

K. INTERNATIONAL SCHOOL TOKYO



ADMISSIONS HANDBOOK

2010 – 2011

(Effective: October 2009 – September 2010)



Copyright © 2009 K. International School Tokyo

K. International School Tokyo

1-5-15 Shirakawa, Koto-ku, Tokyo, Japan 135-0001

Tel: 03-3642-9993 (English); 03-3642-9992 (Japanese) / Fax: 03-3642-9994

E-mail: info@kist.ed.jp / Web: www.kist.ed.jp

Table of contents

Introduction	1
Section 1: Admissions and eligibility	
1.01: What is KIST?	1
1.02: Admissions	1
1.03: School terms and school hours	1
1.04: Age eligibility	2
1.05: Language requirements	2
1.06: Other requirements	3
1.07: Sibling enrolments	3
1.08: Applying for re-enrolment	3
1.09: Short-term enrolments	3
1.10: Promotion to the next grade	3
1.11: Waiting list	3
Section 2: Admissions procedure	
2.01: Standard admissions process	4
2.02: Timing of applications for main intake periods	4
2.03: Applying for admission outside main intake periods	5
2.04: Application procedure for Japanese speakers	5
2.05: Availability	5
2.06: Application requirements	6
2.07: Submitting an application	6
2.08: Application screening	7
2.09: Enrolment interview and assessment test	7
Section 3: Decisions and deferrals	
3.01: Notification of results	8
3.02: Categories of results	9
3.03: Accepting an offer of enrolment	9
3.04: Enrolment deferral	10
3.05: How to apply for enrolment deferral	10
3.06: Enrolment review	10
3.07: Applying for ESL re-assessment	10
3.08: Re-applying for admission	11
Section 4: Provisional enrolment (for overseas applicants only)	
4.01: Provisional enrolment	11
4.02: Eligibility for provisional enrolment	11
4.03: How to apply for provisional enrolment	11
4.04: Screening and notification of result	11
Section 5: Student support	
5.01: English as a second language (ESL) support	12
5.02: The ESL program	12
5.03: Exiting the ESL program	12
5.04: Special needs support	13
5.05: Gradual entry program (for K1 students only)	13
Section 6: Parents	
6.01: Parental support	13
6.02: School support program (SSP)	14
6.03: Parental involvement	14
Section 7: Fees	
7.01: School fees	15, 16
7.02: Overview of school fees during first year of enrolment (Autumn entry)	17
7.03: Fees for other services and items	17
7.04: Other services covered by tuition fees	17
7.05: Penalties for late payments	18
7.06: Discounts on school fees	18
7.07: Refund policy	19

Introduction

Thank you for your interest in applying for admission to K. International School Tokyo. In order to ensure that the best possible educational environment is maintained for our students, we have established the admissions policies and procedures outlined in this handbook. Before submitting an application, it is important that you understand our school, its purpose and our expectations. We ask that you read this handbook in conjunction with the separate KIST School Handbook before applying. Submission of an application indicates that you have read and understood both documents in full and agree to comply with the policies and procedures outlined.

Section 1: Admissions and eligibility

1.01: What is KIST?

K. International School Tokyo (KIST), founded in 1997, is a private, co-educational, secular day school serving the international community of Tokyo from pre-Kindergarten to Grade 12. In order to prepare students for their adult life, KIST strives to create a safe and caring environment set firmly within a framework that promotes academic excellence through traditional values, a disciplined approach and a healthy lifestyle. The three guiding principles of **Respect, Responsibility** and **Safety** overarch all aspects of school life. All students are required to abide by the school dress code by wearing the school uniform and maintaining a conservative appearance throughout their enrolment. They are also expected to act in appropriate ways that uphold the name of the school. KIST students possess high academic aspirations and the desire to continue “*learning for life*” after they graduate. They also demonstrate their compassion by acting on their desire to help others less fortunate than themselves and believe that such actions can make the world a better place.

As an international school, KIST welcomes students from “internationally minded” families who can demonstrate a commitment to our philosophy, aims and learning programs. Specifically, KIST caters for:

- Non-Japanese children whose families are living in Japan.
- Children of mixed nationalities.
- Returnee Japanese children or those whose families are planning to live in an English-speaking culture.
- Children of all nationalities planning to attend international universities, colleges or other institutions of higher education in the future.

The school curriculum at all levels is based on programs developed by the International Baccalaureate (IB). Students from K1 – Grade 5 follow the Primary Years Programme (PYP), students from Grade 6 – 10 follow the Middle Years Programme (MYP) and students in Grade 11 and 12 follow the Diploma Programme (DP). For more information on the three courses, please visit the IB website at www.ibo.org.

1.02: Admissions

Applications for admission to KIST will be considered for all children regardless of race, national or ethnic origin, religion, gender or socio-economic background. As KIST does not employ a learning needs specialist, we are unable to accept applications for students with special needs.

As part of our commitment to maintaining a truly international student body, applications are accepted from students of all nationalities. Approximately 600 students representing around 50 nationalities currently attend KIST including approximately 25% American/Canadian/Australasia, 22% Japanese, 15% UK/European, 15% Indian, 12% other Asian and 11% African/Middle Eastern/South American students. In order to promote diversity, however, we strive to maintain a balance of nationalities at each grade level as well as in individual classes.

We also strive to maintain a balance of English language abilities between students at each level. We seek to ensure that the balance of nationalities and language groups is diverse while at the same time does not compromise the position of English as the language of instruction. Gender balance is also a consideration in all classes. Various other factors are also taken into consideration when reviewing applications for admission (see Section 2.08).

Before applying for admission to KIST, families are encouraged to consider the following questions carefully:

- Why do you want to send your child to an international school?
- Do you *need* to send your child to an international school?
- Why are you interested in the International Baccalaureate programmes?
- Do you agree with KIST’s mission and policies (as outlined in the KIST School Handbook)?

