

Greenacre International School

Growing together, learning together, working together

Terms and Conditions May 2023

These terms and conditions, along with the fee structure and all other policies relating to your child's place at Greenacre International School, form the legally binding agreement made between you and the School. Please ensure you read them carefully.

1. Admission and Registration Fee

A) The admissions/registration fee is a one time non - refundable payment of 15,000B, made in full at the time of registration.

2. Sibling Discounts

Families with more than one child in attendance at the school are entitled to a discount on tuition fees, as per the fee structure. 5% discount for a second child and 10% discount for the third and subsequent children. (This discount applies to the youngest child).

3. Fees

A) **Fee Payment**—Fees are payable one of two ways: by Term or by using a payment plan option.

Term Payment—Pay fees term by term, before the start of each term on the specified due date.

Monthly Payment Plan—It is possible to negotiate a payment plan on an individual basis. A notice retainer of 20,000B must be paid upon registration and credit card details left with the school. All payments must be made on the specified due dates. Greenacre School reserves the right to include a 10% administration fee to cover the administration costs involved with this.

B) **Late fees**—Fees are payable before the start of term, by the due date on your invoice. If you have trouble paying on time please inform the school immediately or a 200 baht penalty per day will be applied. After ten days of non payment the school reserves the right to withdraw your child's place. This rule also applies to payment plan payments.

C) **Fee refunds**—Fees paid by term and payment plan are non refundable. If fees are paid by year, the fees are only refundable for any full term your child will not be in attendance and only if the proper notice period is observed. One full term notice in writing needs to be given before any fees are refunded

4. Personal Holidays and Absence from school

A) Greenacre discourages taking holidays during school time, however we do understand that this is sometimes unavoidable. Please check with the school first, before making any bookings, to ensure that your child will not miss any important dates. Extra work for your child to do whilst away is available, but you must give at least two weeks' notice to the teacher. If your child is absent from school it is essential that you notify the school and the class teacher.

B) There are no fee discounts for personal holidays or absence from school.

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5. Late Entry and Place Reservation

A) The school accepts enrolments all year round.

B) For students starting immediately, fees will be prorated based on the number of weeks remaining in that term.

C) If you wish to reserve a place for your child and enter part way through the term, you must pay the full fees for that term.

D) If you wish to reserve a place, you must pay the admissions/registration fee and a 50% deposit on the terms fees. These amounts are non refundable.

6. Notice of Leaving

Greenacre requires a written notice of leaving, not less than one term before you intend to withdraw your child. This means one term before the date your child will actually leave the school. Any shorter notice periods will be deemed as failure to give the required notice and any fees or deposits due to you will not be repaid.

7. School Uniform

All students must wear a Greenacre uniform. Students must wear a Greenacre PE kit for Physical Education.

8. ED and Non O Visas

A) Any student that registers full time at Greenacre is entitled to have one parent follow the child's ED visa. The fee for the visa process is 5,000THB per visa, per year. Parents must pay for at least one full term fee before the process can begin.

B) A charge of 2,000 THB will be charged for visa extensions after the first year of any visa expiries.

Please sign this page _____ Date ____/____/____