

FINANCIAL REGULATIONS

These financial regulations take effect from the date of their publication.

It applies to any new registration or re-registration of a child on the enrollment list of La Petite Ecole.

Prices are expressed in Thai Bahts, VAT included.

Updated: April 1st, 2022

I. PREAMBULE

Any registration or re-enrollment of a child at La Petite Ecole Bangkok implies acceptance and compliance with these Financial Regulations.

Enrollment, re-enrollment and retention of a child at La Petite Ecole Bangkok are subject to unreserved acceptance of the following official documents:

- The Internal Regulations of the establishment;
- These financial regulations (hereinafter "Financial Regulations").

II. SCHOOL FEES 2022 / 2023 PER CHILD FROM 1ST SEPTEMBER 2022:

Category of fees	Amount(THB)	Calendar of payments
Registration fees	40,000	On the date of registration
Withdrawing fees	Free	
Re-enrollment fees (if previously withdrawn)	15,000	On the date of re-enrollment
Annual school fees	279,000	In 3 installments:
- First Term (September to December 2022)	110,000	Before 20th August 2022
- Second Term (January to March 2023)	84,500	Before 20th December 2022
- Third Term (April to June 2023)	84,500	Before 20th March 2023
- Arrival after the Term has started (See V.1. below)	2,000/day	Before first day of the child's arrival and for that term only
Single payment of annual school fees	276,000	One payment before 20th August 2022
Annual canteen fees	23,900	In 3 installments:
- First Term (September to December 2022)	8,900	Before 20th August 2022
- Second Term (January to March 2023)	7,230	Before 20th December 2022
- Third Term (April to June 2023)	7,770	Before 20th March 2023

III. REGISTRATION:

The registration of a child on the school enrollment list is subject to:

- creating an account on our EDUKA management software, filling in the required sections and providing the required documents;
- settling the payment of the registration fees.

When the above registration procedure has been completed by the family, La Petite Ecole sends out the final confirmation of the child's registration, subject to available space.

IV. REGISTRATION FEES:

The registration fees are 40,000 THB per child.

They are payable in full at the time of registration, including for an arrival during the school year, and are not transferable.

Once the child's place has been confirmed by the school, the registration fees are not refunded in the event of a cancellation by the family. No pro rata will be granted in the event of a departure during the school year.

The registration fees are payable only once during the child's schooling, even in the event of temporary withdrawal and then re-enrollment. However, in this last case, re-enrollment fees shall apply.

The registration fees can be paid either:

a) By transfer to the school's bank account (please mention the invoice number or the last name in the reference of the transfer), the contact details of which are:

Name of beneficiary: La Petite Ecole Bangkok Co., Ltd.

Bank name: Kasikornbank Public Company Ltd - Branch: Suan Plu

Account number: 022-8-75119-7 - SWIFT: KASITHBK

b) In cash (a receipt will be issued).

Payment of the registration fees, whether made by the child's family or by a third party employer, constitutes acceptance of these Financial Regulations.

V. TUITION FEES:

La Petite Ecole organises before each new school year the educational framework adapted to the number of children to be accommodated, in terms of both human resources and equipment. The commitment of each family is therefore just as important to respect as the commitment of the school.

La Petite Ecole charges fees for schooling. Welcoming the child, whether physically in school or online, is subject to the payment of the school fees (see II).

School fees include activities, school equipment and supplies used in the classroom, as well as field trips organised by the school during school time.

School fees exclude the cost of half-board (canteen services), and activities outside of school time.

School fees are reviewed annually. A reasonable increase, taking inflation into account in particular, is anticipated each year.

Single payment of annual school fees:

It is offered the possibility to pay the annual school fees in one single payment. Parents or companies who wish to, can pay annual school fees in full before August 20th, 2022; they then benefit from the single payment rate. However, in the event of a departure during the year, reimbursement will be made on the basis of the normal rate.

Late payment:

Late payment penalties of 2% may apply for delays of less than one month, followed by penalties of 1% for each subsequent month of delay. Families who find themselves in default of payment are asked to contact the school.

V.1. ARRIVAL DURING THE SCHOOL YEAR:

If the child arrives during the school year, La Petite Ecole will invoice the school fees at the daily rate in effect applied to the number of school days until the end of the term of arrival. The following terms will be invoiced at the normal rate (see II).

When the application of the daily rate to the number of school days exceeds the normal rate for the term of arrival, the term will be invoiced in full.

V.2. DEPARTURE DURING THE SCHOOL YEAR:

Each term is made up of 2 periods, separated by school holidays.

1. In case of departure, families must submit a minimum notice of 30 days prior to the start of the period from which the child will be absent. If the notice is received less than 30 days before the start of the period, such period will be invoiced.
2. Any period started is due in full.

Early departures for personal convenience during the third quarter are not eligible for reimbursement.

La Petite Ecole reserves the right to request supporting documents from the employer stating that the family must relocate before the end of the school year and that the child will attend another school until the end of the school year.

V.3. ABSENCE DURING THE YEAR:

The momentary absence of a duly enrolled child, whatever the duration or the reasons, cannot give rise to any discount in the school fees. A commission may meet to rule on exceptional cases.

