Fee Structure 2024/2025

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
First Steps	1 year / until 18 years	Life Skills
Next Steps	1-2 years	Preparation for the Future
Future Steps	1-2 years	Transition to 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.

Compulsory	Fee	Payable
Trial day	2,500	Before the trial (will be deducted if trainee enrols)
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.

Education and training fee

Ekamai 10 Campus: Life skills, Preparing for the future, Transition to Employment		
Programme	Annual Fee*	Payable
Full time	515,000	128,750/Quarter
4 days per week	435,000	108,750/Quarter
3 days per week	345,000	86,250/Quarterly

**All fees are subject to VAT*

Fees are inclusive of:

- Qualifications and certification
- Uniform (3 t-shirts and 1 apron)
- Break time snack
- ***For full-time fees,*** input from the following specialists can be included when necessary:
    - Speech and Language Therapy
    - Occupational Therapy
    - Cognitive Behavioural Therapy
    - Psychologist and Mental Health
    - Employment and Inclusion

Fees are exclusive of:

- **Lunch** (optional): Our healthy lunch is freshly cooked by our in-house chef and is available for 80 THB.
- **Day trips** (bi-weekly): We take trainees out on community trips to practise various skills such as using transportation, ensuring safety, and handling money. We budget less than 350 THB per trip.
- **Residential trip** (annually): Our residential camp occurs once a year. This camp

allows trainees to develop independent skills, spend time with others, and apply knowledge and skills in real-life settings. The cost of this trip is usually 9,000-12,000 THB.

**These are estimated prices for residential and day trips. Steps reserves the right to change the price if the actual cost incurred varies from this estimate.*

Method of Payment for Ekamai 10:

Payment via Bank Transferring : See bank details below
Account Name: Steps Consulting
Saving Account Number:
Bank Name: Siam Commercial Bank PCL (Sukhumvit 71 Branch)
Swift code: SICOTHBK
Branch code: 0071

St.Andrews Sukhumvit 107 Campus: [Next Steps Programme]		
Programme	Annual Fee*	Payable
Full time	750,000	250,000/Term

**All fees are subject to VAT*

Fees are inclusive of:

- Qualifications and certification
- Input from the following specialists can be included when necessary:
  - Speech and Language Therapy
  - Occupational Therapy
  - Cognitive Behavioural Therapy
  - Psychologist and Mental Health
  - Employment and Inclusion

Fees are exclusive of:

- **Canteen fee** (optional): 22,700THB/annual

Due date on fee payment: The estimated due dates for tuition fees payment for the 2024-2025 academic year are as follows

- Term 1: 14th June
- Term 2: 13th November
- Term 3: 14th March

Methods of Payment for S107: Please refer to the St.Andrews Sukhumvit 107 invoice

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)

Supported Employment Fee

Supported employment is the term used for anyone who is able to access employment and that who still needs some support. That support might be in the form of training or guidance for the manager who works with the trainee, supporting the trainee directly, changing systems/tasks/environments in the workplace to meet the trainee's needs, upskilling, as well as some other areas.

For trainees whose goal is to move into a form of employment, it is likely that for at least the early stages of employment, they will need some support from our specialists and job coaches. This support may reduce in the future, or it may be the appropriate amount. This will be reviewed on a quarterly basis by our specialist with input from parents/guardians and the trainee.

Internal and external employment/internship	
Specialist rate/hour	Job Coach rate/hour
7,000	3,000

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

Steps Calendar 2024-2025

Steps Training & Education

2024-2025	MON	TUE	WED	THU	FRI	SAT	SUN	IMPORTANT NOTES
January 2024	1	2	3	4	5	6	7	1/1 - New Year Day
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
Febuary 2024				1	2	3	4	
	5	6	7	8	9	10	11	10/2 - Chinese New Year
	12	13	14	15	16	17	18	12/2 - Substitution for Chinese New Year (Steps open)
	19	20	21	22	23	24	25	19-23/2 - Half-Term break, 23/2 - Makha Bucha Day (Steps closed)
	26	27	28	29				
March 2024					1	2	3	1-3/3 - Professional day (Steps closed)
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
April 2024	1	2	3	4	5	6	7	6/4 - Chakri Day
	8	9	10	11	12	13	14	8-19/4 - Term break (Steps closed)
	15	16	17	18	19	20	21	13-15/4 Songkran Festival (Steps closed)
	22	23	24	25	26	27	28	
	29	30						
May 2024			1	2	3	4	5	1/5 - Labour Day (Steps closed), 4/5 - Coronation of King Vajiralongkorn
	6	7	8	9	10	11	12	6/5 - Substitution for Coronation (Steps open)
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	22/5 - Visakha Bucha Day (Steps open)
	27	28	29	30	31			
June 2024						1	2	
	3	4	5	6	7	8	9	3/6 - Queen's Birthday (Steps closed)
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	22/6 Visaka Bucha Day
	24	25	26	27	28	29	30	24-28/6 - Half-Term break (Steps closed)
July 2024	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	22/7 Subtitution for Asarnha Bucha Day (Steps closed)
	29	30	31					29/7 - Substitution for H.M. King's Birthday (Steps open)
August 2024				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	12-16/8 - Term break, 12/8 - Mother's Day (Steps closed)
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
September 2024							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
October 2024		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	14-18/10 - Half-Term break 14/10 - Substitution for King Bhumibol Memorial Day (Steps closed)
	21	22	23	24	25	26	27	23/10 - Chulalongkorn Day (Steps closed)
	28	29	30	31				

November 2024					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
December 2024							1	
	2	3	4	5	6	7	8	5/12 - Father's Day (Steps closed)
	9	10	11	12	13	14	15	10/12 - Constitution Day (Steps open)
	16	17	18	19	20	21	22	16/12-3/1 - Term break (Steps closed)
	23	24	25	26	27	28	29	
	30	31						31/12 - New Year's Eve (Steps closed)
January 2025			1	2	3	4	5	1/1 - New Year's Day (Steps closed)
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			29/1 - Chinese New Year's Day (Steps open)
Febuary 2025						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	10-14/2 - Half-Term break, 12/2 - Makha Bucha Day (Steps closed)
	17	18	19	20	21	22	23	
	24	25	26	27	28			
March 2025						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
April 2025		1	2	3	4	5	6	6/4 - Chakri Memorial Day
	7	8	9	10	11	12	13	7-18/4 - Term break, 7/4 - Substitution for Chakri Memorial (Steps closed)
	14	15	16	17	18	19	20	13-15/4 - Songkran, 16/4 - Substitution for Songkran (Steps closed)
	21	22	23	24	25	26	27	
	28	29	30					
May 2025				1	2	3	4	1/5 - Labour Day (Steps closed), 4/5 - Coronation Day
	5	6	7	8	9	10	11	5/5 - Substitution for Coronation Day (Steps open)
	12	13	14	15	16	17	18	12/5 - Substitution for Visakha Bucha (Steps open)
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
June 2025							1	
	2	3	4	5	6	7	8	3/6 - H.M. Queen Suthida's Birthday (Steps closed)
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
July 2025		1	2	3	4	5	6	30/6-4/7 - Term break (Steps closed)
	7	8	9	10	11	12	13	10/7 - Asarnha Bucha Day, 11/7 - Buddhist Lent Day (Steps open)
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				28/7 - H.M. King's Birthday (Steps closed)