1.03: School terms and school hours

The school year at KIST commences from mid-August and ends in June. There are three terms as follows:

- Autumn term: August – December
- Winter term: January – March
- Spring term: April – June

Classes are held during the following hours:

- K1, K2: 9:30 a.m. – 2:00 p.m.
- K3: 8:30 a.m. – 2:00 p.m.
- Grade 1 – 5: 8:30 a.m. – 3:00 p.m.
- Grade 6 – 12: 8:40 a.m. – 3:25 p.m.

1.04: Age eligibility

The cut-off date for enrolment age at KIST is August 31. By this date, all applicants must be the required age as indicated in the chart below to apply. All K1 – K3 applicants must also be toilet trained by this date. Please check the chart to determine the grade for which your child is eligible to apply.

Grade Eligibility Chart									
To apply for	Area of school	Grade	your child must be	Age	as of August 31.	Date of birth			
	Lower School			K1 ¹			3		Sep. 1, 2006 – Aug. 31, 2007
				K2			4		Sep. 1, 2005 – Aug. 31, 2006
				K3			5		Sep. 1, 2004 – Aug. 31, 2005
				Grade 1			6		Sep. 1, 2003 – Aug. 31, 2004
	Primary School			Grade 2			7		Sep. 1, 2002 – Aug. 31, 2003
				Grade 3			8		Sep. 1, 2001 – Aug. 31, 2002
				Grade 4			9		Sep. 1, 2000 – Aug. 31, 2001
				Grade 5			10		Sep. 1, 1999 – Aug. 31, 2000
	Secondary School			Grade 6			11		Sep. 1, 1998 – Aug. 31, 1999
				Grade 7			12		Sep. 1, 1997 – Aug. 31, 1998
				Grade 8			13		Sep. 1, 1996 – Aug. 31, 1997
				Grade 9			14		Sep. 1, 1995 – Aug. 31, 1996
				Grade 10			15		Sep. 1, 1994 – Aug. 31, 1995
				Grade 11 ²			16		Sep. 1, 1993 – Aug. 31, 1994
				Grade 12 ³			17		Sep. 1, 1992 – Aug. 31, 1993

1 K1 applicants must be fully three years old by the cut-off date.

2 Applications for Grade 11 are not accepted after September 30.

3 No applications are accepted for Grade 12 due to the nature of the two-year course of study.

As far as possible, we prefer to keep students within their correct age group according to their date of birth as indicated above. In certain cases for Grade 1 to Grade 10, we may consider requests for enrolment for up to a maximum of one grade level above or below an applicant's eligible grade depending on circumstances in the student's home country. In such cases, the specific reason for the request must be stated in your application form and documentary evidence must be attached where appropriate. Please note that lack of English ability will not normally be accepted as a reason to apply for a lower grade level.

In the secondary school, applications for Grade 11 will not be accepted from students who are more than two years above the eligible age for Grade 11.

For K1, applications for children younger than the eligible age will not be considered. For K2 and K3, applications outside the cut-off dates will only be considered in exceptional circumstances where specific reasons exist. In such cases, observations additional to the regular enrolment assessment (see Section 2.09) may be required.

Please note that although the decision for an application outside the eligible grade will be made after careful consideration of the specific reasons through discussions with parents, it may not be possible to grant the request if we believe that it would be detrimental to the child's learning development or inappropriate for our teachers or the needs of other students in the class.

1.05: Language requirements

The student population at KIST represents a wide range of different countries and cultures. This means that our students also speak a variety of different languages. To enable all students to learn together through one language medium, we have adopted English as our language of instruction; however, it is important to note that KIST is not an English school. Families whose main goal is for their children to learn English will not find the program at KIST suitable for this purpose. Although English is used in the classroom, we do not teach English as a foreign language. With the exception of very young children, students must have reached a certain level in English already in order to enter the school. In very exceptional cases, we may consider students with low English ability if specific needs exist; however, secondary students must be able to demonstrate a high level of English ability in order to cope with the demands of studying specialized subjects in English. In particular, due to the nature of the course of study, applicants seeking admission to Grades 10 and 11 identified as requiring ESL support may be denied entry depending on the level of support required.

1.06: Other requirements

As a day school, KIST does not offer boarding facilities. Families must make their own living arrangements. We are also unable to assist in arranging host families. In addition, it is the responsibility of individual families to apply for appropriate visas through the relevant government authority. Upon request, KIST can prepare a **Proof of Attendance** statement (charges apply) for children who have been offered enrolment and have paid the Enrolment Fee to include with their visa application; however, we are unable to provide advice or offer assistance beyond this. This includes assistance for family members accompanying children to Japan. Please be sure to arrange visas in advance to avoid situations where children must be absent from school for prolonged periods due to visa issues as this will affect the learning process. We also recommend that families arrange health insurance through the appropriate channels. Again, this is the responsibility of individual families and will not be monitored by the school.

In instances where a child will be living in Japan without his/her parents and instead with guardians or in a host family situation, the guardians or host parents must attend an interview with school administration staff to verify the living arrangements and to ensure that the child will receive enough support to enable him/her to successfully cope with the demands of studying the programs offered at KIST.

1.07: Sibling enrolments

Families are encouraged to apply for admission for all eligible siblings; however, enrolment is not guaranteed. Although siblings of students already enrolled at KIST will, in the first instance, be given priority, they must sit for the same assessment test as regular applicants (see Section 2.09). The factors listed in Section 2.08 will also be considered when reviewing applications by siblings. In general, parents of students already enrolled are not usually required to attend an interview for second or subsequent sibling applications unless specifically requested by the school administration. Please note that factors such as a history of repeated overdue payments as well as the degree of parental support and involvement in school activities will be considered when reviewing sibling enrolments and may affect the outcome of the application.

