 THB (Tax inclusive).

### **Waiting list**

The school may open waiting lists when the number of applications exceeds the classes' capacity for a given age group. In order for your child to be added to the waiting list, the school will require the payment of registration fees only (THB 40,000). An invoice will be sent to the family once the school receives the completed registration form. Applications are classified by date of payment.

If the school is unable to place a child on the waiting list, the school shall refund the total amount paid by the family. The family may refuse this refund and choose to keep the child on the waiting list for the current year, or for the following academic year.

The family whose child is on a waiting list can withdraw their application at any time and ask for the full deposit to be refunded.

When a place is confirmed for a child who was on waiting list, should the family refuse that place for their child, the school reserves the right to retain the administrative fees of THB 10,000 only (the family will receive a refund of THB 30,000). However, if the refusal occurs more than three months before the intended first day of the child at school, the school will refund the deposit in full.

Name of the child/ren: ..... Date: ..... Signature: