Kensington
International Kindergarten

Tuition Fee Policy

Academic Year 2022-2023

New students

Payment of School Tuition Fee

New students will be invoiced for registration, the first term's tuition fee/annual fee and meals fee when an offer is made for a place at the school. The payment for each student must be made by the invoice due date to confirm the place. If the payment is not made within the due date, the place may be offered to another student on the waiting list.

All fees are billed and payable in Thai Baht. The billing schedule of the tuition fee will follow the indicated timetable below:

Academic Year 2022-2023	TERM 1	TERM 2	TERM 3
Invoice sent	On the date of registration	15th November 2022	1st March 2023
Invoice due date	Within 10 days after invoice sent	1st December 2022	15th March 2023
Term start date	29th August 2022	10th January 2023	24th April 2023

Method of Payment

We accept payment for school fees in the form of a cheque or bank transfers.

- By cheque: please ensure that your cheque is crossed and made payable to "Kensington International Kindergarten" and the word "Or Bearer" crossed out.
- By credit card (VISA, MASTER): for tuition fee termly payment only with 2% surcharge. An option to use the instalment programme for Kbank or SCB, details available from the school cashier (The instalment programme can only be used for credit cards issued in Thailand).
- By bank transfer: please transfer directly to our accounts at any of the following banks.

Bank	Account Name	Account Number	Account Type
Siam Commercial Bank	Kensington International Kindergarten	403-676425-2	Saving Account
Bangkok Bank	Kensington International Kindergarten	089-7-02965-8	Saving Account

After your payment has been made, please send us evidence of the payment by emailing the pay-in slip to **accounts@kensington.ac.th** with your child's name and class.

88 Bangprom 16, Rachaphruek Road, Talingchan, Bangkok 10170, Thailand / Tel: +66 (02) 864 – 9977 Fax: +66 (02) 864 - 9911 E. info@kensington.ac.th

Receipt

School will email you a soft copy of the tuition fees receipt within 30 days after receiving your email declaration of your pay-in slip. The hard copy of the receipt will be sent by post.

Overdue Payment

Late payment charges of THB 150 per day will be applied to payment made after the invoice due date.

Refunds Policy

- A student who wishes to officially withdraw from school requires a "Withdrawal Form" to be signed and submitted to Admission Office before the relevant deadline (please refer to conditions below).
- The **registration fee is a non-refundable fee** (please refer to the Fee Structure).
- All Fees **will not be refunded** after the start of the term (except in the Early withdraws case stated below).
- Early withdraws:

  - *Full refunded of the tuition fee and meal*, upon condition that school must be given notice **eight full weeks** before the beginning of Term 1 and **four full weeks** before the beginning of Term 2 and Term 3. Number of weeks are counted by school calendar, not attendance days.

  - *50 % refund of the tuition fee and meal,* if written evidence of the involuntary transfer of the parents to another city or country is submitted, and the child attends the first half (or less) of term and leaves **before the half term.**

  - *Tuition and meal fee are* ***non-refundable***, if written evidence of the ***involuntary transfer*** of the parents to another city or country is submitted, and the child attends the second half of the term but leaves before its end.

- Should school be closed due to short, unplanned events that may be required by authorities during the academic year, **school will make refunds only if the closure is longer than two weeks.**

  In the event that the closure is longer than two weeks and school has to convert to online learning, school will provide a credit refund within the current academic year, with valuation of 30% of tuition fee during school closure period. 15% of this will be in the form of a credit for tuition fees of the following terms and another 15% will be in the form of a credit voucher. This credit voucher is valid one year from the date of reopening. No cash refund is provided.

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Re-enrolling Students

This policy refers to former Kensington students who withdraw and wish to re-enroll, the students will be required to re-apply and re-enroll as a new student and pay all of the initial fees (application fee and registration fee).

Contacts

The school office is open from 7:30am to 4:00 pm Monday through Friday.

Please email at accounts@kensington.ac.th regarding the financial related.

Please email at admission@kensington.ac.th regarding the enrolment related.

Please email at info@kensington.ac.th regarding the general enquiry related.

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