



**The Regent's School  
Pattaya Campus  
Thailand**

**Administrative Information**

**2008 – 2009**

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### **A note to all parents**

This handbook is intended to clarify all financial matters. The regulations and policies set out in this handbook apply to all students, no matter which academic year they enrolled at the School

# 1. FINANCIAL MATTERS

## 1.1 THE FINANCE OFFICE

### 1.1.1 Opening Times

The Finance Office is open Monday to Friday 8am – 5pm

### 1.1.2 Finance Personnel

Financial Manager : Khun Tarinee Rangsuebsin (Khun Trini) 038 418 777 ext. 106  
[financeMgr-pty@regents.ac.th](mailto:financeMgr-pty@regents.ac.th)

Queries regarding fees should be sent to the Finance Manager

Finance Officer : Khun Chirada Sanguansak (Khun Ji) 038 418 777 ext. 104  
[finance-pty@regents.ac.th](mailto:finance-pty@regents.ac.th)

Bank transfer payment slips should be sent to the Finance Officer

Bursar : Khun Kirsty Paiboontanasin 038 418 777 ext. 105  
[bursar-pty@regents.ac.th](mailto:bursar-pty@regents.ac.th)

## 1.2 TUITION AND OTHER FEES

### 1.2.1 Application Fee

This fee is payable at the time of submitting the application form. It is a non refundable fee and covers the administration costs of the application.

### 1.2.2 Damage/Loss Deposit

B60,000 deposit is required by the school to recover from any property damage or loss resulted from parent's failure to give at least one-term notice of early withdrawal. If proper withdrawal from the school, i.e. one full term notice in advance, is made, the deposit is refunded less any outstanding charges for lost/damaged books or damage to school property and equipment. If the deposit is not claimed within one year from the date of withdrawal, it is forfeited.

### 1.2.3 Personal Expenses Account

This is required to be paid by boarding students only. Personal expenses such as weekend trips, visits to the doctor etc. can be deducted from this account. Parents will be invoiced to top up this account when necessary. After withdrawal from the School, the unused balance will be refunded (see 1.6)

### 1.2.4 School Lunch

All day students are required to pay for school lunch unless they have strict dietary requirements specified by a medical certificate.

### **1.2.5 Yearbook**

All students who have attended school for at least 2 terms and have paid full tuition fees receive a copy of the school yearbook. Additional copies are available at cost from the Finance Office. Students who receive scholarships or bursaries (see section 10) can purchase the yearbook at the Finance Office. Students who enter in Term 3 are able to purchase the yearbook at half price.

### **1.2.6 Round Square IDEALS Curriculum**

This curriculum, including an annual one week trip to the IDEALS Centre is included in tuition fees. Those students who receive scholarships or bursaries (see section 10), or who have paid annual fees using a tuition rate earlier than 2007-2008, will be charged separately.

## **1.3 PAYMENT DEADLINES**

### **1.3.1 Term 2 and Term 3**

Students are required to pay the full fees 21 days before the end of the preceding term to reserve a place for the next term, i.e. pay Term 2's fee by 22nd November, and Term 3's fee by 5<sup>th</sup> March.

### **1.3.2 Term 1**

50% of the tuition and Boarding fees (if applicable) of term 1 are required by 22<sup>nd</sup> June each year. As many classes become full, this is to ensure the place for your child in the next academic year is not given to a student on the waiting list. Initial classlists are drawn up before the end of the summer term. Failure to pay this 50% means that your child's place will not be guaranteed and that this amount is subject to a late payment fee of THB5,000 plus a charge of THB100 per day will be invoiced.

The remaining 50% balance of fees is required by 31<sup>st</sup> July each year. Failure to pay the outstanding balance by 31<sup>st</sup> July means this amount will be subject to the same late fees and charge as stipulated above.

### **1.3.3 Late Payments**

If there are any outstanding payments by the start of each term, the School reserves the right to refuse the student access to the school or boarding house until full payment is made. In addition, a late payment fee of THB5,000 plus a charge of THB100 per day will be invoiced. Parents should contact the Principal to discuss the financial difficulty and for obtaining permission for their child to enter classroom for one or two days. This request for a few days attendance should be done in advance. This delay of fee payment is likely to be recorded in the student's file and a repeated request is unlikely to be approved.

## 1.4 METHODS OF PAYMENT

### 1.4.1 No Cash Policy

The School operates a no cash policy. All items will be invoiced for payment and then receipts issued. All receipts should be kept as proof of payment.

### 1.4.2 Cheque

Thai personal cheques, cashiers cheques and bankers' drafts are accepted. These should be made payable to The Regent's School. We are unable to accept overseas cheques and bankers' drafts due to the long time these take to get cleared. Receipts for payments by personal cheque will only be issued once the cheque has cleared.

### 1.4.3 Bank Transfer

Transfers can be made from both in Thailand and from overseas to the following accounts:

#### **Krung Thai Bank Public Co.,Ltd**

Banglamung branch

69/9 Moo 5, Naklua, Banglamung, Chonburi 20150, Thailand

Account Name : The Regent's School

Savings account 592-0-02421-6

Swift code : KRTHTHBK

#### **Siam Commercial Bank Public Co.,Ltd**

Pattaya sai 2 branch

116/19 Moo 9, Pattaya Sai 2 Rd, Nongpreu, Banglamung, Chonburi 20150, Thailand

Account Name : The Regent's School

Savings account 669-2-21456-6

Swift code : SICOTHBK

#### **Thai Military Bank Public Co.,Ltd**

Jomtien branch

334/1 Moo 12, Nongpreu, Banglamung, Chonburi 20150, Thailand

Account Name : The Regent's School

Savings account 418-2-15026-0

Swift code : TMBKTHBK

Please note that for payments by local transfer, overseas transfer or internet banking, a copy of the proof of transaction along with the student's name, surname and year level clearly stated must be sent to the School. Transactions made without this proof of payment will be considered as outstanding. Please e-mail to [finance-pty@regents.ac.th](mailto:finance-pty@regents.ac.th) or fax to + 66 38 418 778 from overseas or 038 418 778 from within Thailand.

### 1.4.4 Credit Card

The following Thai credit cards are accepted :

Visa

Mastercard

JCB

Overseas Visa cards are also accepted. Please note that for payments above THB50,000, a 3% charge is levied.

#### **1.4.5 Automated Deposit Machine**

An Krung Thai ADM machine is situated on campus near the Finance Office. Cash payments can be deposited into the following account without any bank charges :

Krung Thai savings account 592-0-02421-6

ADM receipts should be handed into the Finance Department as proof of payment.

### **1.5 NOTICE OF WITHDRAWAL**

**1.5.1** Withdrawal from the school requires one full-term's notice otherwise the parent is liable for a full term's fee (tuition and boarding) in lieu of notice or the school will deduct from the Damage/Loss Deposit (see 1.2) This means that for students withdrawing at the end of term 2 for example, they must hand in the withdrawal for **before the start** of term 2. This advance notice is necessary since the teacher recruiting and student admissions are finalised early in the preceding term. Over or under staffing and enrolment are generally costly. Where one-term's notice of withdrawal is impossible, such as due to sudden forced relocation or a medical emergency, special approval from the Fees Committee can be considered and granted upon documented evidence such as written proof from the company, or a medical certificate.

**1.5.2** Withdrawal must be made in writing to the Admissions Department using the Withdrawal form available from the Admissions office. All textbooks must be returned to the school on the student's last day. A Book Return Form is available from the Primary or Secondary School secretaries and the student must have each subject teacher sign the form as proof that they have returned the books.

**1.5.3** It is important that your child is properly withdrawn from the School in order to receive transcripts or report cards for his or her next school. This is a strict policy and very few exceptions will apply. Progress reports or transcripts will only be given when the withdrawal form is completed and any outstanding school fees have been settled.

### **1.6 REFUND OF DEPOSITS**

For students who have withdrawn following correct procedure and with correct paperwork (see section 5), and who have no outstanding fees, any refundable deposits made will be refunded 4 to 6 weeks after the end of their last day of school. This amount of time is necessary to allow teaching staff and administration time to check thoroughly each students' paperwork and financial status. Refunds are normally made by cheque to be collected from the Finance Department. In the event that the family has to travel overseas before the issue of the cheque, the money may be transferred into an overseas account after deducting transfer fees.

