



Admissions Information

Admission Process: Concordian welcomes students of any nationality. Applications for admission may be made throughout the year; applicants are strongly encouraged to apply as early as possible due to full enrollment at some grade levels. The Concordian school year is divided into two semesters running from mid-August to December and from January to the first week of June. Applicants are advised to apply early in the year for admission in the academic year which starts the following August.

Age (By August 1 st)	Placement Class	Maximum (Students per Class)
	Primary Years Program (Nursery – Grade 5)	
2+	Nursery	16
3+	Kindergarten 1	16*
4+	Kindergarten 2	16*
5+	Kindergarten 3	16*
6+	Grade 1	16*
7+	Grade 2	16*
8+	Grade 3	18*
9+	Grade 4	18*
10+	Grade 5	18*
	Middle Years Program (Grade 6 - 10)	
11+	Grade 6	20-22*
12+	Grade 7	20-22*
13+	Grade 8	20-22*
14+	Grade 9	20-22*
15+	Grade 10	20-22*
	IB Diploma Program (Grade 11 – 12)	
16+	Grade 11	10-15 per subject area
17+	Grade 12	10-15 per subject area

**Two extra seats in some classes may be reserved for children of Concordian teachers or staff.*

Required documents along with the completed application:

- Two passport-size color photos of student and both parents (taken within the last 6 months)
- Student's birth certificate and Thai household registration
- Both parents' Thai ID cards and Thai household registration
- For Foreign nationals:
 - Student's and parents' passports with Non-Immigrant visa status
 - Copy of parent's work permit
- Most recent two years grade reports or transcripts if any (officially translated into English)
- School application fee of 4,000 Baht per child (non-refundable)

The application and complete supporting documents will be reviewed and considered by the School Director and School Principal in accordance with the school's admissions criteria prior to contact for assessment which includes:

- Age of applicant
- Class size
- English and Chinese language proficiency speaking, reading and writing admission test
- Previous academic records
- Any currently enrolled siblings at Concordian

Please Note: Applications will be kept on file for two academic years. After two years, the application will need to be resubmitted.

Admission Criteria and Process

Nursery entry (Age 2):

- Must be 1) fully toilet-trained, 2) no longer drinking from baby bottles, and 3) able to follow simple directions. If a student who enters the program does not meet all three of these criteria, the parents will be asked to temporarily withdraw their child until he/she does. In this case, there will be no tuition refund for the period of withdrawal from the program.
- Students will be given an observation test by a School Counselor in which they will be assessed based on communication, language, fine motor skills, gross motor skills, social skills and behavior.
- A questionnaire for parents needs to be completed. Successful candidates will be contacted for an interview.

Kindergarten 1 entry (Age 3)

- Must be fully toilet-trained, no longer drinking from baby bottles, and able to follow simple **English** directions.
- In addition they must have attended a nursery program for at least a half year. They must attend summer school at Concordian during the summer directly before they will enter our K1 class at Concordian.
- Students will be given an observation test by School Counselor in which they will be assessed based on communication, language, fine motor skills, gross motor skills, social skills and behavior.
- A questionnaire for parents needs to be completed. Successful candidates will be contacted for an interview.

Kindergarten 2 to Grade 5 entry

- Must speak some English and Chinese in order to be considered for admission.
- English and Chinese Assessment will be arranged.
- Additional ACER English (including writing) and Math tests are given to students applying for Grades 3-5.
- Students will be given an observation test by School Counselor in which they will be assessed based on communication, language, fine motor skills, gross motor skills, social skills and behavior.
- A questionnaire for parents needs to be completed. Successful candidates will be contacted for an interview.
- Based on the results of the admissions testing and/or interview, they may be required to attend summer school at Concordian during the summer directly before they start the regular school year. EAL and/or CAL support programs may be required during the school year.

Grade 6-12 entry

- ACER English (including writing) and Math tests are given to students applying for Grades 6 to 12.
- Students from Grade 6 to 12 who have previous knowledge of Chinese will be given a Chinese test.
- Additional English Assessment will be arranged if needed.
- Observation by a School Counselor in which they will be assessed based on general attitude, personality and behavior.
- A questionnaire for parents needs to be completed. Successful candidates will be called for an interview.
- Based on the results of the admissions testing and/or interview, they may be required to attend summer school at Concordian during the summer directly before they start the regular school year. EAL and/or CAL support programs may be required during the school year.