1.08: Applying for re-enrolment

Students previously enrolled at KIST who wish to return are eligible to apply for re-enrolment by following the standard procedures as outlined in Section 2. This includes payment of the Application Fee and submission of all relevant documentation, with the exception of previous school reports from KIST. In general, parents of students previously enrolled are not usually required to attend an interview unless specifically requested by the school administration; however, students must sit for the same assessment test as regular applicants (see Section 2.09). If enrolment is approved, a reduction of the Enrolment Fee and the Facility Upgrade Fee may apply (see Section 7.01).

1.09: Short-term enrolments

Applications for short-term enrolments of less than one term will be considered on a needs basis and according to space availability. Tuition fees will be determined on a monthly pro-rata basis (see Section 7.06); however, there is no reduction on other general fees. A full school uniform (summer and/or winter depending on the time of year) and separate PE uniform must also be purchased.

1.10: Promotion to the next grade

In general, students will be promoted to the next grade at the end of each school year. Although uncommon, it is possible that students may be advised to repeat a grade if their cognitive, social and/or emotional maturity has not reached an appropriate level that will enable them to cope with the demands of the next grade level. In addition, once enrolled, requests for students to skip a grade will not normally be considered, except in very exceptional circumstances where parents are able to provide specific justifications for their request.

Under normal circumstances, applications for admission during the spring term for a year level not yet completed will not be permitted as completion of only one term of a particular year level is not sufficient to allow promotion to the next grade. For example, students who may graduate from Grade 3 at another school in March and wish to enter KIST from the spring term may apply for Grade 3 but not for Grade 4. After completing the spring term in Grade 3 they will then usually be promoted to Grade 4 at the end of the school year. Families should take this into consideration when deciding the timing of application.

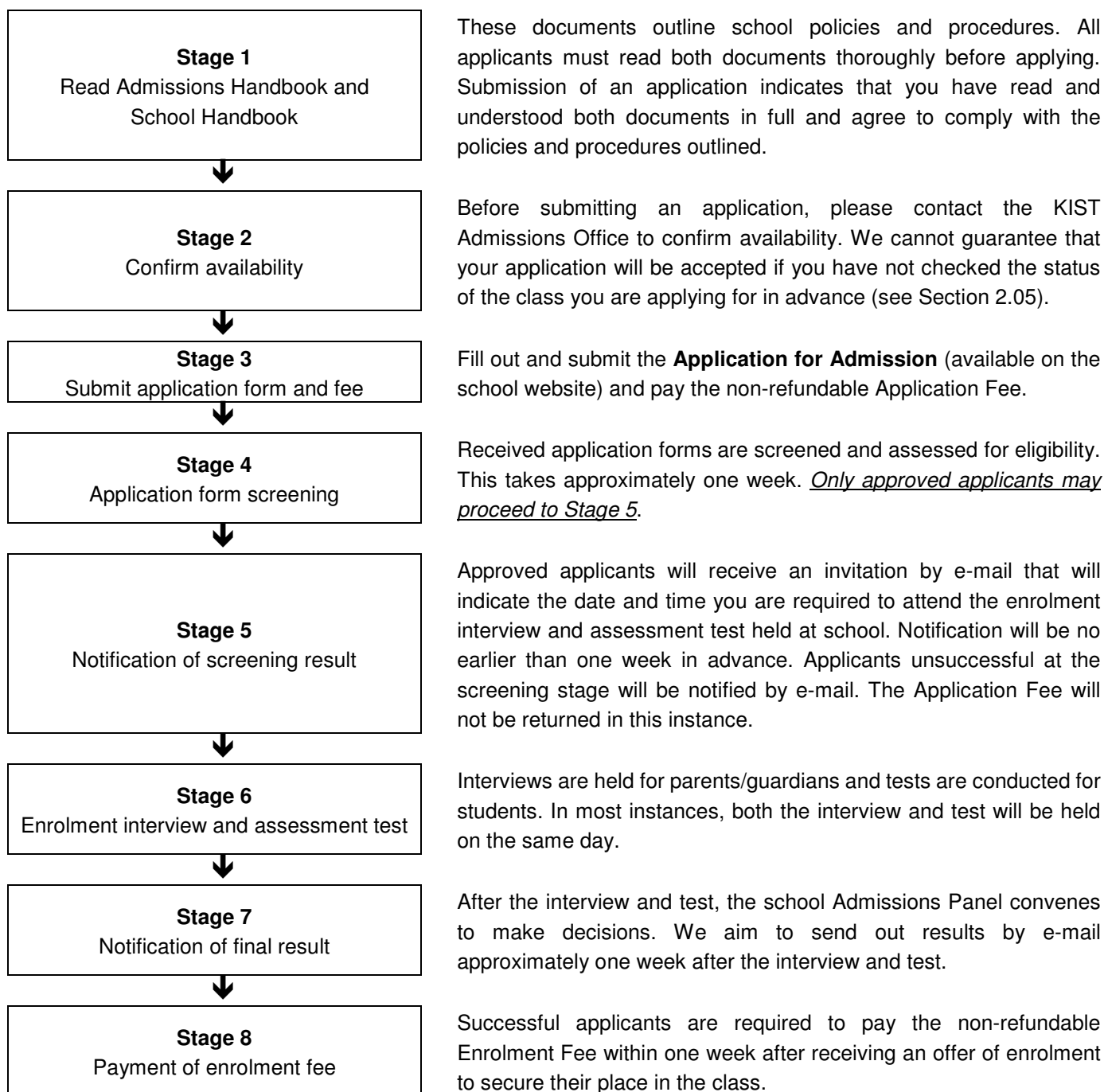
1.11: Waiting list

The waiting list at KIST is only for students who have already successfully completed an enrolment interview and assessment test but for whom there are no immediate places available in the desired class of enrolment (see Section 3.02).