## **1.7 RE-ENROLMENT AFTER WITHDRAWAL**

Students who wish to enroll after having left the school for longer than 2 terms are regarded as new students and subject to any new requirements if any.

## **1.8 TRANSFERRAL BETWEEN REGENTS CAMPUSES**

Students who wish to transfer to another Regent's campus must inform the Admissions Department and follow the normal withdrawal procedure. They will be treated as new students at the new campus and will be subject to that campus' fees and deposits.

## **1.9 LATE ENROLMENT**

Some discounts are given to those who enroll after the Mid-term:

From start to Mid-term	no discount
From Mid-term to three-quarter term	25%
Thereafter	50%

## **1.10 BURSARIES**

### **1.10.1 Third Child Bursary**

For families who have 3 or more children attending the School, the 3<sup>rd</sup> child onwards is entitled to a 50% discount off tuition fees, with the following conditions :

1. All 3 children must be of the same mother and father.
2. All 3 children must attend the School at the same time. Once the eldest child has withdrawn from the School, the remaining 2 students have to pay full fees.
3. Boarding, ESL, lunch, transport, exercise books and other sundry fees must be paid in full.

### **1.10.2 IB Bursary**

Students who hold a Thai passport are entitled to a 5% bursary for every A or A\* grade they attain at IGCSE level for the duration of their IB course. This only applies to students who have completed their IGCSEs at The Regent's School. Students must complete the 2 year IB course at The Regent's School in order to receive this bursary.

This bursary fund has been established as an incentive to encourage A grade Thai students who would normally leave after their IGCSEs to attend Thai universities, as currently allowed by the Thai ministry of education, to stay and complete the IB course and therefore gain the opportunity to study at a renowned university overseas.

## **2. INSURANCE**

### **2.1 INSURANCE POLICY**

24 hour accident insurance with Chubb Insurance Company is provided for all students who are registered at The Regent's School. This insurance will be valid from 10 days after full payment of school fees for the first term of entry. The insurance limit is 10,000 baht per accident (dental surgery is not covered).

### **2.2 ACCIDENTS DURING SCHOOLTIME**

If your child has an accident during school time, the school will arrange for your child to be sent to the Bangkok Pattaya hospital, accompanied by a school nurse. You will be contacted immediately. The school will arrange for the hospital to deal directly with the insurance company and you will be liable only for any charges over and above the 10,000 baht maximum insurance limit, which you will need to pay directly to the hospital.

### **2.3 ACCIDENTS AT HOME**

If your child has an accident at home, you will need to see a doctor within 24 hours of the accident in order to be able to claim from the insurance company. Please bring the following documentation to the Bursar's office :

- \* Receipt of payment
- \* Medical certificate (please ask for this at the hospital)
- \* Chubb accident claim form filled out by the doctor (please ask for this at the hospital)

The School will claim with the insurance company and you will be reimbursed by cheque, usually within 1 month of the school receiving the correct documentation.

### **3. TRANSPORTATION**

#### **3.1 TRANSPORT PERSONNEL**

Buses are provided by the Regent's in order to transport students to the school campus. The following personnel will be able to help you with any questions or concerns you may have :

Khun Suwanee	086 3842554	suu@regents.ac.th
Khun Nisarath	086 5407243	
Khun Ta	081 7362060	
Khun Lek	081 8654141	

#### **3.2 REGISTERING TO TAKE SCHOOL TRANSPORT**

Scheduling of bus routes takes place prior to the beginning of Term 1. A review is held at the beginning of each of the successive terms and adjustments to routes may be made according to the number of new or leaving students. For students joining the school mid-term, availability of the school bus may be subject to a waiting list. If you would like your child to start taking school transport, or you are moving to a new address, please contact the Finance Department in person.

