



Tuition Fee and Other Fees Payment Form

...For Official Use Only...

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

Request no.

Dear Director of Sarasas Ektra School

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

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

Documents enclosed.....

Address.....

.....

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Further comments.....

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

.....

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

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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

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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

Tuition Fee Payment Review Result

Fully Paid Pended Semester 1 /.....

Fully Paid Pended Semester 2 /.....

Further comments.....

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

Vice Director's Opinion

Granted Rejected

Further comments.....

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Signature.....

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

Director's Opinion

Acknowledged Granted Rejected

Further comments.....

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Signature.....

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

Remarks: Only parents are granted to submit a request otherwise A Power of Attorney and a copy of parents' identification card is required.

Rules and Regulations of Tuition Fee Payment / Resignation from the School / Educational Documents Collection

1. Channels of payment

1.1 Payment can be made in cash.

1.2 Pay by a cashier's check /crossed bank's check paid on behalf of Sarasas Ektra School

To pay by check, please follow the rules listed below.

- Put the payment date (prepaid cheques are not accepted.) ** Checks that are crossed out, with corrected information or numbers, or are folded will not be accepted according to an announcement made by the Bank of Thailand.
- Please clearly write the student's first name, surname, and valid telephone number at the back of the check.
- Any checks from provincial branches may have additional collection charges incurred.

1.3 Transfer to SCB Bank Account number: 031-403051-9, Account name: Ms. Siriporn Samrit and / or

Ms. Nutcharee Khajornsirithanapong. After, please email the paying-in slip to tuitionfee@ektra.ac.th otherwise the payment will be considered incomplete as school cannot verify the payment and the receipt cannot be issued.

1.4. Pay by a credit card/ Visa / Master Card (with additional 1.5% charges incurred). Please note that we do not accept Diners and Amex Card.

1.5 Pay by the QR Code.

- For payment by credit cards or QR Code (at administration offices), and all GAC Curriculum Charges must be paid separately in cash.

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 2/2021, please submit the form within 11th October 2021.
- ◆ 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.
- For payment by checks, documents can be collected in 5-7 days after arranging payment.

Signed.....Requester

(.....) In Print