Section 2: Admissions procedure

2.01: Standard admissions process

Applications proceed through various stages as shown below as part of the admissions process.



Applications are valid only until the end of the school year for the proposed date of enrolment. Any applications that have not completed Stage 6 by the end of the school year will be automatically cancelled.

2.02: Timing of applications for main intake periods

The main intake of students is from the autumn term for the start of the new school year in August. Enrolment is also possible from the winter term in January or from the spring term in April provided that places are available. The following table indicates the tentative schedule for admission for the upcoming intake periods. Please note that these dates may change without notice. Applications for admission beyond the autumn term of the forthcoming school year are not accepted; however, it is possible to apply for admission from the start of the autumn term, but to defer enrolment until the following January (see Sections 3.04 and 3.05).

Start from: January 2010 (2009 – 2010 winter term)	
<i>Applications accepted:</i>	October 12, 2009 (Monday) – November 20, 2009 (Friday)
<i>Enrolment interview and assessment test:</i>	December 3, 2009 (Thursday)
<i>Results sent out by e-mail on:</i>	December 10, 2009 (Thursday)
<i>Enrolment fee due on:</i>	December 17, 2009 (Thursday)

Start from: April 2010 (2009 – 2010 spring term) or August 2010 (2010 – 2011 autumn term)	
<i>Applications accepted:</i>	October 12, 2009 (Monday) – December 18, 2009 (Friday)
<i>Enrolment interview and assessment test:</i>	Grades 1 to 11: January 18 (Monday) – 21 (Thursday), 2010 K1 to K3: January 22, 2010 (Friday)
<i>Results sent out by e-mail on:</i>	February 5, 2010 (Friday)
<i>Enrolment fee due on:</i>	February 22, 2010 (Monday)
<i>Late applications accepted from:</i>	February 8, 2010 (Monday) [If places are available.]

Please note that we cannot accept applications for two different school years simultaneously. This means that families must decide whether to apply for either January admission or for April/August admission. Because of this, it will not be possible for families to participate in both the December interview (for January admission) as well as the January interview (for April/August admission). Furthermore, families applying for January admission who gain a result of either “Unsuccessful” or “Waiting” are required to wait six months before submitting an application for August admission.

2.03: Applying for admission outside main intake periods

Applications for enrolment at times outside the main intake periods are accepted all year round provided places are available in the grade for which you wish to apply. The admissions process for these applications takes approximately one month from the time of submission until final enrolment. Families are advised to take this into consideration when submitting an application. Applicants who pass the screening stage will be invited to attend an enrolment interview and assessment test (see Section 2.09). These may be held in the morning on the 2nd and 4th Thursdays of most months (excluding holidays and special school events) depending on the school schedule. Applicants will be added to the next available schedule. This will depend on the timing of your application and the number of other families on the schedule. An invitation will be sent by e-mail no more than one week in advance.

2.04: Application procedure for Japanese speakers

Due to the large number of applications from native or background speakers of Japanese, applications for children whose main or only language is Japanese will only be accepted for admission during the main intake periods from April or August. Applications must be received by the due dates for the April and August intake periods as outlined in Section 2.02. This applies to:

- Children who are Japanese nationals residing in Japan at the time of application, including those attending other international schools in Japan.
- Children whose main or only language is Japanese and have only attended Japanese schools, with little or no exposure to English.
- Young children who have not yet attended school but use Japanese as their main or only language.

It does not apply to Japanese speakers living outside Japan in an English-speaking environment at the time of application or to Japanese returnees.

2.05: Availability

As indicated in Section 2.01, we advise you to check availability before submitting an application. This applies mainly to families applying for admission outside the main intake periods. At the time of checking, you will be asked to provide your child’s date of birth, the nationality of both parents and information about the child’s educational background and general English ability. Due to our policy of maintaining a balance of genders, nationalities and English abilities, we may advise you that there are no immediate places available if your child does not match our current availability criteria. In these cases, it is your choice whether you wish to proceed with the application knowing that if you pass the initial screening and subsequent enrolment interview and assessment test, your child will be placed on a waiting list. For English ability, however, it will not be possible to judge your child’s level until he/she completes the assessment test. If the result of the test indicates that your child requires ESL support, he/she will be placed on the waiting list if there are no ESL places available in the class. This applies only to applicants for K3 to Grade 9 as ESL support will not normally be provided to new students entering Grades 10 and 11 (see Section 5.01). Please note that availability changes frequently. If you delay the submission of your application after confirming availability, it is possible that the status may have changed by the time your application reaches us.

2.06: Application requirements

It is the responsibility of applicants to ensure that all required documents are received by the school. Applications will not be screened until all relevant documents and the Application Fee have been received.

Documentation

Each application must include:

- **Application for Admission** (Sections 1 – 7)
Downloadable from the school website.
- **Proof of date of birth** (e.g. copy of birth certificate or passport)
- **Passport-sized photograph** (attach to the application form)
- **Family photograph**
- **Application Fee** (non-refundable) ¥20,000 (Please include **proof of payment** if paying by money transfer.)