VI. RE-ENROLLMENT FEES:

In the event that a child is withdrawn from the school's list by his parents and if the child is absent for one term or more, re-enrollment fees will apply at a rate of 15 000 THB.

VII. FORCE MAJEURE:

In the event of an imposed closure, whether by the government or in the event of force majeure, every effort will be made to set up Home-Based Learning (HBL). Days of Home-Based Learning (HBL) are considered effective learning days. They cannot be subject to any partial or total refund, with the exception of children attending Toute Petite Section.

VIII. SIBLING DISCOUNT:

A 5% discount on tuition fees will be applied from the second child regularly enrolled at La Petite Ecole, during the same school year.

IX. WAITING LIST:

The school reserves the right to open waiting lists when enrolment requests exceed the number of places available. In order to reserve a place on the waiting list, La Petite Ecole asks families to pay the registration fees (40,000 THB) only. An invoice will be issued after receipt of the registration form. The files are listed in order of payment of the registration.

If the school is unable to give a place to a child on the waiting list, it offers the family a refund of the full amount paid. The family may refuse the refund in order to keep their place on the waiting list for the current year and / or the following year.

At any time, when the child is on the waiting list, the family may choose to withdraw their file and the full amount paid shall be reimbursed.

When a place is confirmed for a child so far on the waiting list, if the family refuses the place, the school will retain an administrative fee of 10,000 THB (and will therefore reimburse 30,000 THB only). However, if the refusal is made at least three months before the child's scheduled arrival date, all fees previously paid shall be reimbursed.

X. SCHOOL CERTIFICATE:

A school certificate will be issued by La Petite Ecole at the request of the family. This process is subject to the child attending school regularly or participating in Home-Based Learning on a regular basis and that the family is up to date with their payments.

XI. WITHDRAWAL CERTIFICATE:

A certificate of withdrawal will be issued by La Petite Ecole at the request of families in the event of departure from La Petite Ecole.

This certificate will only be issued if the family or the company is up to date with its payments.

XII. CANTEEN SERVICE:

Registration for the canteen is compulsory for the whole year. Payment is made per term. Canteen costs are due in full at the start of the term. A pro rata may however be granted in the event of early departure from school, communicated at least 30 days before the start of term.

Canteen costs will not be reimbursed in the event of the temporary absence of a child.

XIII. EXTRACURRICULAR ACTIVITY SERVICE:

Extracurricular activities are optional activities offered by La Petite Ecole, Monday to Thursday, 3 p.m. to 4 p.m. These sports or cultural activities are provided by competent external companies that have already proven their worth with schools. Children are taken care of before the start of the activity (between 2:45 p.m. and 3:00 p.m.) by La Petite Ecole's team. Registration is done for each period, according to the prices communicated beforehand by the school.

Registrations are taken into account on a "First come, First served" basis and confirmation of registration is conditioned by a maximum and minimum number of children to be reached. Once registration is confirmed, it is no longer possible to cancel or change activity. No reimbursement is provided in the event of absence from the activity. A pro rata may however be agreed upon in advance in the event of early departure from school, communicated before registration for activities.

XIV. DAY CARE SERVICE:

The daycare is an optional service offered by La Petite Ecole from Monday to Thursday, from 2:45 p.m. to 4:00 p.m. This service is supported by the La Petite Ecole team and consists of outdoor (free and imaginative games) or indoor (for example painting, storytelling, drawing, etc.) activities. Registration is done by term.

Parents can choose to register their child for one, two, three or four days a week. Registrations are taken into account on a "First come, First served" basis and confirmation of registration is conditioned by a maximum and minimum number of children to be reached. Once registration is confirmed, it is no longer possible to cancel the daycare. No reimbursement is provided for absence from daycare. A pro rata may however be granted in the event of early departure from school, communicated before registration for the new period.

XV. HOLIDAY CAMP SERVICE:

Several optional holiday camps are offered by La Petite Ecole throughout the year. Registration is for a period of one week, according to the prices and timetables communicated in advance by the school. Registrations are taken into account on a "First come, first served" basis and confirmation of registration is conditioned by a maximum and minimum number of children to be reached. The amount is due in full, no pro rata can be agreed. Once registration has been confirmed, it is no longer possible to cancel participation in the holiday camp, except for medical reasons with a certificate delivered by a doctor for a period of at least three days.

XVI. SCHOOL TRANSPORTATION SERVICE:

An optional bus service is offered by La Petite Ecole, via its chosen service provider Blue Jade. The service includes a pickup in front of the child's home and drop-off at school in the morning and a school pick-up and drop-off in front of the child's home in the afternoon. Enrollment in school transport requires a request for a preliminary quotation and itinerary from La Petite Ecole, who will transfer it to Blue Jade. Only the bus company is responsible for whether or not new requests are accepted, in relation to the bus service already established. If registration is accepted by Blue Jade and the rates and schedules are accepted by parents, then Blue Jade's internal regulations apply.

XVI- BRANDED BAG AND T-SHIRT:

The purchase of a T-Shirt and a library tote bag in the school's colours and logo is compulsory at the start of the year for each new family. The t-shirt is charged 150 THB and the bag 250 THB including tax.