



## Montessori Academy Bangkok International School Registration Form for 2017-2018 Academic Year

### Child's Name

Last, First (English): \_\_\_\_\_

Preferred Name (English): \_\_\_\_\_

Last, First (Thai): \_\_\_\_\_

Last, First (Chinese): \_\_\_\_\_

Date of Birth: \_\_\_\_YY \_\_\_\_MM \_\_\_\_DD

### Parent / Guardian Names and Contact Details

Parent / Guardian 1 Name: \_\_\_\_\_

Relationship with Child: \_\_\_\_\_

Passport and Country or Thai ID Card No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Occupation (Organization and Position): \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Parent / Guardian 2 Name: \_\_\_\_\_

Relationship with Child: \_\_\_\_\_

Passport and Country or Thai ID Card No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Occupation (Organization and Position): \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

## Required Information

Please provide a copy of the following documents:

- Child's Birth Certificate (Thai nationals)
- House Registration (Thai nationals)
- Parents' ID card (Thai nationals)
- Child's passport (Foreign nationals)
- Parents' Passport (Foreign nationals)
- Child's progress report(s) from previous school(s) (if available)

## Program Selection

- Toddler Half Day (8:00a.m.-12:00p.m.)
- Toddler Full Day (8:00a.m.-3:00p.m.)
- Casa (8:00a.m.-3:00p.m.)
- Elementary (Grades 1-6) (7:30a.m.-3:00p.m.)

Toddler Program for children ages 2-3 years, Casa Program for children ages 3-6 years, Elementary (Grades 1-3) for children ages 6-9 years, Elementary (Grades 4-6) for children ages 9-12 years.

## Tuition Fees and Policy

### Application Fee

Baht 4,000

The non refundable application fee will be paid upon submission of the student's application.

### Entrance Fee

Baht 60,000 for new student

A one-time non refundable fee is paid upon confirmation /acceptance of enrollment.

### Tuition

Toddler and Casa Programs:

Half Day (8:00a.m.-12:00p.m.)	Baht 192,500 per semester
Full Day (8:00a.m.-3:00p.m.)	Baht 215,000 per semester

Elementary Program (Grades 1-6):

Full Day (7:30a.m.-3:00p.m.)	Baht 230,000 per semester
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Tuition is paid by semester or annually and is not refundable. There are 2 semesters per academic year. Tuition must be paid in full prior to the child's first day of school for the respective semester or academic year (or by the due date of the invoice).

Please expect an annual tuition adjustment of at least 5% to support cost inflation.

Sibling discount. A discount of 10% is applicable towards the tuition for siblings of a concurrently enrolled student. This discount applies towards tuition fees of the younger sibling(s) for the academic year only. The discount is valid only while at least two siblings are concurrently enrolled at Montessori Academy Bangkok International School.

Additional fees for next year are as follows:

**EAL Program**

Semester 1	Baht 25,000
Semester 2	Baht 30,000
Full Academic Year	Baht 55,000

The EAL Program is an additional avenue to provide support for the development of English for non-native English language learners. This program will provide intensive exposure to the language through a developmentally sound approach. The program is customized to the needs of specific individuals and may be focused primarily at oral language skills for younger children to assistance with reading for older students.

Lessons are either delivered in a small group (2-4 students) setting or individual. Lessons for Elementary students range from 20-30 minutes three times per week and for Casa students 20 minutes three times per week. Students will be offered a fixed schedule during school hours or right before or after based on teacher availability. Semester 1 includes 50 classes, Semester 2 includes 60 classes. Missed classes will not be refunded or made up, unless the teacher is absent.

Admission to this program is by invitation only based on the needs assessment of the class and EAL teachers.

**Supplies, Library Book & Field Trip Deposit\***

Toddler and Casa	Baht 10,000 per academic year
Elementary	Baht 35,000 per academic year

\*Unused portions of the funds will be returned at the end of the school year. If students require additional funds to cover the cost of supplies, library books or field trips, an invoice will be sent to parents.

Students, primarily at the Elementary level, may be issued supplies such as writing books, stationery and textbooks. Students who are engaged in special activities such as performances may require special attire, costume or props. The cost of these items will be deducted from the deposit and a receipt will be issued.

With the opening of our new library, all students will have the privilege of borrowing books. If the borrowed book is damaged or lost, the replacement cost will be automatically deducted from the deposit.

Elementary students will participate in several field trips per academic year. Casa students participate in at least one field trip per academic year. Parents will be informed of the expected cost as each trip materializes. Expenses associated with the trip will be automatically deducted from the deposit.

If the student's expenses exceed the deposit amount, an invoice will be sent to parents.

Elementary students attending Grades 4-6 may be requested to purchase a computer for use to complete school projects and assignments. Further details will be shared.

### **School Organized Field Trips**

In support of the school program and curriculum objectives, the school occasionally organizes field trips to various sites, approved by the school's management team. It is the school's expectation that your child must take part in these events. Fees will be calculated based on excursion expenses and will be paid on a trip by trip basis. The cost of the trip will be deducted from the Supplies, Library Book & Field Trip Deposit.

### **Accident Insurance**

Montessori Academy Bangkok International School has selected AIA as the group accident insurance provider. We are required to designate a benefactor for each child. The school will default to designating the student's mother, unless otherwise informed.

### **Additional Fees**

Additional fees may include amongst other items costume fees (for shows your student might participate in), after school activities and transportation. Please enquire with the admissions office for details.

### **Late Pick-up Fee**

Please ensure that your child is picked up on time. A late pick-up fee of Baht 100 per half hour will be applied for pick up after the selected class schedule.

### **Payment Schedule**

1<sup>st</sup> payment (for semester period August – December) due by mid-July – early August.

2<sup>nd</sup> payment (for semester period January – May / June) due by mid-December.

### **Returning Students**

A non-refundable seat deposit of Baht 20,000 will be billed during the second semester and must be paid in order to guarantee returning students placement in the following academic year's class.

### **Late Payment**

Late payment will be charged at Baht 500 per day after exceeding the payment deadline.

### **Withdrawal**

Students who wish to officially withdraw from school needs to complete and file a "Withdrawal Form" with the school.

### **Payment Forms**

Payment may be made in form of check, cash or bank transfer.

Payment must be made in Thai Baht currency.

Please make your check payable to "Montessori International (Thailand) Co., Ltd."

Bank Transfer: Bangkok Bank, Bang Na Branch, Current Account No. 1303178113.

Please fax bank payment slip to 02 396 0363 or email to [finance@montessoribkk.com](mailto:finance@montessoribkk.com).

Bus Service Required? Yes No

If Yes, pick up location: \_\_\_\_\_

**Billing Detail**

If you require invoices to be sent to your employer rather than to yourself, please complete the details below:

Name of Contact Person: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Contact Person Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Consent and Acceptance**

1. I certify that the information provided above is true and correct.
2. I understand and accept that a signed Enrolment Contract is required before my child can start school.
3. I agree that in the event of a medical need, my child should be taken to the nearest hospital or (enter alternative hospital name, if any) \_\_\_\_\_
4. I agree to pay all medical and other expenses incurred in the treatment of my child.
5. I consent to the use of images of my child participating in school activities on the Montessori Academy Bangkok website and in promotional materials.
6. I consent to publishing the contact details of both parents in the Parent Directory.

Please Print Name: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only

Child's School I.D.: \_\_\_\_\_

Class (if immediate start): \_\_\_\_\_

Payment Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Cash or Cheque No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_