Admissions Results: Families will be notified as soon as possible by the admissions officer of the admission assessment result. Students who are accepted and wish to enroll at Concordian are asked to pay the full tuition at the Finance Office by the indicated deadline. This payment guarantees the student's seat at Concordian. If we do not receive your payment by the deadline, your child's seat cannot be held. He/She will be moved to the waiting list. Concordian reserves the right to withdraw student acceptance for any student at any time in the event in which a seat has been reserved for a sibling and the sibling withdraws from Concordian enrollment.

Special Needs Acceptance Policy: the success of every child at Concordian depends on honest and open communication between the school and the parents. This includes full disclosure by the parents of any known learning difficulties or special needs or ongoing medication which known impact the child's potential for success in our unique multi-lingual program. In case where such information was not disclosed, and was discovered later, Concordian reserves the right to rescind this acceptance and / or remove the student from our program without any refund.

Waiting list: Students who have successfully passed the Admission Test and the Interview may be placed on a waiting list if a grade level has reached full capacity.

Tuition and Fees Policy (For the 2017-2018 Academic Year)

Students who are accepted to Concordian must report to class by the date stated in their confirmation letter, otherwise their seat will be forfeited after two weeks and the placement will be taken by wait-listed students.

Application Fee (ค่าใบสมัคร) *ชำระครั้งเดียว/ไม่คืน	The non-refundable application fee will be paid upon submission of the student's application.	4,000 Baht
Assessment Fee (ค่าทดสอบประเมินผล) *ชำระครั้งเดียว/ไม่คืน	The non-refundable assessment fee is required for students entering Nursery - Grade12.	3,000 Baht
Entrance Fee (ค่าธรรมเนียมแรกเข้า) *ชำระครั้งเดียว/ไม่คืน	A one-time non-refundable fee is paid upon acceptance of enrollment. 1 st Child 2 nd Child/subsequent child (25% discount) <i>Registration fees will only be discounted for students entering Grade 6 onward who perform exceptionally well on the entrance assessments. Discounts will vary depending on the student scores.</i>	250,000 Baht 187,500 Baht
Capital Fund (ค่าบำรุงสถานที่) สามารถเลือกได้ว่า 1. ชำระครั้งเดียวซึ่งโรงเรียนจะคืนยอดนี้เมื่อนักเรียนลาออกหรือเรียนจบเกรด 12 (หรือ) 2. ชำระรายปี และไม่คืนเงิน (สำหรับนักเรียนจะเข้าชั้นเกรดขึ้นไป)	For New students, parents will pay a capital fund fee, per child, of either 1) or 2) described below. Please inform the admissions staff which capital fund payment option you choose. 1) Refundable upon withdrawal or graduation from Concordian* (or) 2) Non-refundable per year (This option is for Grade Six and up only) <i>*Please note: The capital fund is eligible for a refund for new students entering K2, K3 and G1 upon student withdrawal from Concordian. They must stay at Concordian 6 consecutive years or graduate from Concordian in order to receive a refund of the capital fund. Withdrawal of the student prior to completion of 6 consecutive years will result in a forfeit of the capital fund.</i>	400,000 Baht (or) 40,000 Baht
Damage Deposit (ค่าประกันความเสียหาย)	Refundable – One time	10,000 Baht
PTA Membership (ค่าบำรุงสมาคมผู้ปกครอง)	Per Student / Per Year	1,000 Baht

Meals (ค่าอาหาร-ต่อเทอม)	The set lunch fee paid per semester includes snacks and lunch every day. The menu provides a choice of Western food, Thai food, or Noodles, and includes dessert. (Non-refundable)	
Nursery- Kindergarten 1		10,350 Baht
Kindergarten 2–3		11,250 Baht
Grade 1–2		12,600 Baht
Grade 3-5		9,900 Baht
Grade 6-12	Lunch and snacks are purchased using the student's ID card which is also a smart card.	

