



# Thai-Chinese International School

## Admissions Policies & Placement 2017/2018 School Year

**After all required documents for application (listed below) have been submitted and reviewed, the Admission Department will arrange a date and time for the student to take the necessary placement tests and meet with the counselor.**

1. Completed Application Form;
2. Completed Student Health Record
3. Applicant's school transcripts/records for the previous 2 to 3 school years (if entering grade-12, the previous 3 years records are necessary). School records must be translated into English and authenticated.
4. **For Non-Thai nationality students:**
  - Student's passport ;
  - Student's birth certificate (must be translated into English)
  - Student's non-immigrant visa must be submitted no later than 3 months after enrollment date ;
  - Parents' or guardian's passport and non-immigrant visa.
  - Completed Authorized Letter
- For Thai nationality students:**
  - Student's birth certificate;
  - Thai Household Registration;
  - Parent's Thai ID card.
5. Medical report from a hospital and immunizations record
6. 3 Photos –1 inch x 1 inch
7. Detailed information on any type of additional educational or emotional support that your child has received must be provided. This includes but is not limited to:
  - Copies of all diagnostic test report results; Individualized Education Plan (IEP) or learning support profile
  - Medical information related to your child's learning
  - Notes on speech therapy and other therapeutic support
  - Recommendations from specialists for future support

**A non-refundable application fee of 3000 baht is to be paid to the cashier's office prior to admission interviews and placement tests.**

### **Application Time:**

1. Generally, new students in pre-kindergarten through grade-8 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 admission requirements have been met.
2. For new students entering grade-9 through grade-12, 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.

### **Admissions Interviews and Placement Tests:**

1. All applicants seeking entry into TCIS will be asked to schedule an appointment for an admission interview and placement testing.
2. For admissions interviews with the lower school counselor (pre-kindergarten through grade-6), parent(s) will be requested to be present at the interview. The upper school counselor may also request to speak to parents of students applying for admission.
3. Placement tests for pre-kindergarten through kindergarten students are based on observations of developmental skills, language and communication skills, as well as, behavior.
4. The testing of Grade-1 to Grade-12 students is consists of several components which may include an assessment of mathematical skills, English language skills, Chinese language skills, and Thai language skills.

### **Admission Decision:**

Following a review of all the pertinent records by the admissions committee, and the Director, a notification letter will be sent to the parents indicating if a student has been accepted or declined admission into TCIS.

### **Acceptance Expiry Policy:**

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. Upper 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, the Registrar 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 agreed upon by the Director.
  3. Based on the English language proficiency tests results, students may be placed into our ELL/EIP programs. ELL students are accepted for grades 1-8 only. EIP students in grades 7-8.
  4. Placement in Chinese and Thai classes is based on interviews and/or testing administered by the Chinese and Thai departments.
- \*\*\* Grade 9-12 Non Thai citizen new to Thailand are required by Ministry of Education in Thailand to study 1 period Foreign Thai Language every week for a duration of 2 years.**

**Enrollment Age & Birthday Cut-off Dates:**

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

**Grade Level Placement for 2017/2018 Academic Year**

<b>Age</b>	<b>Class Placement</b>	<b>Birth-Date Range</b>
2+	Pre-Kindergarten 2	Born before September 1, 2015
3+	Pre-Kindergarten 3	Born before September 1, 2014
4+	Pre-Kindergarten 4	Born before September 1, 2013
5+	Kindergarten	Born before September 1, 2012
6+	Grade 1	Born before September 1, 2011
7+	Grade 2	Born before September 1, 2010
8+	Grade 3	Born before September 1, 2009
9+	Grade 4	Born before September 1, 2008
10+	Grade 5	Born before September 1, 2007
11+	Grade 6	Born before September 1, 2006
12+	Grade 7	Born before September 1, 2005
13+	Grade 8	Born before September 1, 2004
14+	Grade 9	Born before September 1, 2003
15+	Grade 10	Born before September 1, 2002
16+	Grade 11	Born before September 1, 2001
17+	Grade 12	Born before September 1, 2000

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

**Re-application 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.**



# Thai-Chinese International School

## Tuition Fees

### New Students 2017-2018

Item	PK2-PK4	KG	Grade 1-2	Grade 3-4	Grade 5	Grade 6	Grade 7-9	Grade 10-11	Grade 12
Application Fee (Non-Refundable)	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
*One Time Registration Fee (Non Refundable)	-	*100,000	*100,000	*100,000	*100,000	*100,000	*100,000	*100,000	*100,000
*Campus Development Fund (Refundable)	*100,000	*100,000	*100,000	*100,000	*100,000	*100,000	*100,000	*100,000	*100,000
1st Semester Tuition Fee	152,539	152,539	173,079	176,069	176,069	187,998	187,998	198,372	202,142
<b>*Total Payment for New Student</b>	255,539	355,539	376,079	379,069	379,069	390,998	390,998	401,372	405,142
2nd Semester Tuition Fee	142,679	142,679	152,963	154,897	154,897	166,826	166,972	177,346	177,346

\*\*Remark: The revision of this tuition table will be subject to the change of TCIS board without prior notice to the public.

