



# 2024-2025 Admissions Policies & Placement

## Admissions Process



\*From Gr.1

## Required Documents

Thai and Non-Thai	
<ul style="list-style-type: none"> <li><input type="checkbox"/> TCIS Student Application Form</li> <li><input type="checkbox"/> TCIS Student Health Record form</li> <li><input type="checkbox"/> TCIS Student Health Card form</li> <li><input type="checkbox"/> Previous school transcripts/records (in English)               <ul style="list-style-type: none"> <li><input type="checkbox"/> If entering G1-G11, the previous three years records are necessary</li> </ul> </li> <li><input type="checkbox"/> Immunizations record or medical report from a hospital (records need to be in English or Thai)</li> <li><input type="checkbox"/> 4 Photos - 1.5 inch x 1.5 inch</li> <li><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"> <li><input type="checkbox"/> 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; and/or recommendations from specialists for future support.</li> </ul> </li> </ul>	
Thai Citizens	Non-Thai Citizens
<ul style="list-style-type: none"> <li><input type="checkbox"/> Child's birth certificate</li> <li><input type="checkbox"/> Thai Household Registration</li> <li><input type="checkbox"/> Parent's ID card</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Child's passport</li> <li><input type="checkbox"/> Child's birth certificate (must be translated into English)</li> <li><input type="checkbox"/> Child's non-immigrant visa               <ul style="list-style-type: none"> <li><input type="checkbox"/> Must be submitted no later than three months after enrollment date</li> </ul> </li> <li><input type="checkbox"/> Parents' or guardians' passport and non-immigrant visa</li> <li><input type="checkbox"/> Authorized letter of guardianship (only in cases where parent is not accompanying)</li> </ul>

## **Admissions Interviews and Placement Tests**

- All G1 applicants and above must schedule an appointment for admissions interviews and placement testing
- Parent(s) or guardian(s) are to be present at the interview
- The testing of G1-11 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 the applicable principal, a letter will be sent to the parents indicating if their child has been accepted or declined admissions.

## **Application Deadline**

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.

For new students entering G9-G11, applications are taken year round. High school students should only plan on entering at the beginning of a semester. 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. 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 waitlist.

Waitlists 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 student's enrollment.

## **Placement**

- 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.

- Final grade placement is determined by the Admissions Team and principal.
- Based on the English language proficiency tests results, students may be placed into our English Language Learner (ELL) programs.
- 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 Cutoff Dates

Children one year above grade level or more will not be considered for admissions.

Minimum Age Requirements for Each Grade Level		
Age	Class Placement	Birth Date Range
2+	Pre-Kindergarten 2	Born before September 1, 2022
3+	Pre-Kindergarten 3	Born before September 1, 2021
4+	Pre-Kindergarten 4	Born before September 1, 2020
5+	Kindergarten	Born before September 1, 2019
6+	Grade 1	Born before September 1, 2018
7+	Grade 2	Born before September 1, 2017
8+	Grade 3	Born before September 1, 2016
9+	Grade 4	Born before September 1, 2015
10+	Grade 5	Born before September 1, 2014
11+	Grade 6	Born before September 1, 2013
12+	Grade 7	Born before September 1, 2012
13+	Grade 8	Born before September 1, 2011
14+	Grade 9	Born before September 1, 2010
15+	Grade 10	Born before September 1, 2009
16+	Grade 11	Born before September 1, 2008

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

### Reapplication Policy

- 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.
- Applicants are charged an application fee regardless of how many times they apply.

## 2024-2025 New Student Tuition and Other Fees

### *Tuition and fees in THB*

Items	PK2- PK4	KG	Grade 1-2	Grade 3-5	Grade 6	Grade 7-9	Grade 10-11
Application Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000
One-Time Registration Fee <sup>1</sup>		100,000	100,000	100,000	100,000	100,000	100,000
Campus Development Fund	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Tuition Fee for 1st Semester	181,880	181,880	206,372	209,936	224,159	224,162	236,531
Tuition Fee for 2nd Semester <sup>2</sup>	170,123	170,123	182,385	184,692	198,915	199,089	211,458
<b>Total Payment for New Student</b> <sup>3,4,5</sup>	<b>457,003</b>	<b>557,003</b>	<b>593,757</b>	<b>599,628</b>	<b>628,074</b>	<b>628,251</b>	<b>652,989</b>

#### **NOTES**

<sup>1</sup> Non-refundable.

<sup>2</sup> Students who enroll in the 2nd semester will pay the 1st semester tuition fee, not the 2nd semester fee.

<sup>3</sup> Excludes costs (where applicable) for Chinese For Beginners (CFB), ELL, EIP (grade 5-12), educational materials, field trips, graduation, identification card, insurance, lunch fee and snacks, ROTC, uniform and yearbook.

