

SCHOOL FINANCIAL REGULATIONS (2024-2025)

General information

Enrolment, re-enrolment and continuance of a child at *La Petite Ecole* Bangkok implies full acceptance of the school rules and of these Financial Regulations (hereinafter referred to as "Financial Regulations").

These Financial Regulations are effective for the school year 2024-2025. They supersede all previous documents.

Tuition at *La Petite Ecole* Bangkok is fee-based. Payment of school fees is a condition of enrolment. The Financial Regulations apply to all new enrolments or re-enrolments of a student on the school's roll.

Before the start of each school year, *La Petite Ecole* Bangkok prepares an educational organisation adapted to the number of pupils to be accommodated, in terms of human resources and equipment. The commitment of each family is therefore just as important to respect, as the commitment of the school to the families.

School fees

Prices are quoted in Thai baht (THB). The fees are reviewed annually and are subject to increase in line with the inflation rate and the Consumer Price Index (CPI).

Enrolment and re-enrolment		Payment due
Initial enrolment fees	29,785	-30% before 30 April 2024
	42,550	Full rate
Re-enrolment fees	11,655	-30% before 30 April 2024
	16,650	Full rate

School Fees options	Tuition	Payment due
Early Bird annual tuition (-5%)	289 750	Before 20 June 2024
Annual tuition fees	305 000	Billing Schedule
September-December 2024	122 000	Before 31 August 2024
January-March 2025	91 500	Before 15 December 2024
April-June 2025	91 500	Before 15 March 2025

Canteen fee for year 2024-2025 (estimate for information) : 26 500 Thb **.

General conditions

* Special early payment rate for annual tuition fees (Early Bird). In the event of departure during the year, reimbursement will be based on the normal rate.

** Canteen fees payable in full before June 20, 2024 if choosing the Early Bird rate.
The final price will be confirmed no later than April 30, 2024.

In the event of arrival during the year, any month started is due in full.

A special rate is available for siblings:

- For the 2nd child: 5% discount on the school fees
- For the 3rd child: 10% discount on the school fees

Payments

Payments to *La Petite Ecole* Bangkok can be made in two ways:

- In cash (a receipt will be issued upon payment)
- By bank transfer to the following bank account

Account name: La Petite Ecole Bangkok Co., Ltd.
Bank: Kasikornbank Public Company Ltd
Branch office: Suan Plu
Account number: 022-8-75119-7
Swift Code : KASITHBK

IMPORTANT: it is necessary to mention the invoice number and the family name in the bank transfer reference and to send your payment slip by email to contact@lpebangkok.com

I. REGISTRATION

a. Procedure

The registration of a student on the school's roll is subject to:

- The creation of an EDUKA account, the completion of the necessary sections and the submission of the required documents
- Payment of the initial enrolment fee

Confirmation of registration will then be sent by the administration.

b. Initial enrolment fees

These fees are due in full at the time of registration, even in the case of an arrival during the school year. They are also not transferable. Once a child's place is confirmed by the school, the initial enrolment fees are not refunded in case of cancellation. No pro rata will be refunded in case of departure during the school year.

The initial enrolment fees must be paid within 7 days of issuance of the invoice.

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

c. Waiting list

La Petite Ecole Bangkok reserves the right to open a waiting list when there are too many registrations for the number of places available.

To reserve a place on the waiting list, the school asks families to pay the initial enrolment fees. An invoice is issued after receipt of the registration form. Cases are listed in order of payment of the initial enrolment fees.

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

At any time when a child is on the waiting list, the family can withdraw their file and be reimbursed for the full amount paid.

When a place is confirmed for a child who was previously on the waiting list and if the family refuses the place, the school will retain the initial enrolment fees unless the refusal is made at least three months before the child's expected date of entry. In the latter case, all fees paid in advance will be refunded.

When a child on *La Petite Ecole* Bangkok's waiting list is admitted to the *Lycée français international de Bangkok* (LFIB), *La Petite Ecole* Bangkok will refund the full amount paid, regardless of the delay, in accordance with the Charter signed with LFIB.

II. RE-ENROLMENT

For students already enrolled and whose parents wish to re-enrol them for the following school year, the school will ask the families to pay the re-enrolment fees.

