



TUITION & FEES POLICY

UPDATED APRIL 2024

Administered by

THE REDEMPTORIST FATHERS OF THAILAND

The policies in this book are developed by RIS Administration. The school reserves the right to modify, delete, or add any content as necessary.

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RUAMRUDEE INTERNATIONAL SCHOOL
6 RAMKHAMHAENG 184, MINBURI
BANGKOK 10510, THAILAND
TEL: 02-791-8900 • FAX: 02-791-8901
www.rism.ac.th • risfinance@rism.ac.th

TUITION AND FEES

RIS Tuition and Fees have been structured into three main categories: **Initial Fees** (for new students), **Tuition & Fees** (for all students), and **Additional Fees** (for other miscellaneous or optional fees). As opposed to a roundup of all costs, specific fees have been listed and detailed in this policy to inform parents about the description and cost of each item:

INITIAL FEES

APPLICATION FEE – a one-time 5,000 baht payment for application and testing

REGISTRATION FEE – a one-time 200,000 baht payment due upon registration (once a student has been accepted)

RE-ENROLLMENT DEPOSIT – a one-time 50,000 baht deposit for every student entering the school, after which all students are automatically re-enrolled. (This deposit is fully refundable upon graduation or withdrawal as long as the withdrawal notification deadlines (*below*) are met.)

DURING SEMESTER 1	DURING SEMESTER 2
Notify by end of October (for semester 2 departure)	Notify by end of March (for following school year departure)

NOTE: The **Re-enrollment Deposit** applies to students who enrolled in 2020–2021 and all school years thereafter. If the aforementioned deadlines are not met, the deposit will be forfeited.

LEARNING RESOURCES FEE – a one-time non-refundable 40,000 baht payment that covers books, materials used in class, and other educational resources in the libraries for the whole duration the student is at RIS.

NOTE: Students who enrolled *before* the 2021–2022 school year were charged a refundable Textbook Fee. The previous conditions pertaining to this fee will be honored for them.

TUITION & FEES

TUITION – RIS tuition fees vary by grade level. Updates are announced and shared annually with the community during the second semester before the start of a new school year.

CAMPUS DEVELOPMENT FEE – a 10,000 baht per-semester fee that supports the development and maintenance of the campus

NOTE: The **Campus Development Fee** applies to students enrolled in 2020–2021 and all school years thereafter. This fee replaces the previous 200,000-baht Campus Development Fund deposit. For students enrolled *before* the 2021–2022 school year who have paid this deposit, the previous terms and conditions will be honored.

TECHNOLOGY FEE – a 6,000-baht fee for initial necessary school supplies and the use of technology devices for students in Kindergarten to grade 5 only (charged at the beginning of the school year)

SET LUNCH AND SNACK & MILK – a compulsory fee for students in Pre-K 2 to grade 1



TUITION & FEES (MISCELLANEOUS)

ADDITIONAL FEES

ELD – for students requiring English Language Development services (based on assessment)

LS – for students requiring Learning Support services (based on assessment)

GRADUATION – for grade 12 students only (charged with their first-semester tuition fees)

SET LUNCH – for students in grades 2 – 5 (optional)

SNACK AND MILK – for students in grades 2 – 5 (optional)

YEARBOOK – varies year to year (charged in the 2nd semester of each grade level)

EXTENDED DAY PROGRAM (EDP) – our special and selective after-school program offered during the school year (cost varies depending on the course)

SUMMER SCHOOL – a summer program offered every year (cost is issued separately)

TRANSPORTATION – Transportation services are offered by the Montri Bus company who is fully responsible for the charges and fees for their services.

SIBLING REDUCTIONS

RIS offers yearly discounts for second siblings and any additional sibling(s) who are students enrolled at RIS in the same academic year.

The sibling reductions include:

- a 50,000-baht discount for the registration fee, and
- a tuition discount of 15,000 baht per semester

This discount only applies to students who pay the full tuition fee and is not applicable to siblings who have been granted scholarships or other reductions.

NOTE: The sibling discount will no longer apply once the initial sibling leaves and only one child of the family remains at RIS. In such an event, RIS offers scholarships. If applicable, parents are advised to consult with the admissions officers at the Advancement office for more information on the application process.



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PAYMENT DETAILS

PAYMENT SCHEDULE

FOR CURRENT STUDENTS: **Tuition & Fees** are due and payable before the beginning of each semester. **Tuition & Fees** for the first semester starting in August are usually due and payable the first two weeks of June. **Tuition & Fees** for the second semester starting in January are usually due and payable the first two weeks of November. The exact deadline for payment is included in a payment notification email and invoice sent to parents every semester.

