



CRESTVIEW

INTERNATIONAL SCHOOL

Moo 1 Prommart Muang
Lopburi 15000 Thailand
+66842811464
www.crestview.ac.th
info@mail.crestview.ac.th
crestview.cvis
crestview_cvis
crestviewcvis

SCHOOL FEES POLICY

POLICY AMENDMENT			
Ver. 1 July 12, 2020	Ver. 2 August 22, 2021	Ver. 3 January 24, 2023	

Contents

Tuition and Other Fees

Initial Fees

Semester Fees

Additional Fees

Payment Methods

Late Payments

Late Enrollment

LE Guide

Tuition prorata

Tuition Refund

Regular Program

Summer

Withdrawal & Deposit Refund

Permanent Withdrawal from School

Temporary Withdrawal from School

Non-return/ Non-Appearance

Non-withdrawal of Deposit

Permanent Withdrawal from School Procedure

Temporary Withdrawal from School Procedure

Student Withdrawal Form

Prolonged Leave Form



SCHOOL FEES POLICY

Tuition and Other Fees

There are three types of school fees at Crestview namely:

1. Initial Fees – are only for new students or re-enrolling students who have withdrawn completely in the past.
2. Semester Fees – regular fees paid by all students.
3. Additional Fees – are fees required to specific students or group of students and other optional fees for all students.

Initial Fees

Application Fee –	2,000	Non-refundable (submitting application does not guarantee placement)
Registration Fee –	35,000	Non-refundable one-time payment
Re-Enrollment Deposit–	10,000	Refundable one-time payment (fully refundable provided all conditions are met according to withdrawal procedures.)

Semester Fees

	Academic Year		
	2023 – 2024	2024 – 2025	2025 – 2026
Toddler Playgroup	74,000	74,000	77,000
Pre-Kindergarten 3 & 4	77,500	77,500	80,500
Kindergarten	78,500	78,500	81,500
Grade 1 – 3	93,000	93,000	97,000
Grade 4 – 5	103,000	103,000	107,000

- Fees include accident insurance, meals, textbooks & academic materials, and activities & maintenance fee.
- First Semester Fees due on the second week of July.
- Second Semester Fees due on the last week of November.

DISCOUNTS & CREDITS

- 5,000 Baht credited to child's tuition when referring another student who is not an immediate family.
- 5,000 Baht discount if paying full for one year or two semesters.
- Registration fee is discounted 15,000 baht for each additional child enrolled.
- Tuition Fee is discounted 5,000 baht for each child enrolled.

Other Programs		
Summer Festival 1	15,000	October
Summer Festival 2	25,000	April and/or May
Summer Bridge	30,000	June and/ or July
Head Start	35,000	Any time of the year/ non-graded



SCHOOL FEES POLICY

Additional Fees

1. **After School Program (optional).** Preschool ASP programs are to be paid only every month and are due last week of each month prior to the start of the program. Preschoolers are charged 3,000 baht per month on a group of 10 students on regular activities. Specialized activities such as Swimming and Music classes may charge per program or per session on a case-to-case basis. Elementary ASP program are mainly homework support and enrichment for 5,500 baht per month or 20,000 baht per semester. The ASP program is on a first-come-first-served basis. Once the program is full, no one else can be admitted. No reservations are allowed, anyone enrolling must immediately pay, any one signing up without paying may lose their seat.

2. **School Supply List (optional).** Each year, the school requires students to bring a set of school supplies needed, this include musical instruments such as melodion and ukulele. It aslo include Yoga mat and beddings for preschoolers. Parents may order the supplies through the school (7,200 for Preschoolers; 3,000 for Graders) or they may buy it themselves.

3. **Graduation Fee.** A 5,000 baht fee is required to be paid for by Grade 5 and Kindergarten students who will be graduating in the current academic year. It must be paid along with the second semester fees.

4. **Yearbooks.** All students are require to pay yearbook in the second semester.

5. **IEP and ESL Program.** Certain students upon entry assessment were conditionally accepted and are required to be in the IEP and/or ESL Program. The fees are set to 20,000 baht per semester.

6. **Shadow Teacher.** In certain cases where a students is required to have a shadow teacher, parents will be required to pay an additional fee of 15,000 baht per month.



SCHOOL FEES POLICY

Payment Methods

Parents are requested to make payments through any of the following method:

- Cash payment through the school cashier
- ElectronicTransfer by manual input or by scanning QR code.
- Normal bank transfer from any bank branches to school's account.
- Card payment. 3% surcharge per transaction.