Re-enrolment will only be confirmed after payment in full of the re-enrolment fees. In the event of subsequent cancellation or departure during the school year, these fees will not be refunded.

The re-enrolment fees must be paid within 7 days of issuance of the invoice.

III. SCHOOL FEES

The child's admission to the school is subject to the payment of school fees (tuition fees).

School fees include the cost of school equipment and supplies used in class. They exclude the cost of the canteen service, the school transport service, school excursions organised during school time, activities outside of school time and school uniforms.

There are two types of rates: the annual Early Bird rate and payment by installments rate.

a. Annual Early Bird rate

Early Bird rates are preferential rates offered to families or their employer who wish to pay the full annual fee for the 2024/25 school year. Payment must be made before 20 June 2024.

b. Payment by instalments rate

Tuition fees paid in instalments are due in full:

- Before 31 August 2024 for the period of September-December 2024
- Before 15 December 2024 for the period of January-March 2025
- Before 15 March 2025 for the period of April-June 2025

Please note that any payment made after these dates will incur a late payment fee.

c. Late payments or failure to pay

A first reminder email will be sent 15 working days after the payment deadline.

A second reminder email will be sent 30 working days after the payment deadline. An invitation will be sent to the parents for a meeting to discuss the situation.

A third reminder will be sent 45 days after the payment deadline by registered mail. In this case, an administrative fee of 2,000 THB will be charged. The student will not be allowed to return to class at the start of the term following the third reminder.

d. Arrivals during the school year

In the event of arrival during the year, any month started will be due.

e. Canteen fees

The canteen is compulsory at *La Petite Ecole* Bangkok. The meals are prepared by our service provider and the children have lunch on the school terrace.

The annual canteen fee for the 2024-25 school year is estimated at THB 26,500. It is conditioned by the number of school days and the annual review of the provider's billing. The final cost will be communicated to parents no later than April 30, 2024.

Children can only be exempted from the canteen and bring a lunch box with a medical certificate and the implementation of a *Protocole d'Accueil Individualisé*.

The price of the lunch break will then be as follows:

- September-December 2024: 1,500 THB
- January-March 2025: 1,000 THB
- April-June 2025: 1,000 THB

In the event of a late arrival during the school year, any month started will be due, as well as any term in the event of an early departure.

IV. WITHDRAWAL & ABSENCES

a. Student withdrawal during the school year

In order to obtain a refund, any departure must be justified - such as relocation, serious financial or family difficulties, etc.

Families must submit a notice of withdrawal at least 30 days before the beginning of the term from which the child will be withdrawn. If the notice is received less than 30 days before the start of the term, the term will be charged in full.

Where any term is started, payment is due.

For any departure during the year, a family will no longer be able to benefit from the Early Bird rate which is only valid for one full year of attendance. The family will then be invoiced based on the normal rate for the period of attendance completed.

Early departure for personal reasons during the third term is not eligible for a refund.

In the event of relocation, *La Petite Ecole* Bangkok reserves the right to request proof from the employer that the family has relocated before the end of the school year and that the child will be attending another school.

b. Absences during the school year

The temporary or prolonged absence of a student, irrespective of its duration or reasons, is not grounds for a reduction in school fees and no pro rata or refund will be applied. A committee may meet to decide on exceptional cases.

c. Enforced closure

In the event of an imposed closure, either by the government or in case of force majeure, every effort will be made to set up a Distance Learning (DL) system. Days following distance learning are considered as regular teaching days and they are not subject to any reimbursement.

d. School enrolment certificate

A certificate of enrolment will be issued at the request of the family. This implies that the child is attending school or participating in Distance Learning (DL) on a regular basis and that the family or employer is up to date with its payments.

e. School withdrawal certificate

A school withdrawal certificate will be issued at the request of the family if they leave *La Petite Ecole* Bangkok. This certificate will only be sent if the family or employer is up to date with its payments.

V. OTHER FEES

The price of the additional services below (non-exhaustive list) will be communicated at a later date. Some of the services will be offered on condition that a sufficient number of students are registered.

a. School uniforms

All students enrolled at *La Petite Ecole* Bangkok are required to wear the school uniform. The uniform must be worn during all classes and in its entirety. Students who come to school without a uniform will not be accepted in class.

