

## ED VISA TERMS & CONDITIONS (1/2)

**1. General Requirements & Updates** - To ensure your records are accurate and your visa remains valid, please follow these guidelines:

- **Passport:** Always carry / update your passport to school, especially after receiving a new immigration stamp or updating your records.
- **Visa Status and History:** If you previously held a Non-Immigrant visa such as Education, Business and etc. (valid for less than a year), you must obtain a visa cancellation stamp in your passport. If you do not have this stamp, you will be unable to apply for an ED visa extension.
- **Contact Information:** You must notify the school immediately if your address or telephone number changes. A new **TM30** form must be submitted for every address change.

**2. Immigration Procedures** - Students are responsible for maintaining their own legal status. Below are the four essential requirements:

### [TM30] Residence Notification

- **Landlord's Responsibility:** Your landlord must provide you with a TM30 certificate.
- **Your address** must be within the Bangkok Metropolitan Region (Bangkok, Nakhon Pathom, Pathum Thani, Nonthaburi, Samut Prakan, and Samut Sakhon.)
- **Arrivals:** Your "Check-in Date" must be updated every time you enter Thailand and receive a new arrival stamp.
- **Validity:** When applying for a visa or extension, your TM30 must show at least 30 days of remaining stay. We recommend setting your check-out date for 6 to 12 months for convenience.

### [ED Visa Extension]

- **Timing:** You should apply for your extension **3 to 7 days before** your current visa expires.
- **Requirements:** Passport, TM30, cash for fees, application forms, and school documents.

### [90-Day Notification]

Every foreigner staying in Thailand for more than 90 days must report their address every 90 days.

- **Requirement:** TM47 form, TM30, Previous receipt.
- **First Report:** Usually processed at **Counter N** during your visa extension.
- **Subsequent Reports:** Apply at **Counter A** between 15 days before and 7 days after the due date.
- **Location:** If you do not reside in Bangkok, you must report to the Immigration office in the province where you live.
- **Penalty:** Failure to notify immigration will result in a **2,000 THB fine**.

Signature of the applicant \_\_\_\_\_

## ED VISA TERMS & CONDITIONS (2/2)

### [Re-Entry Permit]

- **Important:** If you leave Thailand without a re-entry permit, your ED visa will be **automatically cancelled**.
- **Process:** 1. Inform the school and request a letter of absence. 2. Apply for the permit at Immigration (Chaengwattana), the airport, or a border checkpoint.
- **Cost:** 1,000 THB for a single entry. (valid on visa expired date)

### 3. School Terms & Conditions

- **Refund Policy:** Tuition fees are **non-refundable and non-transferable**.  
*Exception:* If the Ministry of Education denies your approval letter, a refund will be issued minus a **5,000 THB service fee**.
- **Attendance:** Students must maintain at least **80% attendance**. You must study continuously according to the school curriculum.
- **Sick Leave:** Inform the school immediately if you are sick. A doctor's certificate is required for absences longer than 3 days.
- **Emergency Leave:** In cases of serious illness or a death in the family, the school may allow leave for up to 1 month.

### 4. Student Declaration & Important Notice

- **Legal Responsibility:** Students are solely responsible for managing their TM30, extensions, 90-day reports, and re-entry permits. The school is not liable for overstays, fines, or entry denials.
- **Employment:** Working in Thailand while holding an ED visa is **strictly prohibited**.
- **Conduct:** You must be well-behaved and avoid involvement in political activities. If you fail to follow school regulations or have unexplained absences, the school is required to report you to the Ministry of Education and Immigration, which will result in visa cancellation.

**I guarantee that I will comply with all school regulations and Thai laws. I understand that the school reserves the right to change these terms at any time without prior notice.**

Signature of the applicant \_\_\_\_\_

Name of the applicant \_\_\_\_\_

Date \_\_\_\_\_