



Bangkok Patana School
The British International School in Thailand
 Established 1957

APPLICATION AGREEMENTS AND INDEMNITY

Child's Name: _____ *(please complete child's name)*

GENERAL

In making this application I agree to:

1. Provide accurate and complete information in my child's application including recent school reports and the full disclosure of any current or prior learning, social or other needs.
2. Withdraw my child if requested by the School in the event that full disclosure was not made or if the School feels that my child is not able to access the curriculum, or he/she has severely breached the School disciplinary code(s) of conduct.
3. Provide a copy of all required documents, including a doctor's letter and my child's valid non-Immigrant visa (for non-Thai nationals) before my child starts school.
4. Ask my child's current school to send a Confidential Recommendation and independent writing sample to Bangkok Patana School as required for the admissions process.
5. Authorise Bangkok Patana School to contact my child's current school for additional information if required.

FINANCIAL AGREEMENTS

In making this application I agree to abide by the financial policies of the school which exist at the time of this application and as announced from time to time thereafter, including but not limited to the following:

1. To pay an application fee of THB 5,500. This fee does not guarantee acceptance and is not refundable.
2. To make a non-refundable initial tuition fee payment of THB 50,000 upon acceptance in order to secure a place.
3. To pay all school fees (including non-refundable Entrance Fees) at least 3 working days prior to my child's starting date for new admissions.
4. To provide a Letter of Guarantee from my employer if they will be responsible for all or part of my children's school fees, and to update the School in the event of any changes.
5. To pay all subsequent school fees by the due date set out in the School Fee Announcement.
6. In the event of late payment of fees, to pay a minimum tuition fee of THB 50,000 by the invoice due date to confirm my child's place for the subsequent term.
7. Fees paid after the invoice due date will be subject to late payment charges.
8. I acknowledge that fees will not be prorated for staggered or delayed start dates, and no refunds will be provided for periods of absence.
9. In the event of damage to or loss of school book(s) or equipment in my child's care, I will reimburse the school for the replacement cost of the lost or damaged item(s). I understand that invoices for resources not returned by the stipulated deadline must be paid, even if the items are subsequently found, as the school will have already ordered replacements.

10. To utilise all credit on our Patana Cards prior to expiry or cancellation. If unused credit remains on the card, I consent to the School keeping such unused credit.
11. That the School will exclude my child if for any reason I have not met any of my financial obligations set out above.

WELL-BEING

In making this application I agree to:

1. Inform the School Admissions Office and Class Teacher / Tutor immediately of any change in family circumstances, living arrangements or custody agreements.
2. Ensure that my child is residing with a Parent/Legal Guardian or Appointed Guardian at all times. Any exceptions to this must be discussed and agreed with our Senior Leadership Team. For any periods of short absence, I will appoint a Temporary Guardian and inform the School in advance by submitting a Notification of Temporary Guardianship form to the Admissions Office.
3. Familiarise myself with, and abide by, the policies of the School as described in the various handbooks, and to support the School's pastoral policies.
4. Provide the School with up-to-date medical information (including allergies, vaccines and any prescribed medications) for my child and to update this as requested and in the event of any changes.
5. Ensure that for the period my child is at school I will have adequate personal medical and accident insurance coverage for my child to cover the cost of any incidents that result from a normal or foreseeable risk of any activity in school.

CONFIDENTIALITY BETWEEN PARENTS AND SCHOOL

We take student confidentiality very seriously and will only share information about a child with their own parents or an agreed legal guardian. Where necessary, the school may also share information where required under law, or to meet contractual obligations between parents and the school, or to respond to official authorities such as government ministries, police, or to outside agencies for reasons pertaining to the health, medical or wellbeing of a child.

Likewise, we ask that parents do not breach confidentiality by sharing information about another family or student, except with Patana staff who have a direct professional role in relation to the student. This includes making comments about another family or student via social media or messaging platforms.

Parents are not permitted to share photographs or videos of the school, staff, or students at school with the press, without prior written permission of the school.

SHARING CHILD PROTECTION INFORMATION

Following a successful application, we will contact your child's current school to ask whether there are any Child Protection or Safeguarding concerns. Any Safeguarding records will only be accessed by a Bangkok Patana Designated Safeguarding Lead unless it becomes necessary to discuss these records with an appropriate agency. Bangkok Patana School will ensure that personal data is shared in accordance with statutory obligations set out in the Thailand Personal Data Protection Act (PDPA). The school will ensure that safeguarding information is always shared lawfully for the purposes of keeping children safe from harm, neglect or other forms of abuse.

PERSONAL DATA PROTECTION

The personal data provided in this application will be collected, processed, and shared with authorised Bangkok Patana School employees for the following purposes:

- To assess and manage applications for admission.
- To provide support for health, welfare and safeguarding of children.
- To facilitate learning and development.
- To communicate with parents/legal guardians regarding your child's wellbeing, academic progress, and other relevant matters.
- To contact parents/guardians/employers (as applicable) for billing and other finance-related purposes.
- To share school newsletters, updates, and other marketing-related information.
- To assess and improve the quality of our services.
- To meet the statutory duties placed upon us.