<sup>4</sup> Limited discounts are available for: alumni, three or more children per family, group(s) and same company (5+ children), children of diplomats, children of government officers (pending Chairman review). For specific details, please contact Business Affairs.

<sup>5</sup> The revision of tuition and other fees is subject to change by the TCIS Board without prior notice.

- All students will be provided Insurance up to 60,000 THB/accident and up to 650,000 THB in the case of death
- Tuition fees are reviewed annually
- Tuition will be prorated for mid-semester enrollment based on Board policy

#### **Application Processing Fee**

The application processing fee is 5,000 THB. 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-G11 pay a one time registration fee of 100,000 THB. This one time fee is to be paid upon initial enrollment of a student.

### **Campus Development Fund**

This fund shall be used towards campus development. This fee of 100,000 THB per student shall be refunded (without interest) within three months after the student graduates or withdraws from the school. To be eligible for Campus Development Fund refund, receipt has to be submitted.

### **English Language Learner (ELL) / English Intensive Program (EIP) Fee**

An additional ELL or EIP fee of 35,000 THB per semester per student will be charged to students who require ELL or EIP 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**

An additional CFB fee of 30,000 THB per semester per student will be charged to students who require CFB support upon enrollment.

### **Note Regarding the Above Fees**

Students admitted into ELL, EIP and/or CFB at the beginning of each semester will be charged a semester fee, while students admitted to the course(s) in the second or the fourth quarter will be charged for that quarter's fee.

In the event a student is admitted into or exits 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 Business Manager within the first 14 school days of the semester 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**

A fee of 3,000 THB per year per student will be charged to G10-12 Thai national students who choose to enroll in this three 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**

Payment must be made in Thai THB

TCIS accepts payment by the following methods:

- Credit Card (Master Card, 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**

A 500 THB service charge will be assessed for each check returned by the bank.

## **Late Payment**

A late charge of 1,000 THB per week per student will be imposed on late tuition payment the next day after the deadline.

**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 2024 and January 2025 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.

## **Transportation**

Please call General Affairs 02-751-1201, #339 or email [generalaffairs@tcis.ac.th](mailto:generalaffairs@tcis.ac.th) for information about transportation options to/from TCIS.

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)

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

# Discount Policies

## 1. Same Company

This is meant to be a group comprised of current student(s) and also new student(s) for this school year 2024-2025 whose parents are working for the same company. Registration Fees must be paid.

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 are still being met.

Number of students must be in accordance with the policy

- 5 - 10            15% reduction of tuition fees
- 11 or more    20% reduction of tuition fees
- In the future, if the number of group drops from 5 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 statements must be a minimum of 250 million THB of annual revenue for the previous year. The Audited Annual Financial Statement is the required documentation for verification.
3. Certificate of employment from parent showing at least 1 year with a minimum salary of 60,000 THB per month. The salary slip is needed along with the statement to verify that amount of salary for the previous six months. An expatriate who just relocates or starts working with a corporation less than one year will be reviewed.
4. P.N.D. 91

## 2. Government Officers

Government officers level C1 - C6 receive a discount of 15% per student. Government officers level C7 and above receive a discount of 20% per student. Registration Fees must be paid. A copy of a 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 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. 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 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 for the family discount is if the family has 3 or more children enrolled at TCIS during the current year.

The 2nd child	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. Alumni Discount

The alumni discount is 15% off tuition fees for children of TCIS alumni. Alumni are defined as those who studied at TCIS for more than three years. Alumni who studied at TCIS for more than three years are also qualified for a free Registration Fee of Baht 100,000. Alumni qualifications will be reviewed and confirmed by the TCIS Registrar.

#### 7. Group of New Student Registered in 2024-2025

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. Discount will be as follows:

New student Definition: A student who has not been enrolled at TCIS in any academic year prior to 2024-2025.

Number of students in the Group:

Group :	10 - 15 persons	10% reduction of tuition fees
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(Note: If the numbers in the Group drop below 10 for any reason, the discount will be discontinued.)

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.



Registration Fees must be paid. 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)

- This tuition promotion is for this school year only and will be reviewed over the course of the year.
- All applications will be reviewed by the Business Manager
- All cases will be reviewed by the Head of School. Further information may be required for verification.
- Once an application has been submitted, allow 3-4 weeks for a response from the school.
- Once an application is approved, the tuition rebate will be processed within 45 days.
- 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 days or more prior to the school opening 100%
- The 19 day from the opening of school 50%
- From the 20 day through the 39 day 25%
- From the 40 day onwards 0%

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 days and over payment	40% discount

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).