



GUIDE TO PAYING YOUR SCHOOL FEES

Please consult this guide when making payments to the school. School fees can be paid in the following five ways:

1. **Direct deposit** into the school's SCB bank account
2. **EFT** in U.S. dollars made to our Adelfi account
3. **Credit card** at the finance office (add 3.5% convenience fee)
4. **Cash** baht paid at the finance office (GIS prefers not to receive payment in cash due to security concerns)

1. Direct Deposit

Either online or in person at an ATM or Siam Commercial Bank branch, you can transfer funds directly to our account. If you go to an SCB branch, simply fill in a deposit slip with our details. For local transfers, our bank details are:

Bank: Siam Commercial Bank
Account name: Grace International School
Account number: 401-1-69229-2
Branch: Big C Hang Dong Sub Branch
SWIFT Code: SICOTHBK
Bank address: 433/4 Moo 7, A. Muang, Chiang Mai 50000, Thailand
*Kindly note that the last two lines are only needed for a transfer from outside Thailand.

2. Cheque in Baht

Please make your cheque payable to Grace International School and mail or deliver it to the finance office. If mailed, include your name if the cheque doesn't already and what you are paying for (Ex.: "Jane Smith – tuition & cap fee.")

3. Check or EFT in U.S. Dollars

U.S. checks can be mailed to our Adelfi account or funds can be sent online via electronic funds transfer (EFT) from your U.S. bank. The current exchange rate ([Bank of Thailand](#), "Transfer Rate") less 0.5 should be used to account for fluctuations between when the check is mailed and when it clears. If today's exchange rate is 31.02, divide the baht due by 30.52 to find the amount to pay in U.S. dollars (Ex.: 50,000 / 30.52 = \$1,638). Please use the following information to mail your U.S. dollar check or to set up an online EFT:

Bank: Adelfi
Account name: Grace International School
Account number: Please email finance@gisthailand.org to request number
Routing number: 3222-7337-9
Bank address: P.O. Box 1239, Brea, CA 92822-1239, USA

Once you have paid, please email the details (amount, date, and what for) to finance@gisthailand.org. **This is very important;** otherwise we cannot identify your deposit and it will not be credited to your account.

4. Credit Card

Credit card payments can be made in person (3.5% will be added to cover fees associated with this service).

5. Cash

If you choose to bring in cash baht, visit the school and meet with the cashier to make your payment.

Note: Please contact the finance office at finance@gisthailand.org if you have any questions or concerns.