RUGBY SCHOOL
THAILAND

Terms and Conditions of Enrolment

a) All holders of parental responsibility for the child named above have signed this Acceptance Form and that no one else holds parental responsibility;
b) To notify the School immediately of any change of address, contact details or family circumstances;
c) Any current or prior learning, social, physical, psychological, medical or other needs (such as dyslexia, dyspraxia, attention deficit disorder, visual or hearing impairment, or any condition requiring the use of a wheelchair) have been fully disclosed and discussed with the School, and we acknowledge that failure to have done so may jeopardise your child's enrolment at the School;
d) In line with child safeguarding best practice, the School may request references or information from your child's previous school, and enrolment is conditional upon receiving satisfactory information. This may include health and behaviour records. The School may also share similar information with future schools in accordance with safeguarding and data protection requirements, referencing Section 24 (2) and (5) of the Thailand PDPA, which permits disclosure where necessary to prevent or mitigate danger to a person's life, body, or health.
e) Unless otherwise notified to the School in writing before signing this Acceptance Form;
    i. there are no court orders in place in respect of the care or living arrangements of your child or the payment of fees for his/her education;
    ii. any information or circumstances about or relating to us and/or your child that has previously been notified to the School (including on the School's Application Form or otherwise as part of the School's registration and admissions process) is and remains complete and accurate as at the date when we sign this Acceptance Form; and
    iii. our child has the right to enter, live and study in Thailand.
f) While your child remains a student of the School, we will exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during School hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School. We cannot accept any responsibility for the welfare of your child while off School premises unless he or she is taking part in a School activity or otherwise under the supervision of a member of School staff. The School shall adhere to and comply with the UK National Minimum Standards for Boarding Schools (applicable from time to time) published under the Children Act 1989 (as amended and superseded);
g) We understand Rugby School Thailand is a British International School guided by UK legislation and as such request that you adopt positive discipline strategies at home, avoiding all forms of physical punishment.

Furthermore, by signing this Acceptance Form on page four, we firmly and fully agree:

h) To be bound by the present and future rules and regulations of the School, and that our son/daughter will be bound by those rules and regulations;

i) To withdraw my/our child if requested by the School if:
   i. full disclosure of needs or circumstances was not made or
   ii. the School feels that my/our child is not able to access the curriculum, or
   iii. he/she has engaged in a serious breach of the School Code of Conduct;

j) To encourage our son/daughter to participate fully in all aspects of the life of the School and uphold its ethos and expectations;

k) To be courteous in our approach to staff when enquiring about our child;

l) To not cause a disturbance at the School which harms the emotional well-being of any child at the School;

m) To allow my son or daughter to be part of our 'random' and 'for cause' drug testing programme, as outlined in the School's 'Unsanctioned Substance Policy';

n) The School will provide up to 3 Adult ID Cards per family free of charge; a fee of 250 baht will be charged for additional or lost cards.

o) When visiting the School all adults must:
   iv. wear your ID badge with correct colour lanyard so that it is clearly displayed at all times;
   v. ensure that you are not alone with any students other than your own child(ren);
   vi. avoid physical contact with students;
   vii. use only designated adult facilities, not student facilities (e.g. toilets, changing rooms).
   viii. Report concerns about a child's welfare, or if a child discloses that they are suffering abuse or reveals information that gives grounds for concern. Visitors must pass on the information immediately to a member of staff;
   ix. do not accept money or gifts from students, or offer money or gifts to students;
   x. seek permission from a member of staff before taking images/videos of students;
   xi. do not approach someone else's child to discuss or chastise them because of the actions of this child towards their own child (such an approach to a child may be seen to be an assault on that child and may have legal consequences);
   xii. do not smoke and consume alcohol or other drugs whilst on School property;
   xiii. do not record private meetings on devices without the consent of the staff member delivering the meeting.

p) To provide our son/daughter with the correct uniform and ensure that it is worn correctly to School and at all School occasions and functions where required;

q) To not use tracking devices on a School bag/other items with audio and/or visual function activated;

r) To follow guidance on appropriate use of social media and not use social networking and/or messaging sites to:
   i. make allegations or insinuations about students at the School;
   ii. make complaints about the School/staff at the School;
   iii. make allegations or insinuations regarding a member of staff at the School;
   iv. post comments which could cause direct damage to our School Community.