#### **3.3 BUS MONITOR POLICY**

Bus monitors will accompany all buses to look after the safety of the children, to monitor the student's behaviour, and to assist younger students on and off the bus. The Bus Monitor should adhere to the following regulations:

1. Bus monitors must lead Early Years children from the bus to inside the early years play area. They do not need to sit on the bus to travel to the Clocktower.
2. Bus monitors should greet students and parents in the morning with "Good Morning" or "Sawasdee Ka"
3. Bus monitors should help carry younger students' bags and help them on and off the bus
4. **Bus monitors should help students put on their safety belts correctly and make sure they are kept fastened throughout the journey.**
5. The bus is forbidden to drive off whilst there are still students standing or students who have not completed fastening their safety belts. If any bus driver fails to comply to this rule, the bus monitor should inform Khun Su.
6. Habitually naughty students should be kept near the bus monitor. If there are a group of naughty students, they should be made to sit separately.
7. **Any disciplinary problems should be reported to Khun Su who should in turn report to the GM. The GM will report behavioral problems to the Heads of School who will deal with these following normal procedure.**
8. For the Early Years run in the afternoon, bus monitors should lead the Pre-Nursery and Nursery children to the bus first, and then go back for the Reception children who will wait with their teacher.
9. **In the event that a parent is not at home, students must not be dropped off.**  
Telephone Khun Su on 086 384 2554
10. It is forbidden to drop off an Early Years or Primary student outside their house before seeing a parent or adult present to collect them.
11. It is the bus monitors' duty to look after the safety of the students. If a bus driver is driving without due care, or if the bus driver is behaving in an unusual way, **it is the**

**duty of the bus monitor to inform Khun Su immediately. (Remember, the parents have entrusted the school with the safety of their children)**

12. Bus monitors must speak politely and should not use their mobile telephones for non work related matters.
13. Bus monitors should look clean and tidy and follow dress regulations :
  - Black skirt or trousers
  - White shirt (not t-shirt)
  - Trainers or shoes without a high heel
  - School ID card

In the event of an emergency telephone 086 384 2554

### **3.4 STUDENT TRANSPORT POLICY**

Students will be assigned to specific seats on the bus, generally with smaller students near the front and older students near the back and on the front seat. They should adhere to the following regulations:

1. Students must sit down at all times when on the bus and keep their safety belts fastened.
2. No eating or drinking is allowed on the bus.
3. No fighting, swearing or shouting is allowed. Any disciplinary problems will be referred to the Heads of School who will follow the usual disciplinary procedures according to the Student-Parent Handbook.
4. **If the student does not get on the bus within 5 minutes of the usual arrival time it will be assumed that the student will not be requiring the service that day and the bus will proceed to the next pick up point.**
5. For Primary students, an adult must be present to receive the student at the drop off point. If an adult is not present, the bus will return the student to school and the parents will be contacted.
6. For parents of Secondary students who allow their child/children to be home unsupervised, a letter to confirm this must be sent to the GM.
7. Parents of Primary students should inform the Primary office if their child will be picked up that day and will not require the bus. Secondary students should inform the Secondary office or the driver at the end of school if they will not be travelling back home on the bus that day.
8. Students should make every effort to get on the bus on time, both in the morning and afternoon. Secondary students should not place their bags on the bus and then leave them unattended.
9. Students should respect and take notice of the Drivers, Bus Monitors and Bus Prefects at all times.

### 3.5 DRIVERS' POLICY

The School makes every effort to employ safe and responsible drivers who must adhere to the following regulations:

1. Must dress correctly and speak politely at all times. Over familiarity with students is prohibited.
2. Drivers must wear their security badges whilst on duty.
3. Must check vehicles before every journey. (water, engine oil, cleanliness).
4. Must not exceed 90 km/h
5. Must drive diligently at all times and must obey all traffic rules. (Driving against traffic is prohibited; passing red lights is prohibited.)
6. In the event that a parent or other third party reports that a bus has broken traffic regulations, the school will make every effort to investigate. If a driver is indeed guilty, the school will take disciplinary action which may lead to a driver's contract being terminated.
7. Students and driver must have safety belts firmly fastened before the bus sets off.
8. Stopping to fill up with petrol or to make purchases whilst students are on the bus is prohibited
9. In the event of any problem, school must be immediately informed.
10. Apart from the regular student runs, it is forbidden to take any vehicle out of the school grounds without receiving a permission slip.
11. Every time a vehicle is taken out, it must be recorded in the log book.
12. Smoking whilst driving and on school grounds is prohibited.
13. Drinking alcohol during work hours is prohibited.
14. **For the safety of the students and peace of mind of the parents and drivers, all minibuses must be equipped with safety belts for every seat.**

Drivers must carry a mobile telephone at all times for communicating with office staff and parents