The school uniform, which must be purchased in sufficient numbers to be worn every day, is the responsibility of the families. It can be obtained from the school administration. Prices will be communicated before May 1, 2024. Invoicing for uniforms will be made before June 15, 2024.

Indicative selling price in 2023-2024: THB 980 for the polo + Bermuda shorts or skort set

b. Extracurricular activities

Extracurricular activities are optional activities offered by *La Petite Ecole* Bangkok, Monday to Thursday from 3:00 pm to 4:00 pm, led by school staff or outside contributors. Students are collected before the start of the activity by the school staff. Enrolment is by term and follows the rates communicated by the school.

Registrations are taken into account on a "first come, first enrolled" basis and confirmation of registration is subject to maximum and minimum enrolment numbers. Once the registration has been confirmed, it is not possible to cancel or change the activity. No refunds are provided in the event of absence from the activity.

However, a pro rata amount can be agreed in advance in case of early departure from the school, which must be communicated before the registration of the activities.

c. After-school care

After-school care is an optional service offered by *La Petite Ecole* Bangkok, Monday to Thursday from 3:00 pm to 4:00 pm. This service is provided by the school and consists of outdoor activities (free play) or indoor activities (board games, library, etc.). Registration is by semester.

Parents can choose to enrol their child from one to five days per week. Registrations are taken on a "first come, first enrolled" basis and confirmation of registration is subject to a maximum and minimum number of children. Once registration has been confirmed, it is no longer possible to cancel the after-school care. There is no refund in case of absence or early departure from the after-school care.

d. Holiday camps

Several optional holiday camps are offered by *La Petite Ecole* Bangkok. Registration is for a one-week period, according to the rates and timetable communicated by the school. Registrations are taken on a "first come, first enrolled" basis and confirmation of registration is subject to maximum and minimum enrolment numbers. The full amount will be due and no pro rata payments can be made. Once the registration has been confirmed, it is not possible to cancel the summer camp, except for medical reasons with a certificate for a period of at least three days.

e. School transport

An optional school transport service is offered by *La Petite Ecole* Bangkok, via its chosen external provider. The service includes a pick-up from home and drop-off at the school in the morning and a pick-up from the school and a drop-off at home in the afternoon. To register for school transport, parents are required to send a request for a quote with the route needed to *La Petite Ecole* Bangkok who will transfer it to the service provider. The bus company is solely responsible for accepting or rejecting new applications, in relation to the implementation of the school transport service already established. If the enrolment is accepted by the provider and the fares and timetable accepted by the parents, then the provider's rules and regulations apply.

VI.CONTRIBUTIONS TO THE ODYSSEY DONATION FUND

There is also an option to contribute to the Odyssey donation fund, which aims to finance community-focused initiatives (merit-based scholarships, one-off assistance for life incidents, etc.) and innovative projects linked to social and environmental responsibility.

● Yes, I wish to participate in the Odyssey Fund:

- 750 THB
- 1,500 THB
- Other amount _____ THB

● No, I do not wish to participate.

ANNEX: ACTIONS REQUIRED IN CASE OF WITHDRAWAL DURING THE YEAR

	REQUIRED ACTIONS (PARENTS)	IMPORTANT INFORMATION AND CONTACTS
AT LEAST 1 MONTH PRIOR TO DEPARTURE	Complete and submit the online withdrawal file on Eduka and send an email to the school administration.	https://lpebkk.eduka.school/login contact@lpebangkok.com
	Check with the school administration to ensure that all outstanding amounts have been paid (school fees, canteen, etc.).	contact@lpebangkok.com School fees: <ul style="list-style-type: none"> Families must submit a notice of withdrawal at least 30 days before the start of the term from which the child will be absent. If notice is received less than 30 days before the start of that term, the term will be charged in full. Any term that has already started is due. Early departures for personal reasons from 1 June onwards are not eligible for reimbursement. Canteen fees: In the event of early departure, any term started will be invoiced. Extracurricular activities: There is no refund in case of departure during the current year.
AT LEAST 2 WEEKS PRIOR TO DEPARTURE	Inform the school transport service of the child's departure.	contact@lpebangkok.com Email to the school administration who will inform the school transport service.
1 WEEK PRIOR TO DEPARTURE	Ensure that all books have been returned to the library.	Important: Any unreturned book will be charged 1,000 THB.