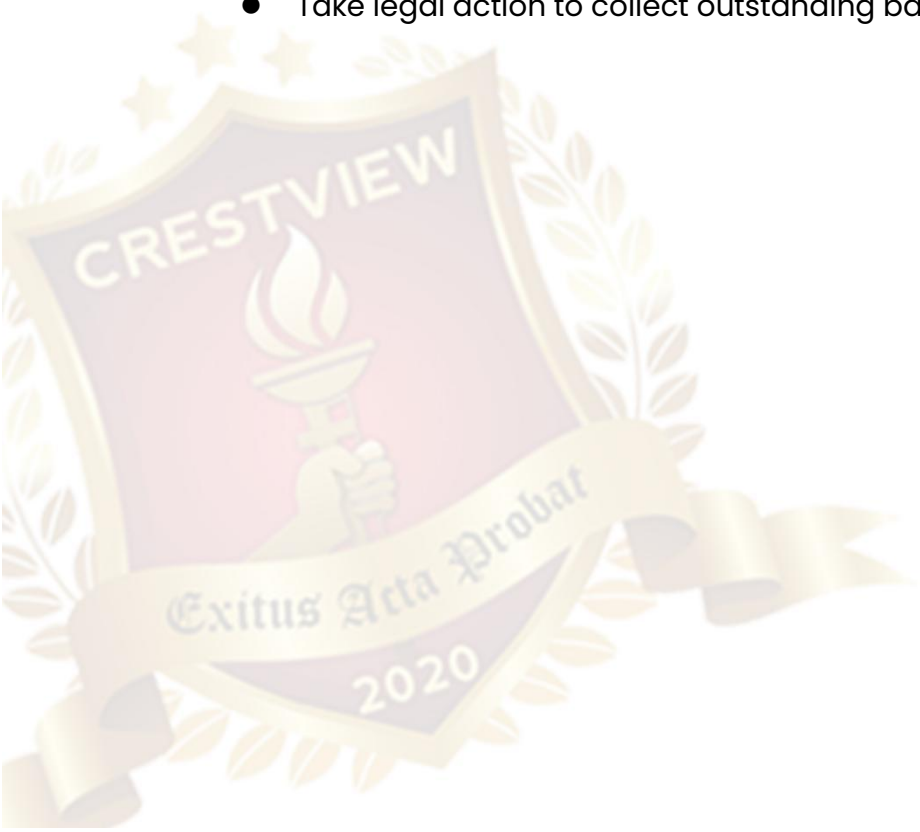
Parents must show proof or receipt of payment to the school's cashier.

Late Payments

The school cashier usually issues an invoice with due date. Fees are considered overdue 7 days after the due date. A penalty fee of 200 baht per day but shall not exceed 10,000 baht will be charged.

If payments are not made after three attempts of collecting, the following may be implemented:

- Withhold all academic records and relevant documents
- Suspension of students from school
- Withdrawal from school
- Students may not be allowed to take the exams
- Take legal action to collect outstanding balance





SCHOOL FEES POLICY

Late Enrollment

A student will only be accepted after completing all admission requirements. The following shall be the guide of accepting late enrollees:

	Semester 1	Semester 2
Preschool	OPEN	Must be enrolled before the end of March of the current academic year.
Elementary	Required previous academic record showing promoted to the applied grade level. Must be enrolled before the end of Quarter 1 or must be present for the mid-semester exams.	Must show grade in Semester 1 from previous school. If showing only grade from previous grade level, student must enroll all subjects missed at Crestview. The cost for each core subject is 10,000 and 7,000 for each non-subject. Teachers assigned will arrange for special classes.

Parents are advised to start the semester, if the enrolling after two months the semester has started. The following guide shall be considered for tuition payments for late enrollees:

All required Initial Fees must be paid. See Tuition prorata below:		
Semester on the first two months	Third month of the semester	Fourth month of the semester
Full	75%	50% Parents are encouraged to wait for the next semester



SCHOOL FEES POLICY

Tuition Fees Refunds

REGULAR SEMESTER FEES	
Refund Requested	Refund
At least 5 days before the start of the semester	100% of tuition fees
1-15 days after the semester has started	60%
16 - 30 days after the semester has started	50%
30 days after the semester has started	0%
SUMMER FESTIVAL & SUMMER BRIDGE	
20 days before the start of the program	100%
11-19 days before the start of the program	70%
10 days before the start of the program	0%

Withdrawal & Deposit Refund

The following are the terms and procedures to follow when parents decide to withdraw their child from Crestview International School.

