FEES, ADDITIONAL CHARGES AND REFUNDS POLICY

for Academic Year 2026-2027

Responsibility: **Advisory Board, Headmaster, Head of Finance**

Date of AB Approval: **April 1, 2026**

Review date: **April 2026**

1. Acceptance

Denla British School has clearly defined financial and budgetary commitments, which will be most effectively supported for the education and well-being of the students through cooperation between the school and parents on financial matters. The school may conduct anti-money laundering checks for parental involvement in illegal businesses before and after acceptance. The signature of a parent on the Admissions Acceptance Form indicates that parents understand the policy and accept the terms, responsibilities and obligations of both the school and parents.

2. Payments

All **Tuition and Fee** payments should be made to the Finance Office. Contact can be made in person during the school day, or by email to finance@dbsbangkok.ac.th. School tuition and fees for each year can be paid in full on or before the published due date for the 1st term, or in three instalments on or before the published due dates for each term. A 2% discount will be applied to payment of the full year tuition and fees made in a single payment on or before the due date of 1st Term Tuition and Fees.

An Accepted offer of a student's place in the school is held available, subject to payment of Tuition and Fees. **Tuition and Fees not paid in full by the published due date may result in loss of the student's place.**

Tuition and Fees for students who start after the beginning of a term will be calculated on a pro rata basis according to the number of days remaining in the term.

3. Forms of Payment

Methods of payment are:

- **Credit Card** presented at the DBS Finance Office. A Credit Card Fee of 1 - 3% will be payable by the parent in addition to the invoiced Tuition and Fees.
- **United Oversea Bank (UOB) Credit Card** no credit card fees charged for invoices paid in full on or before 31st December 2026.
- **Cheque**
    - o Payable to Denla British International School, as named Payee. The school will accept cheques from any third party paying on behalf of the parent and student, but it remains the parents' responsibility to ensure school fees are paid before each term's due date.
    - o Post-dated cheques will not be accepted.
- **Direct Bank Deposit/Bill Payment**
- **Bank Transfer** to Denla British International School: Krung Thai Bank a/c 040-0-31628-5

**For payment by Direct bank deposit or bank transfer, a copy of the deposit slip or bank transfer must be given to the Finance Office by hand or scanned/screen image capture sent by email to finance@dbsbangkok.ac.th with the child's name and student number as reference.

4. Due Dates

The fees for each term are invoiced on and due on or before the following dates.

Payment for Term 1 2026/27: Invoice issued 29th May 2026, due date is 19thJune 2026 for students attending in 2025/26 or new students registered before 22nd May 2026.
Payment for Term 2 2026/27: Invoice issued 6th November, 2026, due date is 4th December 2026.
Payment for Term 3 2026/27: Invoice issued 26th February 2027, due date is 26th March 2027.
Payment for Term 1 2027/28: Invoice issued 21th May 2027, due date is 18thJune 2027.

For registrations after the scheduled invoicing date for all terms, invoices will be issued immediately upon registration with a due date of 14 days from the invoice date or before the start of the school.

Fees for English as a Second Language (ESL) Support and Learning Support will be billed every half

term based on hours of instruction received. Payment will be due immediately upon receiving the invoice.

Fees for all other additional programmes and supplemental services will be invoiced and due for payment at the time of registration.

5. Application Fees, Admission Fees and Acceptance Deposit

Description	Terms & Conditions	Amount	Payment Due Date
Application Fee	Not included in Term Fees. **Non-refundable.** Applicable only to new students.	THB 5,000	Immediately
Admission Fee (including waiting list fee)	Not included in Term Fees. **Non-refundable except in the case of being on the waiting list for more than 1 year without gaining a place** Applicable only to new students.	THB 220,000	Due with return of signed Acceptance Form or accepting a place on a waiting list
Acceptance Deposit	Not included in Term Fees **Refundable upon leaving the school less any outstanding charges.** Applicable only to new students.	THB 150,000	Due with the first tuition fee invoice.

6. Tuition Fees Schedule 2026/27 (all amounts in THB)

Year / Level	First Term	Second Term	Third Term	Total
Mini Dragon (Pre-Nursery)	225,400	179,700	143,100	548,200
Nursery (EY1)	250,000	199,300	158,800	608,100
Reception (EY2)	285,300	227,500	181,200	694,000
Year 1 – Year 5	339,600	270,700	215,700	826,000
Year 6 – Year 8	373,800	298,000	237,500	909,300
Year 9 – Year 11	396,800	316,400	252,000	965,200
Year 12 - Year 13	428,600	341,700	272,200	1,042,500

The compulsory annual residential is billed separately (Year 3-13) and varies depending on the location.

7. Re-enrolment Process for 2026/27

Description	Terms & Conditions	Amount	Due Date
Re-enrolment for 2026/27	Invoice and fees policy sent to parents. Payment of Term 1 Tuition and Fees		Friday 29th May 2026 for 2026/27 school year. Friday 19thJune 2026

8. Late Payment of Tuition Fees

Simple interest will be charged on a day-to-day basis on Tuition Fees which are unpaid. The rate of interest charged will be at 1.25% per month accruing on a daily basis. The parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid Tuition Fees regardless of the value of the school's claim.

9. English as a Second Language ("ESL")

The school offers both fundamental and intensive supplemental ESL programmes for students identified as needing extra ESL support during the admission process or assessment of classroom performance. The ESL curriculum leaders will provide full information for the programme, including the fees applying to the recommended course of instruction, to parents if their child is identified as needing additional English language learning support.