s) To be responsible for the insurance of our son/daughter's personal property whilst at the School or on the way to or from the School or any School-sponsored activity away from the School premises;

t) To our liability to pay such fees and charges as are sent by the School;

u) To acknowledge that the School provides accident insurance for students when the School is in session and students are taking part in School-led activities only, and does not provide any other medical insurance. All other medical costs incurred, either in or out of School, are the responsibility of parents.

v) To authorise the School, in the event of your son/daughter suffering from sickness or injury, to take such action as it deems necessary to obtain medical and/or hospital care and attention, after making all reasonable attempts to contact parents and/or guardians, and to indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

w) Upon request, pay a non-refundable Acceptance Fee of 200,000THB and a refundable Student Deposit of 100,000THB for each child enrolling.

x) The refundable deposit will be forfeited if you withdraw your son/daughter less than two months before his/her starting date.

y) Families must pay full fees, including any bank charges incurred, at least 14 days before each term begins.

z) Fees and charges paid after the due date will be subject to late payment charges and/or daily compound interest.

aa) In the event of any terms' fees and charges not being paid by the due date, the School reserves the right to require that the student be withdrawn from the School pending payment of the outstanding fees and charges.

bb) All separately charged individual activities or lessons requested by parents or guardians will be payable if offered by the School irrespective of whether your son or daughter attends or not. If the School is unable to offer an activity or lesson, we will not charge for it. However, if your child does not attend an offered an activity or lesson, then the parent or guardian will be liable for the cost of the session.

cc) While the School will use its reasonable endeavours to educate the student, the School will not be liable for any failure of a student to attain any academic or other standard.

dd) Any liability of the School to the student or parents shall be limited to the aggregate amount of fees paid in respect of that student.

ee) A student's inclusion in (and payment for where applicable) English as an Additional Language, Learning Support, Speech & Language Therapy or any other support programme, if recommended by the School after discussion with parents and relevant parties, may be necessary so that the School can provide adequately for a student's special educational needs.

ff) Parents will be asked to withdraw the student, without being charged fees in lieu of notice, if, in the professional judgement of the Principal and after consultation with the parents and with the student (where appropriate), the School cannot provide adequately for a student's special educational needs eg if the level of specialist expertise is beyond that which the School is set up to provide, or if parents are unwilling to comply with a recommendation from the School that the student be included in an extra support programme. The costs of extra support provided by the School will usually be charged to the Parents.

gg) Throughout the admissions process, the School may collect/use personal data of students and parents/guardians. All personal data collected will be used solely to provide necessary services and data shall be retained within the guidelines set in the School's Data Retention Policy.

hh) We believe showing our students in the context of the School's environment helps inform our community and promote our School. Students may be photographed or filmed for School publications, such as the School's newsletter, website and social media, or to promote the School in other on and off line media. These images may be taken whilst your child is participating in School functions, events or classes and may be included in print or electronic media. By signing this Acceptance Form you are consenting to these images being shared for School purposes. If you would like to withdraw your consent for this at any time, please email admissions@rugbyschool.ac.th.

ii) The School will share appropriate data with the Rugbeian Society and Rugby UK for alumni management and communication.

jj) To permit the School to use photos of you and your child with our facial recognition systems that provide automatic access to the School at prescribed times.

kk) Pro rata fees are not available. Unless under exceptional circumstances approved by the Principal, full term fees apply to all students enrolled in the School regardless of absence or if withdrawing during a term

ll) To withdraw your son or daughter from School, parents/guardians must give **one full term's notice by email directly to** admissions@rugbyschool.ac.th. Only **written notification** sent directly to the Admissions Office can be considered as official notice of withdrawal. Failure to do this will result in a late withdrawal fee of THB100,000.

mm) To reduce the number of days your son or daughter boards at Rugby School Thailand without incurring unwanted boarding fees, **parents/guardians must give a minimum of a half-term's notice in writing to** admissions@rugbyschool.ac.th. All other forms of notice can not be accepted, and full fees will apply until the end of the half-term's notice period.

nn) Pro rata fees for students joining a boarding house during a term are available. However, no refunds can be provided for any night/s spent away.

oo) Refunds are not available if a student leaves boarding in the middle of any fixed boarding period without correct notice.

pp) From time to time and in cases of force majeure, parents/guardians agree it may be necessary for the School to make changes to aspects of the School. This may include changes to the curriculum or the manner in which education is delivered to your child, for example, if the School is required to close its premises and move to remote learning.

qq) The School reserves the right to change or add to these Terms and Conditions and will provide at least one full School Term notice of changes to parents before the changes take effect.