A. PERMANENT WITHDRAWAL FROM SCHOOL

1. Parents or Legal Guardians may withdraw the child from Crestview by giving one full semester's notice by completing the **Student Withdrawal Form**. Any verbal notice are not considered as formal withdrawal. The number of days count only from the first day the Student Withdrawal Form has been received by the front office and signed by both the school representative and the parents.

2. Deposit shall only be refunded in FULL in the following situations:

- When a student has graduated from school.
- When a student has attended one full academic year.
- When given one full semester's notice by completing the Student Withdrawal Form.



SCHOOL FEES POLICY

3. 50% of the deposit shall be refunded in the following situations:

- a) When a student has attended one full semester but less than one academic year.
- b) When given one full semester's notice by completing the Student Withdrawal Form.

4. The following circumstances shall result in the forfeiture of the deposit. Which means that **NO REFUNDS** shall be made to the parents:

- a) Failure to give the school one full semester's formal notice .
- b) Student has not attended one full semester.
- c) Prolonged absence of the child up to 2 consecutive months.
- d) If the child is withdrawn from the school prior to the stated withdrawal date in the Student Withdrawal Form.

5. Withdrawal forms with incomplete details especially when the withdrawal date is not specified shall not be accepted.

6. Conditional notice of Withdrawal will not be accepted.

7. In case when a child is not withdrawn on the stated withdrawal date, a new form must be completed and must notify again for one full semester.

8. All refunds must be paid to the parent's accounts within 30 days after the period notice ends (within 30 days after the last day of the child in school). All money owed from the school shall be deducted from the deposit, this includes unpaid fees and damages to properties, this is the only time when such fees shall be deducted from the deposit. In case that the child is not withdrawing from school, the deposit cannot be used for paying tuition and other fees and/or damages to properties. Any bank charges incurred when transferring funds shall also be deducted.

9. When a child has withdrawn from the school and re-applies for admission, the child is treated as a new student and all current fees shall apply.



SCHOOL FEES POLICY

10. Crestview may require a child to withdraw from school for sufficient reason at the discretion of the Principal which may include violation of school rules and regulations, failure to fully participate in the school curricular and non-curricular activities, and the inability to fully benefit from the school curriculum.

B. TEMPORARY WITHDRAWAL FROM SCHOOL OR A LONG LEAVE OF ABSENCE

1. The following situation may require temporary withdrawal from school or a long leave of absence:

- a) If the leave of absence requires at least two months.
- b) Joining an exchange student program.
- c) Parents temporary change of domicile due to re-assignment of employment.
- d) Health conditions requiring medical attention.
- e) Any other personal, family or legal matters to attend to.

2. Parents should give at least 30 days to notify the school of the temporary withdrawal by completing the temporary withdrawal form.

3. For leaves requiring one semester or less, parents are required to complete prolonged leave form. The child may be required to do school work at home or will be required additional academic support and activities when coming back to school. All applicable fees will be charged and must be paid in advance.

4. For a leave of absence requiring one full academic year or missing at least two semesters, parents will be required to pay 20,000 baht Place Guarantee Deposit for prolonged leave (PGD-L) for every academic year of absence. This fee is non-refundable and will guarantee the child a placement in class will returning. Should parents opt not to pay the PGD-L, the child must comply with Permanent Withdrawal from School Procedures.

5. The child must report to school on the first day of semester after the leave of absence. Any additional days of absence may incur additional fees or permanent withdrawal procedure shall take effect.



SCHOOL FEES POLICY

C. NON-RETURN / NON-APPEARANCE

1. Students who plan to return to school late on the following academic year must notify the school in writing. Any verbal notice will not be honored.
2. Students who do not return to school for a month without notifying the school will be considered to have withdrawn officially. Any refunds or deposits must be claimed 30 days from the start of the first school day of the second month of the current semester.
3. The students shall be considered as new student when returning to school thereafter.

D. NON-WITHDRAWAL OF DEPOSIT

Non-withdrawal of deposit 30 days after the final notice shall be forfeited.