Tuition and Fees

Tuition fees are paid by term or annually and are not refundable. Discounts on the tuition fee will apply to Concordian families as follows: 3rd child 7%, 4th child and subsequent child 15%. If the 3rd and 4th children are twins, 15% discount will apply to both children and subsequent children. Tuition fees are subject to yearly increases, usually at least 5% per year.

Grade Level	Tuition Fee (Full day program)		Activity/Field Trip (see note *2) <i>One-time initial fee per year (the amount not used will be refunded)</i>
	Per Term (2 times a year)	Per Year	
Nursery-Kindergarten 1	235,500	471,000	10,000 Baht
Kindergarten 2	262,000	524,000	
Kindergarten 3	282,100	564,200	
Grade 1 – 4	298,500	597,000	20,000 Baht
Grade 5	298,500	597,000	40,000 Baht
Grade 6 – 10 (see note *1)	330,150	660,300	
Grade 11–12 (see note*1)	362,500	725,000	

Payment Schedule: 1st payment term August – January
2nd payment term January – June

A late fee of 2% of the semester tuition fee per month (non-refundable) will be charged if the payment deadline is not met. There are no additional charges for ELS (English Language Support), CLS (Chinese Language Support), and TLS (Thai Language Support)

Returning Students

A non-refundable seat deposit of 50,000 baht will be billed during the second semester and must be paid in order to guarantee returning students placement in next year's class. The fee will be deducted from the tuition fee for the next semester. A late payment will be charged at 500 Baht per day (non –refundable).

Special Note:

*1) The tuition fee for MYP - DP does not include fees for Visual Arts, Textiles, Food & Tech, CAS, IB exams, SAT exams, and TOEFL exams

*2) After-School Activities, Field Trips, and Other Expenses Deposit

A deposit for after-school activities, field trips, and other miscellaneous expenses is to be paid together with the tuition fee. This helps to avoid frequent billing. In order to maintain the deposit amount, at the beginning of each semester parents are billed for the amount charged against the deposit during the previous semester. Any balance remaining at the end of the student's tenure at Concordian will be refunded.

- **After-School Activities**

A range of after-school activities are offered for children from K2 to Grade 12. Fees vary and will be deducted from the activity deposit. Fees are charged on a full-course basis. If students are absent for any reasons, there will be no reimbursement.

- **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. For Grades 5-12, the trip may be an overnight stay. It is the school's expectation that your child must take part in these events. Fees will be calculated based on excursion expenses relevant to length of stay and distance traveled, and will be deducted from this deposit.

The trip may be a weekend or week long duration as in '**Week without Walls**' or Grade 5 Post Exhibition trip. It is the school's expectation that your son/daughter must take part in these events as it is part of the school curriculum.

Due to fixed, non-refundable expenses incurred by the school, everyone will be charged the calculated amount and there will be no refund even if your son/daughter does not attend.

- **Other Expenses**

Examples are standardized testing fees, college counseling materials, transcript mailing fees, photocopy fees, Art Materials fees and other miscellaneous costs.

Additional Fees

Includes school uniforms, field trips, and after school activities. Note that initial supplies of stationery are provided by the School. Parents may be billed for some consumables such as work books, or learning tools and materials specific to the program. Some textbooks are issued on loan to students. Students will be responsible for any loss or damage.

Each newly enrolled student will receive a library folder (Nursery – Grade 5) and an English, Chinese, and Thai folder (Kindergarten 3 – Grade 5). Parents are responsible for replacing damaged or lost folders. These may be purchased at the school store.

Extra Learning Support Policy:

Concordian is committed to help all students achieve his/her full potential. In order to do that, some students need extra support. Included in the standard tuition is learning support in two subject areas for up to 50% in each subject. If your child requires additional support, an additional fee will be charged listed as follows:

Med-Level Support - 40,000 Baht per year*

High-Level Support - 100,000 Baht per year*

* Please note: All students requiring additional support must be tested and evaluated at a Concordian recommended testing facility. This will ensure Concordian teachers provide the best learning environment and program in order for your child to succeed.

Withdrawal

A Student who wishes to officially withdraw from school requires a “Withdrawal Form” to be signed and submitted to the Registrar. The process of withdrawal will take at least 1 month. In the case of withdrawal, tuition and set lunch fees are **non-refundable**.