FOR NEW AND LATE ENROLLMENT STUDENTS: **Tuition & Fees** are due on the day agreed upon with the Admissions office.

PAYMENT OPTIONS

Parents are requested to pay the school **Tuition & Fees** using one of the following methods:

DIRECT CASH DEPOSIT at any branch of Bangkok Bank or Kasikorn Bank, with a bank deposit slip provided by RIS (enclosed with the invoice)

DIRECT MONEY TRANSFER to the RIS Bangkok Bank account through any mobile bank app using the barcode that appears on each invoice sent to parents

CHECK, preferably a Cashier's Check, payable to "Ruamrudee International School" (purchased at banks in Bangkok and the Greater Bangkok Area)

NOTE: *Personal checks are not accepted.*

CHECK, preferably a Bill of Exchange, payable to "Ruamrudee International School" (purchased at banks outside of Bangkok)

VISA OR MASTERCARD (Please note that these cards may incur an additional charge of up to 2.2%, depending on the issuing bank or organization)

CITIBANK OR UOB (bank charge 0% – terms and conditions may apply)

AMERICAN EXPRESS CARD (bank charge 1.7%)

Receipt of payments will be issued specifying the description of the fees and the actual amount paid only.

LATE PAYMENT PENALTY

A late payment charge of 500 baht per day will be imposed on late **Tuition & Fees** payments. If payments are not made by the due date, RIS reserves the right to proceed as follows:

- Take legal action to collect outstanding Tuition & Fees
- Discontinue enrollment for the following academic year
- Withhold all school documents
- Suspend students from testing and withhold all previous scores



LATE ENROLLMENT POLICY

NEW STUDENTS

RIS welcomes new students the whole year round. For new students who are late enrollees, the following will apply:

- All **Initial Fees** are paid in full.
- **Tuition** and **Set Lunch/Snack & Milk fees** will be prorated according to the number of attendance days missed.
- **Sibling Reductions** will be fully applied if all qualifications are met.
- The **Technology Fee** will be charged in full if the student enrolls within the first semester. If the student enrolls within the second semester, the total fee is halved.
- For **ELD** and **LS** students, if applicable, please see **English Language Development** and **Learning Support** below.

RE-ENROLLING STUDENTS

This policy refers to former RIS students who withdrew or took a leave of absence (prior to the 2020–2021 school year) and wish to re-enroll *after* the semester has started. (The non-return or non-appearance policy is not applicable.) The following practices will be applied:

- All **Initial Fees** are reviewed and agreed upon on a case-by-case basis
- **Tuition** and **Set Lunch/Snack & Milk fees** will be prorated according to the number of attendance days missed
- **Sibling Reductions** will be fully applied if all qualifications are met.
- The **Technology Fee** will be charged in full if the student enrolls within the first semester. If the student enrolls within the second semester, the total fee is halved.
- For **ELD** and **LS** students, if applicable, please see **English Language Development** and **Learning Support** below.

ENGLISH LANGUAGE DEVELOPMENT (ELD) AND LEARNING SUPPORT (LS)

New or current students who have been assessed to require **ELD** and/or **LS** services will be charged the relevant fees. Charges for services that begin *after* the semester has started will vary:

SEMESTER 1	SEMESTER 2
during Quarter 1, charged 100%	during Quarter 3, charged 100%
during Quarter 2, charged 50%	during Quarter 4, charged 50%

SET LUNCH AND SNACK & MILK

FOR GRADES 2–5: If a new or re-enrolled student opts for the set lunch or snack & milk service *after* the semester has started, the fee will be prorated according to the number of attendance days missed.



EARLY WITHDRAWAL POLICY

WITHDRAWAL BEFORE THE SEMESTER STARTS

FOR NEW STUDENTS: All **Tuition & Fees** are refundable except for the **Registration Fee**.

FOR CURRENT STUDENTS: **Tuition & Fees** are refundable if all payments for the present semester have been made. All clearance is needed before returning the refundable fees. Due to not meeting the withdrawal notification deadlines, the **Re-enrollment Deposit**, if applicable, will be forfeited.

WITHDRAWAL AFTER THE SEMESTER STARTS

FOR STUDENTS WITHDRAWING AFTER THE SEMESTER STARTS: All fees, including **ELD** and **LS fees**, are non-refundable except for a portion of the **Tuition** and **Set Lunch/Snack & Milk Fees**. **Tuition** and **Set Lunch/Snack & Milk Fees** will be refunded in accordance within the following time frames:

1–20 DAYS	21 DAYS ONWARDS
a refund of 60%	no refunds

The number of days are calculated by the number of school calendar days, not attendance days.