\* New students who enroll in the second semester should pay the same tuition as the first semester.

\* G1-G2 students are provided lunch sets, while PK-KG are provided snack and lunch sets.

\* TCIS provides accident insurance for all students up to 60,000 baht per accident and up to 650,000 baht in the case of death.

\* Tuition fees are scheduled to increase each year.

#### **Application Processing Fee:**

The Application Processing fee for the 2017-2018 School Year is 3,000 Baht. This fee is payable the Cashiers office, after the Admission Department has scheduled an appointment for the applicants admission interviews and placement tests.

#### **Registration Fee (non-refundable)**

All newly admitted students and returning students (PK2 - PK4) who enroll from grade KG to grade 12 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: (For new students and refundable)**

This fund shall be used towards campus development. This fee of 100,000 Baht per student or 200,000 Baht per two or more students (in the same family) shall be **refunded** (without interest) within 3 months after the student graduates or withdraws from the school.

### **Military Training Service Support Fee (3,000 baht per year)**

An additional fee of 3,000 baht per year per student will be charged to G.9-12 Thai national students who choose to enroll this 3 year program service. This fee is not included both the military training uniform and the separated tuition fee which is to be paid to the Reserve Affairs Center.

### **Summer School**

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

### **English As a Second Language (ELL) Fee: 25,000 baht**

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

### **Chinese As a Foreign Language (CFL) Fee: 15,000 baht**

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

### **Note: Regarding the Above Fee**

Students admitted into ELL, CFL 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 be noted that the school will refund the tuition of these programs ONLY on those who exit during the first 14 school days. Any student who is placed to exit these programs after the first 14 school days will not get the refund.

## **TUITION AND FEES POLICY FOR THE 2017-2018 SCHOOL YEAR**

### **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.

### **ACCEPTABLE FORMS OF PAYMENT**

1. TCIS will only accept payment by the following methods:
  - Credit Card (TCIS accepts Master and Visa: Ordinary Cards, Gold Cards and Platinum Cards, and JCB Card. There will be a surcharge of 1.5% on all cards mention above.)

- Bank Cashier Checks
- Direct cash deposit at any branch of school bank
- Wire transfer to 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**

2. Payment must be made in Thai Baht currency.
3. Post-dated checks and up-country checks cannot be accepted.
4. 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 the tuition deadline. **Please note that the registration process must be completed, and the tuition and related fees 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 2017 and January 2018, 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.

## **Discount Policy (2017-2018)**

Parents can choose the more favorable discount group by themselves. The Campus Development Fund will be waived starting in the year 2017-2018 for new students who are qualified.

### **1. Same Company**

This is meant to be a group comprised of current student(s) and also the new student(s) for this school year 2017-2018 whose parents are working under the same company. Registration Fees must be paid, Campus Development Fund is waived only for new qualified students.

#### **The Terms of This Promotion:**

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 accordingly.
- 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 document:**

- Company's setting document includes TAX ID, Registered No., Address, Proposes etc.

- 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.
- 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 corporation less than 1 year will be reviewed.

## 2. Government Officers

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

Discount 25% per student. Registration Fees and Campus Development Fund are waived only for new qualified students. This includes 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

Discount 20% per student. Registration Fees must be paid, Campus Development Fund is waived only for newly qualified student. This includes 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 (Current Policy)

The tuition reduction will be based on net tuition( excluding misc. fees), for a single family, regardless 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 older child in the family and so on.

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

- |                  |                               |
|------------------|-------------------------------|
| 1. 2 children    | No discount                   |
| 2. The 3rd child | 25% reduction of tuition fees |
| 3. The 4th child | 30% reduction of tuition fees |
| 4. The 5th child | 50% reduction of tuition fees |

## 6. Extra 5% to child/ children of alumni

**Definition of alumni:** those who have been studying at TCIS for over 1 year. This extra discount of 5% of tuition fees to child/children of TCIS alumni will be on top of the other discounts and will not be

subjected to other promotional policies. Alumni qualification will be reviewed and confirmed by school registrar.

## 7. Group of New Student Registered in 2017-2018

**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 2017-2018.

### 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 the Tuition Fee Reduction

1. *This tuition promotion is for this school year only and will be reviewed over the courses of the year.*
2. *All application will be reviewed by 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, tuition rebate will be processed within 45 days.*
6. *This discount stays in effect until the student graduates and as long as all initial criteria is 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:** Please note that 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's 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

**Remarks: Please note that all kinds of tuition refund are without interest and are aimed to be processed at the fastest convenience to students 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 further information, please contact Thai-Chinese International School

From 7:30 a.m. – 3:30 p.m. Monday – Friday

Telephone number: (662) 751-1201-6 Ext. No. 0 and 200

Fax number: (662) 751-1210

Website: [www.tcis.ac.th](http://www.tcis.ac.th)

Email: [registrar@tcis.ac.th](mailto:registrar@tcis.ac.th)