Personal data will not be shared with external parties except in the case of:

- Payment details (with banks to facilitate payments).
- Medical, health or safeguarding information (with external medical, healthcare, or safeguarding professionals where necessary).
- Special requests from legal authorities such as the Police or Government bodies where necessary.
- Parental requests to provide references, recommendations, reports or transcripts to a new school or university.
- Enabling the performance of the contract between parents and the school.

The School may transfer or share personal data with the following categories of recipient:

- Data processors such as EdTech providers and other parties assisting with the provision of education and support services.
- Government or public authorities
- External health or medical providers.
- Other schools or organisations for references or educational information.

Photographs and Digital Media:

On a regular basis we take photographs, videos and audio recordings (digital media) of our students' learning. Our lawful basis for processing this information is consent and/or legitimate interests. Our legitimate interest in using this digital media is for classroom displays, to celebrate student achievement and to promote the school through our school publications and media channels. We will always seek your written permission before we include a named photo of your child in any media exposed to the public or for any advertisement where your child is the focus. We also follow our Safeguarding Policy regarding media comprising students that are shared through our school media channels.

It is entirely at your discretion whether to provide consent. Refusal to consent will simply mean that the student will not be photographed/video-recorded while they are at school, unless for specific use within the classroom for learning. You are able to withdraw your consent at any time by emailing the school's Data Protection Officer at dpo@patana.ac.th.

Personal data will be retained as follows:

- For applicants who proceed to study at the school, personal data and any hard copies of academic records will be kept in the student file and retained for 15 years after the student leaves the school.
- Information provided in the application and online copies of school reports and transcripts will be maintained online indefinitely in compliance with guidelines from the Ministry of Education and the Office of the Private Education Commission.
- Safeguarding information is kept for 25 years from date of birth.
- Payment data is kept for 10 years after the last transaction.
- Medical information will be retained for 5 years after the student leaves the school.
- For applicants who do not proceed to study at the school, the data will be destroyed/deleted once the child is no longer eligible to reactivate their application.

Your rights to data:

Under Thailand's Personal Data Protection Act BE 2562, all individuals have information rights which are as follows:

- Right to be informed about how personal data is used.
- Right to access or request a copy of personal data processed by the School.
- Right to rectification of incomplete, inaccurate or incorrect personal data.
- Right to erasure where personal data can no longer be reasonably held by the School.
- Right to object, opt-out, restrict or withdraw consent.
- Right to data portability to transfer personal data in a structured electronic format.
- Right not to be subject to automated decision making
- Right to lodge a complaint with the Thai data protection authority.

Please contact our Data Protection Officer at dpo@patana.ac.th for more information.

The Data Controller is Bangkok Patana School, 643 LaSalle Road (Sukhumvit 105), Bangna Tai, Bangna, Bangkok 10260, Thailand.

DIVERSITY AND INCLUSION

Bangkok Patana School is a diverse organisation and we are committed to making it a safe and welcoming, inclusive community. As such, we expect all members of the community to demonstrate empathy and understanding for others and to respect the differences between us at all times.

WITHDRAWAL POLICY

I will provide written notice of withdrawal by submitting a Notification of Withdrawal Form to the Admissions Office. I will provide at least half a term's notice in Term 1, and a full term's notice in Terms 2 or 3. I understand that late withdrawals will be subject to a late withdrawal fee of THB 50,000 per student.

I further acknowledge that the School will provide references only in the form of closed references, sent directly to the receiving school. By requesting that teachers or staff complete such references, I consent to the School sharing information as appropriate with the receiving institution.

Sharing Child Protection/Safeguarding Information:

Please note that we may be asked by the receiving school to share any Safeguarding records of your child. In such an event, we will share the records only to achieve safeguarding purposes. We will not share the Safeguarding records without your consent, except in an exceptional case where the legitimate interest of the child is proved to override the rights and interests of others and/or where the laws require us to do so. If any Safeguarding records are to be shared, they will only be shared with the receiving school's Designated Safeguarding Lead. Bangkok Patana School will ensure that personal data is shared in accordance with statutory obligations set out in the Thailand Personal Data Protection Act (PDPA).

If you have any questions or concerns about the sharing of Child Protection/Safeguarding Information, you may contact our Data Protection Officer at dpo@patana.ac.th.

INDEMNITY TO BANGKOK PATANA SCHOOL

I agree to my child, _____ *(please complete child's name)*, being included in any activities and events organised by the school while s/he is attending Bangkok Patana School.

In the event of any accident or injury relating to my child or the property of my child whilst at school, using School Transport or attending any event/activity organised by school, I will not hold the school or any member of the school staff responsible. The School or the Bangkok Patana School Board or the Bangkok Patana School Foundation Board will not be held liable for costs associated with any accident or injury that may occur.

I understand the School will not cover medical costs arising from incidents that could occur as a result of a normal or foreseeable risk associated with taking part in any event/activity within or outside the curriculum.

In signing this indemnity, I understand that in the event of an emergency every effort will be made to contact parents. If parents cannot be contacted my child will be taken to a suitable hospital for treatment. I will be responsible for any costs associated with the treatment of my child resulting from any incident that was a normal or foreseeable risk of the activity.

In signing below, I confirm that I have understood and agreed to the conditions and indemnity as detailed above.

Parent/Legal Guardian:

Print Name: _____

Signature: _____

Date: _____

Relationship to child: _____