SCHOOL FEES POLICY

Permanent Withdrawal Procedure

Confirmed Withdrawal Date



(atleast one semester prior)
**Complete the Student
Withdrawal Form and Submit**



Within 7 days after the child's
last day in school

Accounting Department
clears all deductions

Accountant signs the form

Within 7 days after the
accountant signs the form

Executive Director
reviews and signs the form

Within 3 days after the
ED signs the form

Registrar
Prepares leaving form and
academic records

Within 3 days after Registrar
completed the documents

School Principal
approves and signs the form



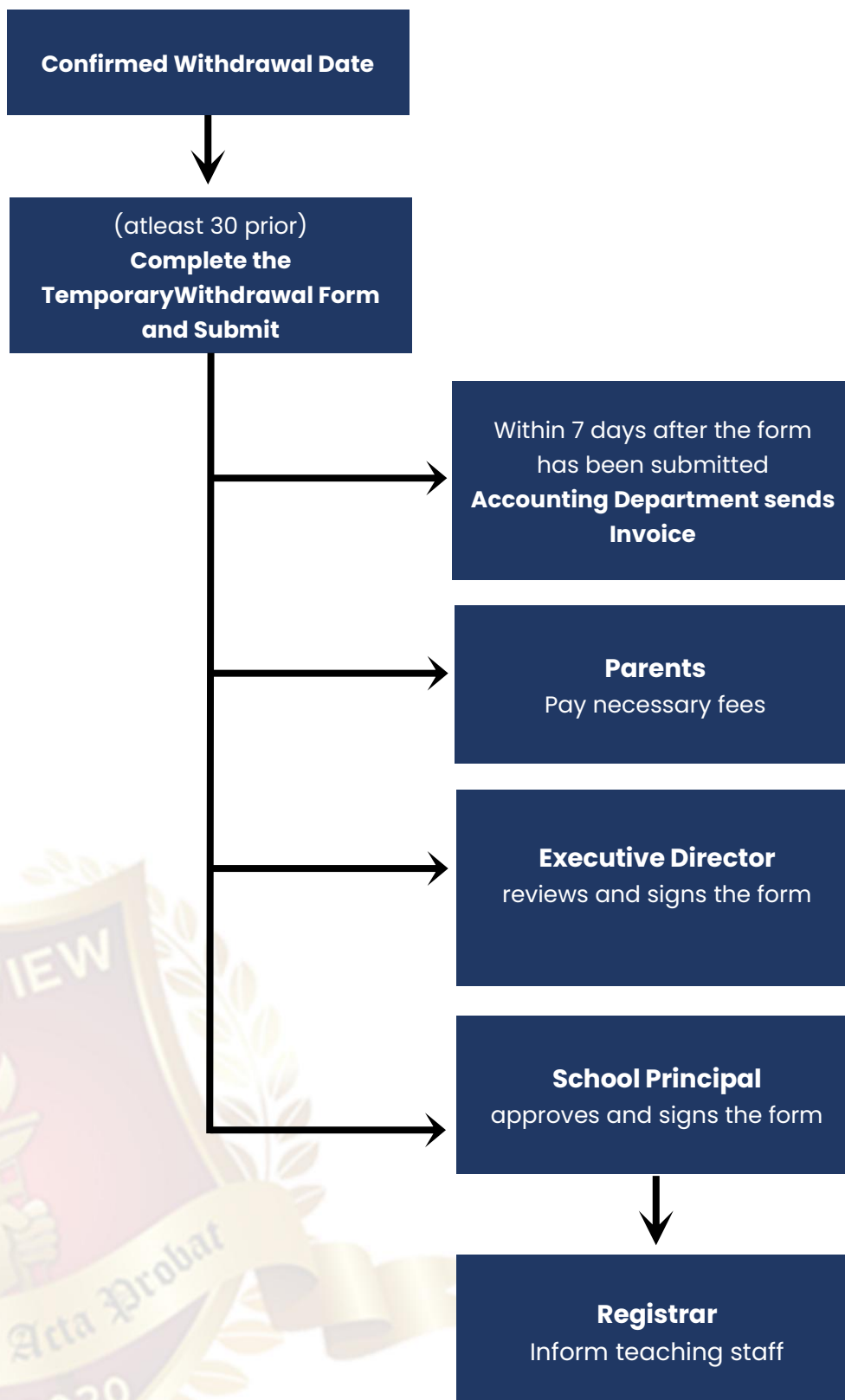
Within 30 days after the child's
last day in school

Deposit Refunded



SCHOOL FEES POLICY

Temporary Withdrawal Procedure





CRESTVIEW

INTERNATIONAL SCHOOL

Moo 1 Prommart Muang
Lopburi 15000 Thailand
+66842811464
www.crestview.ac.th
info@mail.crestview.ac.th
crestview.cvis
crestview_cvis
crestviewcvis

AD3

Student Withdrawal Form

CVIS-AD-01 Please return the complete form to the Front Office at least one semester prior to your child's last day in school.

