



**TERM AND CONDITION OF  
SCHEDULE OF FEES AND CHARGES – ACADEMIC YEAR 2022-2026**

**CARROLL PREP**

- Application Fee** THB 5,000 non-refundable, to be paid prior to or on the assessment date in order to reserve a seat in class.
- Admission Fee** THB 150,000 non-refundable, payable upon acceptance of the student and before he/she is admitted to the school in order to confirm a seat in class. Students who are children of alumni receive a THB 20,000 discount on the Admission Fee.
- Deposit** THB100,000 refundable. The deposit is payable upon acceptance of the student and before he/she is admitted to the school. Refunds will be processed after the student has completed the resignation form and the school has confirmed receipt of the form. Refund Timing will be processed two rounds please kindly read the information of refund policy.

**NOTE:** The initial fees (Admission fee, Deposit fee) must be paid within 7 working days to secure your child's place.

**Tuition Fees**

September 2022 – February 2023				
Tuition Year Group	Age	Annual Fees (THB)	Term 1 Installment (February)	Term 2 Installment (September)
Kindergarten 0	2 years old	205,000	110,000	95,000
Kindergarten 1	3 years old	205,000	110,000	95,000
Kindergarten 2	4 years old	205,000	110,000	95,000
Kindergarten 3	5 years old	205,000	110,000	95,000
P1	6 years old	220,000	120,000	100,000
P2	7 years old	220,000	120,000	100,000
P3	8 years old	220,000	120,000	100,000

Tuition Fees 2024				
Tuition Year Group	Age	Annual Fees (THB)	Term 1 Installment (February)	Term 2 Installment (September)
Kindergarten 0	2 years old	220,000	120,000	100,000
Kindergarten 1	3 years old	220,000	120,000	100,000
Kindergarten 2	4 years old	220,000	120,000	100,000
Kindergarten 3	5 years old	220,000	120,000	100,000
P1	6 years old	235,000	125,000	110,000
P2	7 years old	235,000	125,000	110,000
P3	8 years old	235,000	125,000	110,000
P4	9 years old	257,000	135,000	122,000
P5	10 years old	257,000	135,000	122,000
P6	11 years old	257,000	135,000	122,000

Tuition Fees 2025				
Tuition Year Group	Age	Annual Fees (THB)	Term 1 Installment (February)	Term 2 Installment (September)
Kindergarten 0	2 years old	235,000	125,000	110,000
Kindergarten 1	3 years old	235,000	125,000	110,000
Kindergarten 2	4 years old	235,000	125,000	110,000
Kindergarten 3	5 years old	235,000	125,000	110,000
P1	6 years old	252,000	130,000	122,000
P2	7 years old	252,000	130,000	122,000
P3	8 years old	252,000	130,000	122,000
P4	9 years old	275,000	150,000	125,000
P5	10 years old	275,000	150,000	125,000
P6	11 years old	275,000	150,000	125,000

Tuition Fees 2026				
Tuition Year Group	Age	Annual Fees (THB)	Term 1 Installment (February)	Term 2 Installment (September)
Kindergarten 0	2 years old	251,000	136,000	115,000
Kindergarten 1	3 years old	251,000	136,000	115,000
Kindergarten 2	4 years old	251,000	136,000	115,000
Kindergarten 3	5 years old	251,000	136,000	115,000
P1	6 years old	270,000	140,000	130,000
P2	7 years old	270,000	140,000	130,000
P3	8 years old	270,000	140,000	130,000
P4	9 years old	294,000	155,000	139,000
P5	10 years old	294,000	155,000	139,000
P6	11 years old	294,000	155,000	139,000

#### Extra Activities

Extra Activities	Time	Per Term (THB)	Per Day (THB)
Before school care	07.00 - 07.59	7,500	100
After school care	16.01 – 17.00	7,500	100
Premium Class *(39,900THB) 10% Discount for Carroll Prep student	17.01 – 18.00	35,910	500
Art, Drama, Craft, Music, Clubs, Languages	-	-	Varying Fees

#### Sibling Discount

Discount on Tuition will be applied for siblings who are in the school at the same time as follows:

Second and third child	5% for that child
Fourth child and subsequent children	10% for each such child

### Annual Payment Discount

The school provides the opportunity of prepaying the full year's fees in one lump sum and will grant a discount of 3% discount provided the total year's fees less the discount is received before the due for the Term 1 installment. Please contact the Accounts Office; [admissions@carrollprep.com](mailto:admissions@carrollprep.com) to obtain the full year invoice inclusive of the 3% discount.

### Waiting List Fee

THB 50,000 once only for any student who has passed the admission assessment and is placed on the school's waiting list. When a place becomes available, there is no additional Admission Fee to pay. If a place is not available within 12 months of being placed on the waiting list, the school will refund the Waiting List Fee in full, or you can request to remain on waiting list and the Waiting List Fee will be refunded at a later date if the place is not available.

### Meals

Carroll Prep serves lunch and all-day snacks.

