



Tuition Fee and Other Fees Payment Form

Date.....Month.....Year.....

Dear Director of Sarasas Ektra School

I, Mr. / Mrs. /Ms.....

Address.....

Contact No.....having relationship.....

of Mstr. / Miss. / Mr. / Ms.....

Student Year...../.....Student Identification No.....

I request for

☐ Postponing tuition fee payment of semester...../..... and
will pay in full amount totaled.....baht (.....)
within..... (date).

☐ Paying for the tuition fee of Semester...../..... in installments.
Numbers of installment
1st Installment.....baht (.....)
within..... (date).
2nd Installment.....baht (.....)
within..... (date).
3rd Installment.....baht (.....)
within..... (date).

☐ Other.....

Reasons

I fully understand and acknowledge the terms and conditions stated below.

- ◆ All documents will be kept at Sarasas Ektra School until all the fees are fully paid.
- ◆ In cases of postponement / installment payment plans of tuition fees, students can still attend classes and exams as usual but will not receive complete educational documents and certificates until payment is complete.
- ◆ If the payment is not arranged punctually, I agree that my child will be suspended from classes until the payment is completely made.

I understand and acknowledge the rules and regulations concerning payment explained at the back of this document.

Proposed for your kind approval

Signature.....Requester

(.....)In Print

...For Official Use Only...

Request no.

Official's name.....Date.....

Documents enclosed.....

Further comments.....

Tuition Fee Payment Review Result

☐ Fully Paid ☐ Pended Semester 1 /.....

☐ Fully Paid ☐ Pended Semester 2 /.....

Further comments.....

Signature.....Date.....

Financial department's Opinion

☐ Granted ☐ Rejected

Further comments.....

Signature.....Date.....

In case of rejection the results of the request have been notified to the parents, which the parents

☐ Acknowledge ☐ Request to reconsider

Further comments.....

Notifier.....Date.....

Vice Director's Opinion

☐ Granted ☐ Rejected

Further comments.....

Signature.....

...../...../.....

Director's Opinion

☐ Acknowledged ☐ Granted ☐ Rejected

Further comments.....

Signature.....

...../...../.....

1. Tuition Fee Payment Channel

Parents can pay tuition fee via 2 channels :

1. Contact to pay at the Administration Office
2. Pay through School Bright Application

Payment Methods	Additional Fees	Payment Channels	
		Pay at the Administration Office	Pay via the School Bright Application
1. Cash	-	✓	✗
2. Pay Through QR Code System	-	✓	✓
3. Pay by Visa, Master Credit Card issued only in Thailand are permitted. Diner, Amex, JCB, Unionpay and Credit cards issued by foreign Banks are not accepted.	1.7%	✓	✓
4. Pay via credit card, Kasikorn Bank, can choose to pay in installments 0% for 3 months. *Only Full amount payment.	1.7%	✓	✗

2. Resignation

To have students withdrawn from the school, please submit the resignation form to administration offices within the following due dates.

- ◆ To notify for discontinuing semester 2, please submit the form within 30th September of the current academic year.
- ◆ To notify for discontinuing the next academic year, please submit the form within 30th April of the current academic year.

Exception: Students in KG.3, Year 6 and 9 are required to adhere to the rules, regulations, and due dates specified in the study continuation form given out in each academic year.

Remark: Submission of resignation notice forms later than date specified is considered as illegitimate resignation according to school policies.

3. Collection of educational documents and student status certificates

All documents can be collected only after 1) students follow the school policies regarding legitimate resignation stated in the rules and regulations of resignation (number 2 explained above) and 2) all education fees and charges are completely paid.

Remarks: Only parents who enrolled the student are granted to submit a request, otherwise a Power of Attorney and a copy of parents' identification card are required.

Signed.....Requester

(.....) In Print