Additional documents:

- **School reports**
 - *Applicants for Grades 3 and above:* School reports for the past three years are required. These must be official copies stamped with the school seal. They must be sent to the KIST Admissions Office directly from the applicant's school/s or submitted together with an application in a sealed and stamped envelope from the school. Full reports containing teachers' comments are preferred.
 - *Applicants for Grades 2 and below:* Photocopies of all reports available. These do not have to be official copies.
- **Statement of School Life** (*Applicants for Grades 2 and above only*)
Downloadable from the school website. This should be handed to the applicant's current school in advance for completion. It is a confidential statement that should be sent by the school directly to the KIST Admissions Office.
- **Personal Statement** (*Applicants for Grades 8 and above only*)
Downloadable from the school website. This should be handwritten by applicants themselves in English and submitted together with the application form.
- **Copies of results of standardized examinations** (if available)

General conditions of application

- Items submitted as part of an application will not be returned regardless of the result of your application or any cancellation. Please do not submit any original documents, only copies.
- Please do not staple the Application for Admission (Sections 1 – 7).
- All application forms must be written clearly and legibly in English only. KIST will not be held responsible for any miscommunications due to errors or unclear contact details.
- All school reports must be in English. Translations must be provided where necessary. These may be arranged by families, but official reports must be sent by the school. Applications will not begin the screening process until all reports have been received.
- Application forms and all supporting documentation (other than photographs) should be submitted on standard A4 paper (width 210 mm x height 297 mm). American letter-size paper must be trimmed before submission.
- It is a requirement for all families applying to KIST to have access to the Internet and computer-based e-mail services in order to receive and view school communication. A valid computer-based e-mail address that is able to accept messages with attachments up to 10 MB must be included in your application. Mobile phone e-mail addresses are not accepted. Access to a printer is also required. Please refer to the KIST School Handbook for more information regarding communication policies.
- Please ensure that you provide all information available about your child's previous education as well as full details of any special learning issues. Recognized issues not disclosed at the time of application may result in your child's enrolment being reviewed and possibly terminated.

2.07: Submitting an application

Applications may be submitted by post/courier, or delivered in person (appointment required) to the address below. Submission of applications by fax or e-mail is not accepted.

K. International School Tokyo
Admissions Office
1-5-15 Shirakawa
Koto-ku, Tokyo
Japan 135-0021

The Application Fee may be paid in cash at the school office or by bank transfer. All transfer fees incurred are the responsibility of the sender and must be covered at the time of payment. If paying by bank transfer from overseas, please ensure the currency is in Japanese yen and amounts to exactly ¥20,000 after handling fees are deducted. All transfer fees incurred for both the sending as well as the receiving bank are the responsibility of the applicant and must be covered at the time of payment. Please consult with your bank at the time of transfer to determine the amount you need to pay to cover all fees.

Bank account details:

Bank: Mitsui Sumitomo Bank
Branch: Kinshi-cho
Address: 4-27-14 Kotobashi, Sumida-ku, Tokyo
Tel: 03-3635-0001 / +81-3-3635-0111
Account type: Regular savings
Account number: 6646924
Swift code: SMBCJPJT
Account name: Gakkoo Hoojin K. International School

For admissions inquiries, please contact the Admissions Office between 8:00 a.m. and 5:00 p.m., Monday to Friday.

- Tel (English): 03-3642-9993 / +81-3-3642-9993
- Tel (Japanese): 03-3642-9992 / +81-3-3642-9992
- Fax: 03-3642-9994 / +81-3-3642-9994
- E-mail: info@kist.ed.jp

2.08: Application screening

In order to maintain a diverse student population and to reflect the school's goal of providing an affordable education to all, certain criteria are considered for enrolment. It is essential that the school's programs and environment match the expectations and needs of both parents and students who apply to KIST. As we receive many applications each year for limited places, it is not possible for every child to be admitted. In order to determine the suitability of applicants for our school and identify those who are most likely to benefit from the programs we offer, all applications are screened by our Admissions Panel. Because of this, your initial written application is very important. In most cases, the application will be the first point of contact between you and the panel. It is your opportunity to convince the panel that you are worth interviewing.

Throughout the various stages of the application process, we will consider the following criteria carefully:

Organizational:

- Availability of places
- Age eligibility
- Balance of nationalities, genders and English abilities
- Specific classroom needs

Background:

- The need to attend an international school offering instruction in English
- Background in English education, especially for primary and secondary applicants
- Proficiency and competency in English at a level sufficient to participate in our academic program
- Physical and social maturity, especially for younger children
- Previous school records and reports

Parental:

- Parents' understanding of the purpose of international education
- Parents' views on education and vision for their child's future
- Parents' commitment to the school's vision, mission and educational philosophy
- Parents' ability to support their child's progress at home
- Parents' willingness to support school activities and events

Not all applications will pass the initial screening stage. Those that are unsuccessful will be unable to proceed to the interview and test stage. If your application does not pass the screening stage, you are welcome to submit another application for the next school year (see Section 3.08); however, before submitting another application, we suggest you consider the criteria outlined above carefully. Please note that we are unable to respond to individual inquiries regarding the result of an application. Submission of an application indicates your understanding and agreement with this policy.

2.09: Enrolment interview and assessment test

As part of the application process, all applicants who have passed the initial screening stage must attend an enrolment interview and assessment test conducted at the school.

Enrolment interview

The enrolment interview is for parents and is used to ensure that the school's philosophy and programs match parents' educational beliefs and aspirations. The interview is usually conducted as a group discussion with other families and takes around 30 minutes. On some occasions, individual interviews may be conducted. Interviews are usually conducted in English. If numbers permit, interviews may also be conducted in Japanese. Parents unable to communicate in either English or Japanese are required to provide an interpreter for the interview. In such cases,

the school must be notified in advance if anyone other than an applicant's parents/guardians will participate in the interview. Parents of applicants who are siblings of students already enrolled, as well as applicants who were previously enrolled at KIST, are not usually required to attend an interview unless specifically requested by the school administration (see Sections 1.07 and 1.08).