### Uniform

Uniform can be purchased from the school shop, which also has a range of accessories, stationery, and other materials. Students are required to wear school's socks.

### Textbooks

Textbooks are provided free of charge for all years.

### Expeditions and Trips

All year groups from Year 1 upwards have a compulsory residential trip each year. Charges for the expeditions will be billed prior to the event taking place. In addition, there will be other opportunities for other expeditions, camps, culture visits, sporting and outdoor pursuits throughout the year. Costs will be billed when these additional events take place. There will be no refund for these trips and expeditions other than at the sole discretion of the principal and only recoverable, non-shareable costs will be refunded.

### Learning Support

Individual students may require additional learning support sessions based on recommendation from homeroom teachers.

### Examination/Study Leave

Examination Fees, regardless of the number of examinations taken, will be charged for TOEFL Primary candidates, the maximum charges are as follows:

Tuition Year Group	P1-P6
Examination Fees (THB)	1,500

### Group Personal Accident Insurance

The school's group personal accident insurance policy covers each student up to THB 10,000 for each medical expense bill and THB 100,000 for accidental death or permanent disability. Insurance details can be obtained from the Human Resources Department. It is recommended that each student also has his/her own medical policy appropriate to their circumstances since the school's group personal accident insurance policy has limits on the amount and extent of coverage.

### Notice of Leaving (Refund of Deposit)

To be entitled to a refund of the Security Deposit, the following conditions must be met:

1. One full term's notice with a complete withdrawal form must be submitted to the Admissions Office by hand.
2. No outstanding tuition or any other fee balance is owed to the school.
3. No damage to any textbook, tablets, musical instruments, etc. are return at least one week before the student's "Leaving Date"
4. Access card, Parents/Guardian ID lanyards must be returned to the Admission Office on the Leaving Date.
5. Refund Timing will be processed two rounds:
  - (1) student who submit the resignation form ahead one semester (within June 30th) will get the deposit fee back before October 1st
  - (2) student who submit the resignation form ahead one semester (within November 30th) will get the deposit fee back before March 15<sup>th</sup>

## Entry/Leaving other than at Beginning of the Academic Year

For students entering or leaving the school later in the academic year, annual fees will be prorated on the basis of weeks of tuition remaining in the year.

## Extended Absence

In the case of a student being absent from the school for an extended period exceeding 4 weeks due to sickness or other related causes, the school will consider giving a credit equivalent to the tuition time lost against future fees on the student's return to school. Refunds of fees already paid are not given. Parents are reminded to keep the school informed as developments occur so that decisions can be taken as needed in the best interests of the student.

## Payment Dates – Billing Calendar

Billing Calendar	Term 1 Installment	Term 2 Installment
Invoice issued	January 28 <sup>th</sup> , 2023	September 1 <sup>st</sup> , 2023
Invoice payment and due date	February 28 <sup>th</sup> , 2023	October 1 <sup>st</sup> , 2023
Term start date	May 15 <sup>th</sup> , 2023	October 30 <sup>th</sup> , 2023

All fees are payable in advance of each of the two terms and are billed in accordance with the school's billing calendar as below. Penalties apply where fees remain outstanding after the due date. All school fees and charges are reviewed annually.

Additionally, there may be other invoices issued throughout the year depending on the type of charges incurred.

## Method of Payment

All fees and charges are billed and payable in Thai Baht. Installment Payment Plan is available upon request.

Bank Name	Siam Commercial Bank (CB)
Branch Name	Bon Marche Market
Account Name	Carroll Prep Company Limited
Account Number	217-211935-5

## Payment by Cheque and Bank Transfer

Payments can be made by crossed cheque, payable to 'Carroll Prep Limited Company', or by bank transfer as detailed below. Since banks in Thailand do not provide the payer's name to the school, it is important to scan a deposit slip and email it to [admissions@carrollprep.com](mailto:admissions@carrollprep.com)

## Payment by Credit Card

The school accepts payment by credit card either online via the payment gateway in the Parent Portal, or in person at the school's Finance Office. There is an administration charge payable by the parent for the use of credit cards based on the amount paid. This administration charge will be added to the total amount to be paid by the parent. Currently, the maximum administration charge is 3%, but is subject to change as advised by the credit card providers.

## Late Payment Charge

Amounts outstanding after the due date will incur a late payment charge of 1.5% per month accruing on a daily basis from the due date. This charge is repeated on a monthly basis whilst fees remain unpaid.

**IMPORTANT:** Please email a scanned copy of the pay-slip with student's name written clearly and email to [admissions@carrollprep.com](mailto:admissions@carrollprep.com)

## Terms and Conditions

Parents are required to sign the school's Parental Terms and Conditions Agreement, which is the primary agreement between the parents and the school. This Schedule of Fees and Charges does not replace or is not a substitute for the Parental Terms and Conditions Agreement.

## For Enquiries

For enquiries, in the first instance please contact email: [info@carrollprep.com](mailto:info@carrollprep.com), otherwise contact: 02-954-2168