- NOTES:**
- RIS will continue to honor the terms and conditions of the refundable Textbook Fee and Campus Development Fund policies for all applicable students.
 - Due to not meeting the withdrawal notification deadlines, the **Re-enrollment Deposit**, if applicable, will be forfeited.

SET LUNCH AND SNACK & MILK

DISCONTINUATION REFUND POLICY

Set Lunch/Snack & Milk Fees are non-refundable for students in Pre-K 2 – grade 1 as the service is compulsory.

The set lunch and snack & milk service is optional for students in grades 2 – 5. For current students wishing to discontinue this service, refunds are granted in accordance within the following time frames:

1–5 DAYS	6–20 DAYS	21 DAYS ONWARDS
a refund of 90%	a refund of 60%	no refund

The number of days are calculated by the number of school calendar days, not attendance days.

If a student opts to resume the set lunch or snack & milk service, the fee will be prorated according to the number of attendance days missed.

	LATE ENROLLMENT (Policy for Charges)		EARLY WITHDRAWAL (Policy for Refunds)				
	New Students	Re-enrolling Students	New Students	Current Students	New & Current Students		
INITIAL FEES			BEFORE SEMESTER STARTS		AFTER SEMESTER STARTS		
Application Fee	Full	Full	Non-refundable	Non-refundable	Non-refundable		
Registration Fee		Case by case					
Re-enrollment Deposit		Full	Full refund	Non-refundable/ or not applicable	Non-refundable/ or not applicable		
Learning Resources		Case by case		Non-refundable/ or honor Textbook* policy	Non-refundable/ or honor Textbook* policy		
*dependent on student's date of entry into RIS							
TUITION & FEES			BEFORE SEMESTER STARTS		AFTER SEMESTER STARTS		
Semester 1 Tuition	Prorated	Prorated	Full refund	Full refund	1-20 DAYS: 60% refund 21 DAYS ONWARDS: no refund		
Set Lunch + Snack & Milk					Full refund (if charged)	Full refund (if charged)	1-20 DAYS: 60% refund 21 DAYS ONWARDS: no refund
Technology Fee	Full	Full	Full refund (if charged)	Full refund (if charged)	Non-refundable		
Campus Development Fee					Non-refundable		
Semester 2 Tuition	Prorated	Prorated	Full refund	Full refund	1-20 DAYS: 60% refund 21 DAYS TO END OF SEMESTER: no refund		
Set Lunch + Snack & Milk					Full refund (if charged)	Full refund (if charged)	1-20 DAYS: 60% refund 21 DAYS TO END OF SEMESTER: no refund
Technology Fee (if entering Semester 2)	Halved	Halved	Full refund (if charged)	Full refund (if charged)	Non-refundable		
Campus Development Fee	Full	Full			Non-refundable		
ADDITIONAL FEES			BEFORE SEMESTER STARTS		AFTER SEMESTER STARTS		
English Language Development Fee (ELD)	1ST/3RD QTR: 100%	1ST/3RD QTR: 100%	Full refund	Full refund	Non-refundable		
Learning Support (LS)	2ND/4TH QTR: 50%	2ND/4TH QTR: 50%					
Graduation	Full	Full					
Set Lunch	Prorated	Prorated			Full refund	Full refund	1-5 DAYS: 90% refund 1-20 DAYS: 60% refund 21 DAYS AND BEYOND: no refund
Snack & Milk							
Yearbook	Full	Full					Non-refundable



NON-RETURN / NON-APPEARANCE

- Returning students who plan to start the semester late are encouraged to notify the school prior to the beginning of the semester.
- Students who do not appear at school during the first month of the semester (August of semester 1 or January of semester 2), without prior notice in writing to the Head of School, automatically forfeit their student status at RIS.
- Non-appearing students shall be treated as new students upon returning to school. (See the **LATE ENROLLMENT: NEW STUDENTS** section of this policy.)
- The student's **Re-enrollment Deposit**, if applicable, will be forfeited.

LEAVE OF ABSENCE

- **RIS no longer offers a Leave of Absence policy.** Families who request a leave of absence from RIS will be required to withdraw altogether.
- Upon withdrawal, the **Re-enrollment Deposit** will be returned if the school is notified of a student's intent to withdraw by the end of March (for the following school year) or by the end of October (for semester 2 departure).
- If a former RIS family wishes to re-enroll their child at RIS in the future, the school will continue to offer leniency on re-enrollment fees on a case-by-case basis.
- Other refundable deposits, if applicable, will be returned if all conditions have been met.