During the interview, you will be asked a series of questions. From the answers you provide, your application will be considered against a set of criteria as outlined below:

- Degree of international mindedness in relation to an international education.
- Degree of sympathy, understanding and interest in KIST philosophy and programs.
- Clarity of educational views and vision for child's future.
- Ability to provide support to child at home (emotional, academic).
- Willingness to support school by contributing to school activities, complying with school policies etc.

Assessment test

The assessment test checks whether an applicant has the necessary English language skills required to access the curriculum of the grade for which they are applying. For K1 and K2 applicants, the test will involve the children taking part in a variety of activities such as drawing, naming objects, coloring, counting etc. For K3, the test is divided into 2 sections: listening and speaking; however, for mid-year applications, reading skills may also be tested. For all K1 – K3 applicants, an additional observation of their interaction with other children in a regular classroom situation may also be conducted. For applicants in Grade 1 and above, the test is divided into 4 sections: listening, speaking, reading and writing. Depending on the grade, students may be asked to complete activities such as reading sentences, paragraphs and longer texts up to several paragraphs; speaking about/telling a story from pictures; asking and answering questions; writing words, sentences and longer texts (e.g. continuing a story where the beginning is provided, or writing a response to a particular prompt); and listening to a recording and answering multiple choice or yes/no questions. Please note that in order to obtain a true indication of a child's current English ability, we are unable to provide more detailed information about the test or its levels.

During the test, the examiners will also observe applicants' degree of focus and attention to the tasks presented as well as their general attitude and behavior. Depending on the grade applied for, the test may take from 30 to 45 minutes for K1 – K3 applicants to several hours for applicants for Grade 1 and above. Please note that for some students, tests in subjects such as mathematics may also be administered if required.

If the results of the test indicate a student's level of English is low for the grade they are applying for, they will require ESL support (see Section 5). It is a condition of enrolment that students who require ESL support must attend the After-School ESL Program twice a week. Acceptance of an offer of enrolment indicates your agreement with this policy.

If a student's level of English is below a level that will allow them to experience success in the grade they are applying for, even with ESL support, their application may be unsuccessful; however, the results of the enrolment interview and assessment test are not the only factors considered before final enrolment decisions are made (see Section 2.08).

Section 3: Decisions and deferrals

3.01: Notification of results

Admissions decisions are final and are based on the outcome of the enrolment interview for parents, the assessment test for applicants and possible further considerations of the various criteria used at the screening stage (see Section 2.08). Successful applicants and their families will be those:

- Who are able to justify a particular need or reason to attend an international school.
- Who possess an "international mind" and understand the purpose of an international education.
- Whose English ability is at a level that will allow them to cope with our curriculum with or without ESL support.
- Who understand and sympathize with the KIST philosophy and aims.
- Who have a clear view on education with high academic aspirations.
- Whose parents are able to provide sufficient support to their child at home and are willing to support school activities and events.
- Who meet all other criteria outlined in Section 2.08.

Final results will be sent out by e-mail approximately one week after the interview and test have been completed.

Only an applicant's parents/guardians will be informed of the results. Under no circumstances will we convey the result to education consultants or third parties without a direct request from the applicant's parents.

Please note that we are unable to respond to individual inquiries regarding the result of an application. It is KIST policy not to provide feedback of any kind for either the enrolment interview or assessment test. Submission of an application indicates your understanding of and agreement with this policy.

3.02: Categories of results

Enrolment results will take the following forms:

- **Enrolment approved** – The application has been successful and a place in a particular class has been reserved. A formal **Offer of Enrolment** letter and an invoice for the Enrolment Fee will be sent to the applicant. The fee must be received by the date indicated on the invoice in order to secure placement. Payments not received by the due date will result in the offer being cancelled (see Section 3.03).
- **Enrolment approved (ESL)** – The application has been successful, but ESL support has been deemed necessary for the applicant in one or more skill areas (i.e. reading, writing, listening, speaking). Students must participate in the school's compulsory After-School ESL Program (see Section 5).
- **Enrolment unsuccessful** – The application has been unsuccessful. This result is usually the combination of various criteria as outlined in Section 2.08 not being met. As we are unable to provide feedback of any kind, we suggest you review your application carefully in relation to the criteria outlined before submitting a further application. Only one application may be submitted per school year. Unsuccessful applicants must wait until the end of the year they applied for before submitting another application (see Section 3.08).
- **Waiting list enrolment / Waiting list enrolment (ESL)** – The application has been successful but there are no places available in the relevant class. Regardless of the timing of application, this placement is valid until the end of the summer vacation of the school year for which you applied. We will notify applicants if a place becomes available during the period of waiting. This will be based on certain criteria being met regarding gender, nationality and ESL needs. If no places become available, the application will expire at the end of the summer vacation. While on the waiting list, families are strongly encouraged to investigate other schooling alternatives. Please note that we cannot guarantee if or when a place may become available. If places do become available, it may be at any time during the period of waiting. If you receive an offer of enrolment while on the waiting list, but are unable to accept for certain reasons, please advise whether you wish to remain on the waiting list or to cancel your waiting list enrolment. If the period of waiting extends across several terms, we may contact you at the end of each term to reconfirm your intention to remain on the waiting list or not. We also ask that families contact our Admissions Office to inform us of any change in circumstances.
- **Re-assessment** – The application has not been assessed due to extenuating circumstances on the day of the interview/test. The applicant will be given a new date to attend the interview/test. Until the re-assessment has been completed, the result for this application will remain undecided and a place in the class will not be held. It is possible that any available places may have been filled by the time the re-assessment is conducted.