กรุณาส่งคืนแบบฟอร์มที่กรอกเสร็จแล้วให้กับแผนกต้อนรับอย่างน้อยหนึ่งภาคเรียนก่อนวันสุดท้ายของการเรียนที่โรงเรียนของบุตรหลานท่าน

I hereby withdraw (name of child)

ข้าพเจ้าขอลาออกจากการเป็นนักเรียน (ชื่อนักเรียน)

From Crestview International School starting on

จากโรงเรียนนานาชาติเครสทวิว ตั้งแต่วันที่

Reason/s for Withdrawal

เหตุผลในการลาออก

Name of (parent/guardian) ชื่อของ (พ่อแม่ หรือ ผู้ปกครอง)

Relationship to the Child (ความสัมพันธ์กับนักเรียน)

Please send refund to the following account. I am aware that some deductions may apply such as unpaid school fees, damages, and bank charges if any.

กรุณาส่งเงินคืนไปยังบัญชีต่อไปนี้ ข้าพเจ้าทราบว่าอาจมีการหักเงินบางอย่าง เช่น ค่าเล่าเรียนที่ค้างชำระ ค่าความเสียหาย และค่าธรรมเนียมธนาคาร หากมี

Bank (ธนาคาร)

Account Name (ชื่อบัญชี)

Account No (เลขบัญชี)

Swift Code (if any)

Signature (ลายเซ็น)

Date (วันที่)

Registrar		Front office	
Child's Name		Child has paid all fees required	
ID No.		Photocopy of Parents ID attached	
Homeroom		Security Deposit	
Checklist		Deductions	
<input type="checkbox"/> ID returned	<input type="checkbox"/> Leaving Certificate		
<input type="checkbox"/> Report Card	<input type="checkbox"/> Info Portfolio		
<input type="checkbox"/> Academic Record	<input type="checkbox"/> School App Closed		
Date & Signature		Refund Amount	
		Date & Signature	

Principal	School Director
Comments	Comments
Date & Signature	Date & Signature

Please attach copy of parent's National ID and make sure to make the parent sign it. Also attach copy of transfer receipt.

Refund Transfer Date	Amount	
Bank Funds Origin	Receipt No.	



CRESTVIEW

INTERNATIONAL SCHOOL

Moo 1 Prommart Muang
Lopburi 15000 Thailand
+66842811464
www.crestview.ac.th
info@mail.crestview.ac.th
crestview.cvis
crestview_cvis
crestviewcvis

AD4

CVIS-AD-004

Prolonged Leave Form

Please return the complete form to the Front Office at least 30 days prior to your child's last day in school.

กรุณาส่งคืนแบบฟอร์มที่กรอกเสร็จแล้วให้กับแผนกต้อนรับล่วงหน้า อย่างน้อย 30 วันก่อนวันสุดท้ายของการเรียนที่โรงเรียนของบุตรหลานท่าน

I hereby apply prolonged leave for (name of child)

ข้าพเจ้าขอลาหยุดยาว (ชื่อนักเรียน)

From Crestview International School on (start and end dates)

จากโรงเรียนนานาชาติเครสทวิว ตั้งแต่วันที่ (วันที่เริ่มต้นและวันที่สิ้นสุด)

Reason/s for leave

เหตุผลในการลาหยุดยาว

Name of (parent/guardian) ชื่อของ (พ่อแม่ หรือ ผู้ปกครอง)

Relationship to the Child (ความสัมพันธ์กับนักเรียน)

Signature (ลายเซ็น)

Date (วันที่)

Registrar		Front office	
Child's Name			Child has paid all fees required
ID No.			Photocopy of Parents ID attached
Homeroom		Guarantee Deposit for Prolonged Leave Fee	
Checklist		No. of Academic Years	
<input type="checkbox"/> Academic Record	<input type="checkbox"/> School App Suspended	Amount	
<input type="checkbox"/> Report Card	<input type="checkbox"/> Info Portfolio	Date & Signature	
<input type="checkbox"/> Certificate of Good Standing			
Date & Signature			

Principal	School Director
Comments	Comments
Date & Signature	Date & Signature

Please attach copy of parent's National ID and make sure to make the parent sign it. Also attach copy of receipt.

Transfer Date		Amount	
Bank		Receipt No.	