

Tuition Fees and Payments Policy

Policy Number: G14				
Version	Date Issued	Prepared By	Approved By	Comments
1	July 2011	SMT	SMT	New Policy Created
2	July 2013	SMT	SMT	Reviewed
3	July 2015	SMT	SMT	Reviewed
4	August 2017	SMT	SMT	Policy updated

The BECC believes in supporting its whole school community. The policy is set to ensure fairness and clarity at all times when dealing with tuition fees and other payments. Payments can be made in the school office via cash or by bank transfer to the Hua Hin Bright Child Ltd. Krungsri Account or by card payment in the school office.

Before school admission, once paperwork has been provided the school Administration and Enrolment fee will be due. A student's place is not secured until the invoice has been sent and fulfilled by the new student. Once complete, termly fees (all students), lunch, bus and After School Activities are due in advance of any upcoming term.

Late Payments

Where an invoice is not paid by the due date it will be presumed that the student is not returning to school in the next term and their place will be offered to a student on the waiting list unless communication occurs between the payee and the school office.

Registration/ Enrolment Fee

When registering with The BECC you will be given access to a Xero account which is our online accounting software. When invoices are created they will be emailed to you and you will also be able to access them online and see previous and upcoming invoices.

The Registration and Enrolment Fee are one off fees when joining the school. If you ever leave and re-join the school, the initial Registration and Enrolment fees remain active.

The place will be held for the student up until the due date of the invoice. Once this date passes with no payment, the place will be offered to the next student on the waiting list and the student that has not paid removed from the class list

Please note, the registration and enrolment fee is used in different ways. Part of the money is donated to a charity supporting students. Part of the money is put into a school improvement fund; the remainder of the money covers the costs registering the student.

Tuition Fees

Tuition fees are applicable 3 times per academic year and due in June, August and December. Payments are expected on the due date of each invoice. If the payment is unable to be made by this date, a meeting with the Managing Partners should be made.

If an invoice is unpaid and no communication has taken place, the student will not be allowed to attend school until the invoice has been satisfied.

While there are outstanding fees on a student's account, no letters regarding the student's educational status or previous school reports will be provided.

Part Payments are not possible at this moment in time. If ever a family need to discuss fees, we encourage them to arrange a meeting with the Managing Partners.

Invoices for each term will be sent out and due before the end of the proceeding term. The following dates are a guide but as much notice will be given as is possible.

Term 1: Sent out 15th June, due 5th July

Term 2: Sent out 20th November, due 8th December

Term 3: Sent out 20th March, due 8th April

Optional Fees - Lunch/ Bus/ After School Activities

Payments for these services are required by the due date. If there is no payment by the due date the service will be suspended until the payments are made.

Current Fees Academic Year 2017 – 2018

REGISTRATION AND ENROLMENT 1 TIME FEE	40,000
YEAR GROUP (AGE)	COST PER TERM (3 Terms per Year)
NURSERY (2 – 3)	37,500
EARLY YERAS (3 – 4)	40,000
RECEPTION (4 – 5)	42,500
YEAR 1 (5 – 6)	45,000
YEAR 2 (6 – 7)	47,500
YEAR 3 (7 – 8)	50,000
YEAR 4 (8 – 9)	52,500
YEAR 5 (9 – 10)	55,000
YEAR 6 (10 – 11)	57,500
OTHER FEES	
LUNCH (TERMLY)	4,000
SCHOOL BUS (TERMLY)	12,500
AFTER SCHOOL ACTIVITIES (RUN BY SCHOOL)	2,000
AFTER SCHOOL ACTIVITIES (RUN BY OUTSIDE AGENCY)	AS PER AGREED PRICE WITH AGENCY
WATER BOTTLE	100
HAT	250
BAG	400
POLO SHIRT, SHORTS, T-SHIRT, SPORTS SHORTS or SKIRT (PER ITEM)	250
FOOTBALL TEAM KIT (ONLY FOR TEAM PLAYERS)	300

Fees as agreed in Executive Board Meeting February 2017. Next review meeting for fees February 2018.