3.03: Accepting an offer of enrolment

Families that receive an offer of enrolment must act quickly to secure a place for their child. An offer of enrolment will be accompanied by an invoice for the Enrolment Fee. To accept an offer, simply pay the Enrolment Fee by the due date as indicated on the invoice. Offers of enrolment are valid only until this date. For families in Japan, this will be approximately one week after the invoice is issued; for families outside Japan, taking into consideration the time required for overseas money transfers, it will be approximately two weeks. For payments not received by the due date, it will be assumed that you have decided not to accept the offer and the application will be cancelled automatically. In fairness to other families waiting for a place, an offer cannot be extended beyond the date indicated on the invoice for any reason. Furthermore, once an offer of enrolment has been cancelled it cannot be re-instated except where special circumstances can be proven (e.g. a written statement from an employer indicating a change in living situation due to employment location) and the following conditions are met:

- Immediate places must be available in the relevant class.
- You must contact our Admissions Office before the start of the school year.
- You must have provided a reason for non-acceptance of our original Offer of Enrolment by the due date of the Enrolment Fee.

If any of the above conditions are not met, your request for re-instatement will be denied. If re-instatement is approved, a handling charge of ¥2,000 will apply. An invoice for this amount will be sent to you.

Once received, the Enrolment Fee is non-refundable for any reason, except that in the case where a child granted an initial provisional enrolment (see Section 4) is ultimately unsuccessful at the time of the final interview and

assessment test, the Enrolment Fee will be returned upon request. Parents of children offered a place at KIST should consider their family situation very carefully and find out everything they need to know about the school before accepting an offer of enrolment through payment of the Enrolment Fee.

After payment has been confirmed, families will receive an enrolment package containing general enrolment information. All students must complete and submit the **Student Emergency Form** and other documents included in the package prior to starting their first day of school. If these forms have not been submitted before the first day, the student will not be permitted to enter the classroom. Other requirements for enrolment include:

- A **Medical Examination Report** as completed by a registered doctor to verify the current health status of the child must be submitted. Families new to Tokyo are advised to investigate appropriate medical facilities in advance.
- All students must visit the school to be fitted for the school uniform prior to their first day.
- Families transferring from other schools in Tokyo or neighboring prefectures should be aware that as part of enrolment verification, we may contact previous schools to confirm that all commitments such as payments of any outstanding fees have been finalized.

3.04: Enrolment deferral

Enrolment interviews and assessment tests are conducted to accommodate only the proposed date of enrolment as specified by parents on the initial Application for Admission form. All offers of enrolment issued are valid for this date only. After the enrolment fee has been received, should circumstances require a family to delay the start date of their child's schooling beyond the date specified by more than one month, they may apply for an enrolment deferral. The maximum time a student may defer enrolment is one school term only. Deferrals are only valid within individual programs (i.e. PYP, MYP, DP). They are not transferable across programs.

There are two types of deferral:

- **Secured deferral** – Families pay the school fees for the period of absence to secure the child's placement. This includes tuition fees as well as annual general fees (excluding school bus and school lunch).
- **Unsecured deferral** – Families do not pay the school fees for the period of absence. The child's placement is not secured. Enrolment will be dependent on the availability of a place at the end of the approved deferral period. If no places are available, enrolment will be cancelled.

3.05: How to apply for enrolment deferral

Parents who wish to apply for enrolment deferral should download the **Application for Enrolment Deferral** from the school website and submit it to the office. All applications for deferral must be made before the first day of school for which your child was accepted (as indicated on your **Offer of Enrolment**). Applications received after the first day of school will not be approved. If someone other than the applicant's parents is signing on their behalf, a certified copy of the person's authority to sign must be attached. After receiving the completed form, it will be reviewed by our Admissions Panel. Decisions regarding enrolment deferrals may take between two weeks to one month depending on the time of year. Please note that families applying for deferral are required to pay the initial Enrolment Fee by the date indicated on the invoice as per regular applicants (see Section 3.03). Non-payment of the fee will result in your enrolment being cancelled automatically.

3.06: Enrolment review

If the circumstances in which a student was accepted change after enrolment, the school reserves the right to conduct an enrolment review. This includes situations where learning problems not identified at the time of enrolment become evident. The purpose of the review is to allow us to identify the needs of the student and assess if we have, or are able to access, suitable facilities or staff that will fully meet the student's needs. It is also designed to identify areas in which parents can support the student to meet his or her needs. As KIST does not employ a learning needs specialist, in some cases, an enrolment review may result in enrolment being terminated if we believe that we are unable to meet a student's identified needs. Enrolment reviews will also be conducted each time a student moves from K3 to Grade 1, Grade 5 to 6, and Grade 10 to 11. Please refer to the KIST School Handbook for more information.

3.07: Applying for ESL re-assessment

Applicants on the waiting list who have received a result of "Waiting (with ESL)" may wish to apply to be re-assessed after a period of no less than six months if they are able to prove that they have made an effort to improve their English ability such as through attending an English school or spending time in an English-speaking country. If the results of the re-assessment indicate that their ability has improved to a level that will enable them to cope with the curriculum without ESL support, they may gain admission if places are available. If no places are available, they will remain on the waiting list until the original expiry date. To apply for an ESL re-assessment, please submit an **Application for ESL Re-assessment** available from the school website. A fee of ¥5,000 applies. Please note that students are not eligible for re-assessment if the waiting period expires before six months.

3.08: Re-applying for admission

Only one application may be submitted per school year. Unsuccessful applicants must wait until the next school year before they are able to re-apply. Unsuccessful applicants interviewed/tested in December for admission during the winter term must wait six months before applying for the next school year; that is, they may not apply to be re-interviewed/re-tested during the subsequent January interview period (see Section 2.02).

Section 4: Provisional enrolment (for overseas applicants only)

4.01: Provisional enrolment

Native or near-native English-speaking students and their parents not currently in Japan at the time of application may apply for provisional enrolment. If granted, this will guarantee a position at the school until such time as they are able to sit for the final enrolment interview and/or assessment test. Full enrolment is only possible after the interview and test have been successfully completed. If the interview or test bring to light new information which shows that the student or parents do not meet the school's admission criteria (see Section 2.08), the offer of provisional enrolment may be withdrawn.

