



Invoices

One month before the end of each term, invoice for the next term will be sent out. As invoicing will be based upon attendance during the current term, please inform the Admissions Department immediately should any changes be required. If you do not receive your invoice by the above time period, please contact the Admissions Department.

Refund Policy

- **90%** of the tuition fee is refundable if withdrawal is done before school starts.
- **80%** of the tuition fee is refundable if withdrawal is done during the first week of school year.
- **60%** of the tuition fee is refundable if withdrawal is done during the first 2 weeks of school years
- **NO refund** is given if withdrawal is done after 2 weeks of school.
- **NO refund** is given for booking fee.

Method of Payment

- i) Cash
- ii) Banker Draft made payable to "MBf Taylors Limited." Please include an additional 0.2% for bank charges (Locally [Ban Chang & Rayong] issued draft excepted)
- iii) Personal or company cheque made payable (as above). The cheque should be cross // 'AC Payee only'. Please include an additional 0.2% for bank charges (Locally [Ban Chang & Rayong] issued draft excepted)
- iv) Bank transfer to: **MBf Taylors Limited**
Saving A/C No: 605-2-02855-5
 Bank: **Thanachart Bank, Rayong Branch, Thailand**

If payment is made by bank transfer, kindly fax a copy of bank transfer slip to the Admission Department with the name of the student written clearly. (038) 030 806

Overdue Payment

All late payment will be subject to a penalty interest charge.

Discount*

- i) Discount for the second, third or subsequent child:

Second Child	10% discount for the tuition fees
Third Child/Subsequent Child	15% discount for the tuition fees
- ii) A full year's tuition fees paid in advance entitles the student to a 3% discount.

*** Companies receiving corporate rates are not entitled to these discounts.**