

FINANCIAL REGULATIONS

Registration at La Petite Ecole

In order to complete registration the form must be completed and parents must pay the registration fees (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 are charged THB 40,000 and 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 20th 2019 for the first term of 2019/2020. Before December 20th 2019 for the second term. Before March 20th 2020 for the third term.

Late charges of 2% apply for any delay shorter than one month. Followed by late charges of 1% for every subsequent month of delayed payment. Should you be expecting some delay in paying for the school fees, please 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 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 period.

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 has already started, 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 settling the annual school fees in full before 30th June 2019. However, if the child leaves during the school year, the normal rate will be used to calculate the refund.

Canteen Fees

Registration to the canteen service (lunch) is mandatory for the full year, but the payment is done per term. The cost per term is THB 6,000, applied for each of the three terms. Total amount per year is THB 18,000. Canteen fees are due in full at the beginning of the term and cannot be prorated in case of cancellation.

Bag and T-Shirt with La Petite Ecole logo

It is mandatory to buy at the beginning of the academic year, a T-Shirt and a fabric library bag with the colours and the logo of the school. Charges are THB 250 for the T-shirt and THB 150 for the bag (inclusive of tax).

Waiting list

The school may open waiting lists when the number of applications exceeds the classes' capacity for a given age group. In order 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 shall be classified by the 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 on the waiting list, should the family refuse to place the child, the school reserves the right to retain the administrative fees of THB 10,000 only. Therefore, the family will be refunded THB 30,000 only, except if the refusal occurs over three months before the intended first day of the child at school. In the latter case, the school will refund the deposit paid by the family in full.