

## Fee Structure 2023/2024

### Education Fee Terms and Conditions

This document explains the education fee terms and conditions for all families. At Steps, our trainees come first, and the structures and flexibility we offer families hopefully reflects that. We recognise there is not one path for all learners and that collaboration between the individual, the family, and the specialists is imperative for preparing our trainees for their futures.

### Programme Overview

Programme	Length	Focus
<a href="#">First Steps</a>	1 year / until 18 years	Life Skills
<a href="#">Next Steps</a>	1-2 years	Preparation for the Future
<a href="#">Future Steps</a>	1-2 years	Transition to Employment
	6 months (Centre: Sasin)	Transition to University or Employment

The programmes are designed to ensure each individual has the appropriate amount of training and support to achieve their potential and find a fulfilling and meaningful career or further education pathway.

In the case your intention is for your family member to attend part time (minimum 3 days per week) and they are also attending another education programme or work placement, we also need to talk with that school or employer, and to be able to have contact on an ongoing basis.

### Internships

It may be that your family member begins an internship during their programme at which point education fees may decrease. Whilst each internship is different, typically we will need to support the trainee and employer for at least the first 3 months, after which, if the support decreases, we begin to amend fees to a daily rate (i.e 3 days at the training centre and 2 days of internship).

Before an internship begins, it may be recommended that your family member does an internal work experience and/or internship placement at one of Steps work sites. Fees will not be reduced during internal internships as full support is still in place.

In some cases, trainees/graduates may be offered paid work at one of our work



sites at which point fees would be reduced to the number of days they attend the training centre.

There are many reasons for trainees to continue at the training centre after securing either internal or external paid internships including wanting to finish or complete more qualifications, social time, experiencing other types of work, ongoing mentorship from job coaches, and routine.

**Sickness**

If your family member is unwell and misses time from the centre or their work placement, we will do our best to help them catch up. Education fees will not be refunded for days missed due to sickness and the days cannot be made up. If your family member is in paid employment or an internship, they will need to let their employer know they are sick and need to take leave.

**Holidays**

For trainees attending the training centre, there are 9 weeks of holiday per year. Additional holidays can be taken but these days will not be made up or refunded. As much as possible, we discourage additional holidays as we are working to prepare trainees for employment.

For trainees already in an internship or employment, they will need to check the holiday conditions from their employer and be sure to follow them carefully.

**Payment Schedule**

Education fees are calculated on an annual basis and include all term breaks and public holidays.

Before enrolment, we need the potential trainee to spend at least one full day with us so we can assess whether our programme is suitable. Before the trial day can be organised, we require a meeting with the family alongside having some paperwork completed.

**Enrollment Fee – 25,000 baht**

This is a one-time non-refundable fee payable on entry to the programme. Any person attending more than 2 days a week must pay the enrollment fee also.

Compulsory	Fee	Payable
Trial day	2,500	Before the trial (will be deducted if trainee enrolls)
Enrolment Fee	25,000	At enrolment time



### Programme Fees and Dates

Families enrolling their family members full-time understand the programme is a minimum of 1 year long and the programme runs over 41 weeks. Please be reminded that if you decide to take your family member out for an additional holiday, these days will not be refunded/deducted. This is the same for families attending 3-4 days per week.

Please refer to the calendar to check when your family member has time off.

Centre: Ekamai 10 and Sasin School of Management*		
Programme	Annual Fee**	Payable
Full time	500,000	125,000/Quarter
4 days per week	421,480	105,370/Quarter
3 days per week	330,868	82,717/Quarterly

\* Full time fees at the Ekamai 10 and Sasin Centres are inclusive of input from the following specialists:

- Speech and Language
- Occupational Therapy
- Cognitive Behavioural Therapy
- Psychologist
- Mental Health
- Inclusion

Centre: St.Andrews Sukhumvit 107		
Programme	Annual Fee**	Payable
Full time <a href="#">(Next Steps at 107)</a>	750,000	250,000/Term

\*\*All fees are subject to VAT

### Fees are inclusive of:

- Qualifications and certification
- Uniform (3 t-shirts and 1 apron)
- Break time snack

### Additional fees:

- Counselling services (1000 baht per session)
- Play Therapy (1000 baht per session)
- Speech and Language Assessment (18,000 baht)
- Occupational Therapy Assessment (18,000 baht)



## Declaration

As the parent/guardian of ..... I hereby accept the education fee terms and conditions presented in this document. I commit to honouring these terms which in turn help the Steps team provide the highest standard of education and support to my family.

.....

Signature

.....

Print Name