10. Learning Support

Children identified as needing extra learning support during the admission process or once attending the school will receive a 4-week assessment with our qualified Learning Support specialist at no charge. After discussing the assessment with parents, should additional learning support assistance be needed for the child, the fee will be as given in Section 17.

11. Shadow Teacher

Should special circumstances identified during the admission process or once attending the school require full time shadow teacher support. Arrangements and fees for that support will be discussed individually with parents.

12. Instrumental Music Lessons

The school offers optional small group and individual instrumental music lessons taught by our staff and other accomplished musicians for students wanting to improve their abilities in playing guitar, stringed/wind/brass instruments, and drums. The cost for lessons is given in Section 17.

13. Annual residential trip

The annual residential trips offer a fixed trip for each year group. **It is mandatory for students to join the annual residential**. This is the opportunity for our students to learn about themselves and develop a set of wider soft skills outside of the classroom. The cost of each trip varies according to type and nature of activities, locations and period. Arrangements and fees for trips will be communicated with parents. As this trip is part of our curriculum, we do not provide alternative onsite education if parents withdraw their child from the residential trip.

14. Other Activities and After School Activities Programmes

A variety of trips, excursions, holiday camps, weekend programmes, and other extracurricular and cocurricular activities are offered on an optional basis by the school. The cost of each activity varies according to type and nature of the activity, trip, or programme.

15. Uniform Costs

All School Uniform items must be purchased from the DBS School Shop. Certain items are mandatory and other items are optional. For further details and a full price list please contact finance@dbsbangkok.ac.th.

16. Transportation Costs

DBS provides a school bus service for its students at an additional cost. For further details and prices, please contact the school's Finance Department.

17. Summary of Fees for Optional and Supplemental Programmes

Item	Cost
Summer School	Fee to be determined according to the type, choice and length of programme.
Additional ESL Support	ESL: THB 1,250 per hour
Learning Support	4-week Needs Assessment - No Charge Learning Support Services - THB 750 per hour of support received.
Shadow Teacher	To be determined based on specific support needs.
Instrumental Music Lessons	Small group tuition (maximum of 4 students per group): THB 350 per session per student. Individual tuition: THB 750 per session per student.
Trips, Visits and Residentials	Varies according to the type and nature of trip or visit. **In year groups which attend an annual residential, this is a compulsory part of the curriculum and is billed separately.**
After School Activities (ASAs)	Varies according to the type and choice of ASA.
Holiday Camps – in Thailand and Overseas	Varies according to the type and choice of camp.
Weekend Programmes	Varies according to the type and choice of programme
IGCSE and A level examinations	Varies according to the examination board and level. The fee covers the cost for the examination paid to the examination board as well as courier, invigilation and other associated costs.

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18. Losses and Damage

Parents are responsible for damage to school property and damage to or loss of school books or loaned equipment. At the discretion of the school loss or damage will be charged to parents in addition to Tuition, Fees and other charges. Any outstanding charges for loss or damage will be deducted from the Acceptance Deposit that is refundable when the student leaves the school.

19. Withdrawal

School policy requires a minimum of one full term's notice for student withdraws/resignation. Parents must notify the school in writing by submitting the standard Resignation Form, before the start of the preceding term if they intend to withdraw their child. If withdrawal notification is not received one full term in advance, a Late Withdrawal Notice Penalty of THB 150,000 will be applied. The penalty will be invoiced immediately on receiving the Resignation Form.

Temporary Continuous Withdrawal: Subject to approval of the Headmaster, students may be temporarily withdrawn for part of the term. Parents must acknowledge that the Ministry of Education requires 80% attendance for a student to advance to the next year level. Students whose academic progress falls behind their peers also may not advance to the next year level or may require ESL or other learning support at extra costs.

• 10% of the pro rata tuition fee during the period temporarily withdrawn will be charged as a place holding fee. The other 90% will be credited to the following term.

• Alternatively, parents have the option to pay the non-refundable admissions fee of THB 220,000 upon re-enrolment given placement availability.

20. Refunds

The school will refund tuition fees with no interest under the following terms & conditions unless

determined otherwise by the School Board:

1. A refund of tuition fees cannot be claimed for casual absences, sickness, holidays, and periods of exclusion or other circumstances as judged by the school.
2. Other fees are non-refundable once the student has attended the school.
3. Tuition fees are refunded for students who are withdrawn by parents as a result of a serious disciplinary issue. This amount will be calculated on a pro rata basis according to the number of days attended during the term.
4. The school will consider requests for refunds in exceptional circumstances, e.g. long-term illness of the child, re-location to another country for work. These requests should be made in writing to the Headmaster.
5. Tuition fees paid for future terms are refunded according to the schedule below. Other additional conditions at the time of payment (e.g., discounts) apply.
    a. More than 6 months notification or the next 2 term paid in advance: 100% in cash
    b. 3-6 months notification: 75% in cash and 25% in credits for future Saturday or holiday camps
    c. 1-3 months notification: 50% in cash and 50% in credits for future Saturday or holiday camps
    d. Less than 1 month notification: 100% in credits for future Saturday or holiday camps

21. Disclaimer

The school reserves the right at its discretion to take any appropriate collection action due to non-payment of fees according to the above policy.

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