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## **TERMS & CONDITIONS OF PAYMENTS**

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### **Registration Fee**

This should be paid as soon as a place is made available for your child and will secure a place for your child for one year only from the date the registration fee is paid and until the term fee is paid. It is not refundable.

### **The Supervision and Equipment Fee**

This should be paid by the deadline stated on the invoice. If a place for the coming term has been requested and, for any reason, the child will not continue in the coming term, written confirmation is required before the deadline for payment stated on the invoice. Failure to do this will result in a charge of 25% of all fees due.

### **Overdue Payments**

An interest of 1.5% per month will be charged for all late payments. All payments should be made in Thai baht. Cheques which are not paid by the overdue date will be liable for the "overdue charge". If a cheque is returned un-collected a charge of 300 baht will be added to the invoice.

### **Transportation fees**

These may be prorated based on the months of attendance. No rebate can be made for cancellation after the term ends.

### **Proration of Fees**

Students leaving the playgroup within one calendar month of the beginning of term may claim a rebate of 50% of the supervision and equipment fee.

Students joining the playgroup during the last calendar month of the term may pay only 50% of the term fee. [No allowance can be made for children taking holidays during the term time].

If a parent decides to transfer a child to another school after the first day of term, no rebate of fees can be given.

Notice of intention to withdraw a child from the playgroup should be given in writing one month in advance.

There are three terms in one academic year.

A Summer Camp is usually held in July/August, details of which will be issued during the third term.

### **Method of Payment**

- 1) Cash
- 2) Cheque payable to "Noddy Playgroup"
- 3) Bank transfer (Payer is responsible for any transfer fee incurred)  
Bank: Siam Commercial Bank, Chan Road  
Acc. Name: Noddy Playgroup  
Acc. No.: 031 2 10140 3 (Pls. fax receipt slip + child's name)

**ALL FEES SHOULD BE PAID BEFORE THE FIRST DAY OF THE TERM.**

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I have read the above terms and agree to abide by them: \_\_\_\_\_

( \_\_\_\_\_ )

Date \_\_\_\_\_