- **Entrance Fees Policy for Returning Students**

- Withdrawal for **one** full academic year -- 10% of the registration fee is required.
- Withdrawal for **two** academic years -- 50% of the registration fee is required.
- Withdrawal for **more than two** academic years -- full registration fee is required

- **Capital Fund Fee Policy**

- All students are eligible for a capital fund refund upon withdrawal (exceptions see below).
- Students entering K2, K3 and G1 must stay at Concordian for a minimum period of 6 consecutive years in order to be eligible for a capital fee refund upon withdrawal due to the extensive support that is put in place to ensure their success at Concordian.

- **Non Returning Students**

- Returning students who do not attend school by the second week of the semester, without prior notice in writing to the School Principal, automatically forfeit their seat at Concordian and shall be treated as new students upon return to the school.

Payment Forms

Concordian accepts payment for school fees in the form of checks, credit cards, or wire transfers.

- For payment made by check, please ensure that your check is crossed and made payable to “Concordian International School” and the word “Or Bearer” deleted.
- VISA or MASTERCARD (Bank charge 2% in cash)
- Payment must be made in Thai Baht currency.
- The payment can be made at any branch of Krungsri bank via transfer to the school’s account, using the payment slip attached in email sent by Finance or at school.
- The payment must be paid by the tuition due date. All tuition payments received after the due date will be subject to a 2% late fee. Report cards and Concordian car stickers will not be issued until payment has been received.

The School Schedule

The school is divided into three sections: Early Years (Nursery to Kindergarten 3), Primary Years (Grades 1 – 5) and Secondary Years (Grades 6 –12).

	Early Years (Nursery – K3)	Primary Years (Grades 1 – 5)	Secondary Years (Grades 6 – 12)
Start of Class	8:05 a.m.	7:50 a.m.	7:40 a.m.
Flag-Raising		7:50 a.m. (Monday Only)	
Recess	9:15–10:00 a.m.	9:55–10:10 a.m.	10:05–10:20 a.m.
Lunch/Recess	11:15–12:00 p.m.	11:45–12:30 p.m.	12:25–13:10 p.m.
Dismissal	2:45 p.m.	3.10 p.m.	3:15 p.m.
After School Activities (K2-G12 only)	2:45 – 3:30 p.m.	3:25 – 4:30 p.m.	

Dismissal and Staying After School

Students must remain on the school campus until collected by a parent or designated guardian, nanny or driver, who must wear the School ID issued by the Business Office. No adult without a School-issued ID will be permitted to escort a student from the school grounds unless a written note and photograph from parents is submitted to the school.

Parents are urged to pick their child up on time, either directly after the school day ends, or after an arranged activity. It is the responsibility of the parent or responsible adult to supervise their child after the school day ends. The school does not provide supervision after school hours for children who are not engaged in an assigned activity or meeting with a classroom teacher.

After School Childcare Service

Limited After School Childcare Service has been established for parents who are unable to pick up their EY and PY on time after school. Children not collected will automatically be admitted into the After School Care Service and the cost will be deducted from the Activities fee paid each term.

1. Nursery-Kindergarten 3 is available at a charge of 100 Baht from 3.10 p.m. till 4.00 p.m. and an additional 100 Baht after 4.00 p.m.
2. Grade 1-2 is available at a charge of 100 Baht after 3.30 p.m. till 4.30 p.m. Students in Grades 1-2 will be walked to the cafeteria for dismissal.
3. Students in Grade 3-12 may be released from their classroom.
4. As a rule, parents must not leave their children at school more than 15 minutes after dismissal time. Adults meeting the children are asked not to be at school more than 15 minutes before dismissal time.
5. If the student has not been picked up after the School Childcare Service time, the student will be monitored and can be picked up in the Principal's Office.

Leaving the Campus

Students must remain on the school campus for the duration of the school day. If a student is to depart before the regular dismissal time, parents are requested to send a note to the Principal. Requests may be made by phone to the Principal's Office (Tel. 02-706-9000).

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www.concordian.ac.th

918 Moo 8, Tambon Bangkaew, Amphur Bangplee, Samutprakarn 10540 Thailand.
Tel : (66 2) 706-9000 Fax : (66 2) 706-9001 E-mail : enquiries@concordian.ac.th