



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 September 1st)	Placement Class	Maximum (Students per Class)
Primary Years Program (Pre-K – Grade 5)		
2+	Pre-K	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)
- For entering Grade 6 up, Letter of Recommendation from Teacher and Counselor are required to be submitted with the application

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

- Applicant's age
- 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, an application would need to be resubmitted.

Admission Criteria and Process

Pre-K 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.
- Students must have attended a nursery program for at least half a 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 G 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.
- 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. ELS and/or CLS support programs may be required during the school year.

Grade 6-12 entry

- 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. 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. ELS and/or CLS support programs may be required during the school year.
- Entering Grade 6 -8, must be assessed at Phase 4 level in English based on the WIDA/Teacher assessment model.
- Entering Grade 9-10, must be assessed at Phase 6(Pre LL) level in English based on the WIDA/Teacher assessment model.
- Entering Grade 11, must be assessed at the Language and Literature level based on the WIDA/Teacher assessment model.
- Students entering Grade 11 shall not be over the age of 17 and students entering Grade 10 shall not be over the age of 16 as of August 1st of the starting year for admittance

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 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, special needs or ongoing medication which is known impact the child's potential for success in our unique multi-lingual program. In cases 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 2022-2023 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 - Grade 12.	3,000 Baht
Entrance Fee (ค่าธรรมเนียมแรกเข้า) *ชำระครั้งเดียว/ไม่คืน	A one-time non-refundable fee is paid upon acceptance of enrollment. 1st Child 250,000 Baht 2nd Child/subsequent child (25% discount) 187,500 Baht <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>	
Capital Fund (ค่าบำรุงสถานที่) สามารถเลือกได้ว่า 1. ชำระครั้งเดียวซึ่งโรงเรียนจะคืนยอดนี้เมื่อนักเรียนลาออกหรือเรียนจบเกรด 12 (หรือ) 2. ชำระรายปี และไม่ได้คืน (สำหรับนักเรียนจะเข้าชั้นเกรด 6 ขึ้นไป)	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)	400,000 Baht (or) 40,000 Baht
	<small>*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.</small>	
Damage Deposit (ค่าประกันความเสียหาย)	Refundable – One time	10,000 Baht
PTA Membership (ค่าบำรุงสมาคมผู้ปกครอง)	Per Student / Per Year	1,000 Baht

Meals (ค่าอาหาร-ต่อเทอม) - (Non-refundable)

Pre K - Kindergarten 1	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.	10,350 Baht
Kindergarten 2-3		11,250 Baht
Grade 1-2		12,600 Baht
Grade 3-5	The set lunch fee paid per semester every day. No Afternoon snack	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 either by term or annually and are non-refundable. The tuition fee is subject to yearly increases, usually at least 5% per year. Discounts on the tuition fee will apply to Concordian families as follows:

Enrollment of 3 Children: 7% discount on the tuition fees of the 3rd active child at school.

Enrollment of 4 Children: 15% discount on the tuition fees of both the 3rd and 4th active child at school.

Grade Level	Tuition Fee (Full day program)		Activity/Field Trip (see note **2)
	Per Term (2 times a year)	Per Year	One-time initial fee (the amount not used will be refunded)
Pre K -Kindergarten 1	281,100	562,200	
Kindergarten 2	312,700	625,400	10,000 Baht
Kindergarten 3	336,700	673,400	
Grade 1 – 4	356,300	712,600	20,000 Baht
Grade 5	356,300	712,600	
Grade 6 – 10 (see note *1)	394,000	788,000	40,000 Baht
Grade 11 – 12 (see note*1)	432,500	865,000	

Academic Term Schedule

1. August – January
2. January – June

Payment Schedule:

1. First Invoice issued in January - (Seat Deposit)
2. Second Invoice issued in April - Tuition fee 1st term
3. Second Invoice issued in October - Tuition fee 2nd term

Please note: Any tuition payments made after the due date will be considered late. A non-refundable late fee of 2% of the semester school fee will incur for payments made up to two weeks after the deadline listed on the invoice. Payments made two to four weeks after the deadline will incur a non-refundable late fee of 4% of the semester school fee. Proceeds from late fees will be donated to local charity.

Special Notes:

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

** 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 when enrolled. 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 K1 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 reason, 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.

Seat Deposit :

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. This is for current students. 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). Proceeds from Seat Deposit late fees will be donated to local charity.

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

Mid-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.

Methods of Payment

- **Cashier's Check/Personal Check:** The check must be from the account of the payee only and made payable to "CONCORDIAN INTERNATIONAL SCHOOL CORPORATION LTD." The check must be dated no later than the due date for the tuition fees. The charge for returned checks will be 2% of the total tuition fees amount.
- **Transfer:** The funds must be transferred to the school's account by using the payment slip attached to the invoice.
- **Credit Card:** 2% bank charge (Master/Visa/Amex), 2.5% bank charge (JCB) must be paid in cash.

Late Payments

- Non-refundable tuition fee payments received after the due date will be assessed a late fee of 2% for the first month (one day overdue of payment will be deemed as one month).
- **The late fees and the outstanding school fees must be paid within the first month. If these have not been paid within the first month, the seat will be forfeited.**
- A non-refundable seat deposit fee of 50,000 baht that is received after the due date will be assessed a late fee of 500 baht per day.
- **The late fees and the seat deposit must be paid within the first week after the due date or the seat will be forfeited.**

The School Schedule

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

	Early Years (Pre K – K3)	Primary Years (Grades 1 – 5)	Secondary Years (Grades 6 – 12)
Start of Class	8:05 a.m.	7:50 a.m.	7:35 a.m.
Flag-Raising	N/A	7.45 – 8.00 a.m.	7.35-7.45 a.m. *
Recess	9:10–10:00 a.m.	9:55–10:20 a.m.	10:35–10:50 a.m.
Lunch/Recess	11:15–12:00 p.m.	11:45–12:30 p.m.	12:45–13:25 p.m.
Dismissal	2:45 p.m.	3.10 p.m.	3:20 p.m.
After School Activities (K1-G12 only)	2:45 – 3:30 p.m.		3:30 – 4:40 p.m.

* Grade 6-8 Day L2; Grade 9-12 Day N2

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. Pre K-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. 02-034-9000).