4.02: Eligibility for provisional enrolment

Applications for provisional enrolment will only be accepted from native or near-native English-speaking students residing outside Japan who are unable to attend an onsite interview. This applies only to applicants for Grade 1 and above. Provisional enrolment is not available for any K1 – K3 applicants. In addition, all applicants who are speakers of languages other than English, as well as any applicants already in Japan, are ineligible for provisional enrolment and must follow the standard admissions process.

4.03: How to apply for provisional enrolment

In addition to the **Application for Admission** and related supporting documentation, the following information must also be provided as part of an application for provisional enrolment:

1. A sample of writing of a length which clearly demonstrates the applicant's ability as a writer. The sample should be a task completed as part of the applicant's school work. It may come from any curriculum area but should be related to subject content rather than being a narrative. An application for provisional enrolment that does not include a writing sample will not be considered.
2. A short questionnaire completed by the applicant's teacher to describe the conditions under which the task was written. This includes any directions given by the teacher relating to the task, and what, if any, support or conferencing was provided by the teacher or other adults.
3. Contact details for the applicant's teacher or school principal in case we need to contact them for further information.

In addition to written documentation, applicants and their parents must also participate in an online interview in English (through Skype or a similar program) or by telephone at the applicant's expense. This will be arranged at a mutually convenient time and will take about 20 minutes.

Parents who wish to apply for provisional enrolment should download the **Application for Provisional Enrolment** and the **Provisional Enrolment Assessment Questionnaire** from the school website and submit them with the sample of writing together with your **Application for Admission**. The Application Fee must also be paid at this time.

4.04: Screening and notification of result

Applications for provisional enrolment will be screened against the same criteria as regular applications (see Section 2.08). In addition, the sample of writing will be reviewed carefully. If the language level shown in the writing sample is lower than is necessary to enter the grade applied for, provisional enrolment will not be granted and a place will not be held for your child. The application will, however, remain active until such time as you are able to visit Japan to complete the enrolment interview and assessment test; however, enrolment will be based on spaces available at that time.

If provisional enrolment is granted, you will receive an **Offer of Provisional Enrolment** and an invoice for the Enrolment Fee. In order to officially secure your child's placement, the fee must be paid by the due date as indicated on the invoice. If not received by the due date, the offer will be cancelled automatically. In addition, in fairness to other families waiting for a place, we are unable to extend an offer beyond the date indicated on the invoice.

Full enrolment will only be granted once the interview and test have been successfully completed upon your arrival in Japan. Provided no information comes to light that invalidates the provisional enrolment assessment, this process should be automatic. If, however, full enrolment cannot be granted for certain reasons, your application will be cancelled and the Enrolment Fee refunded. The Enrolment Fee will not be refunded in any other situation including

the cancellation of an application due to changed family circumstances.

For deferral applications (see Sections 3.04 and 3.05), placement cannot be secured for applicants who have been granted provisional enrolment unless the school has received full payment of tuition fees for the deferring term.

Section 5: Student support

5.01: English as a second language (ESL) support

To meet the needs of non-native English-speaking students whose level of English does not allow them to fully access our curriculum independently, we provide English as a Second Language (ESL) support for students at all levels. For K1 and K2, ESL teachers support classroom teachers in understanding students' language needs as well as providing appropriate experiences and teaching strategies for ESL learners. For K3 through Grade 12, a formal ESL program is provided to students identified as requiring assistance. Inclusion in this program is determined from the results of an assessment test conducted at the time of initial application to enroll at KIST (see Section 2.09) and also through recommendations by classroom and/or ESL teachers based on general observations of students throughout the year.

It is important to note that the ESL program is a support program only that is designed to support students who require extra assistance to raise their skills to a level that will allow them to function independently in the classroom. Depending on the individual student, this may take anywhere from one term to several years. If English is not spoken at home, parents should expect their child to be involved in the ESL program at some point during their enrolment. Both ESL and class teachers continually monitor the English level of all students in the school. If a student's language level declines, he or she will be re-assessed. It is possible that such students may be required to join or re-join the ESL program.

Although ESL support will be provided to students in Grades 10 and 11 continuing from lower grades, due to the nature of the course of study, applicants seeking admission to these grades are likely to be unsuccessful if the results of their assessment test (see Section 2.09) show that they would be unable to function independently in the classroom (see Section 1.05).

5.02: The ESL program

The ESL program for students in K3 through Grade 12 has two parts:

1. **In-class support:** ESL teachers work in the regular classroom with students from K3 and above who require ESL support in conjunction with class teachers for up to three hours per week. By remaining in the classroom, this enables students to use language in meaningful contexts, particularly in their interactions with fellow students, and to ensure that ESL students do not miss out on valuable lesson sequences. At times, however, pull-out support is also offered to meet the specific needs of students. Examples of this include: students with very little prior exposure to English or whose level is such that they are unable to follow daily routines. There are no additional fees for this support.
2. **After-School ESL Program:** Both ESL and class teachers assist ESL students with their language skill development (reading, writing, listening and speaking) and with understanding the school curriculum twice a week after school. Attendance at these classes is compulsory for all ESL students from Grade 1 and above. For all K3 students, participation is optional through the general after-school activities program. The After-School ESL Program allows the school to improve the quality and quantity of English language input that students receive (L2). In addition, it provides increased opportunities for output and meaningful interaction in the target language. There are no additional fees for this support.

5.03: Exiting the ESL program

ESL students are assessed during the year to determine whether they have reached exit level; that is, the point when they are able to demonstrate that they can work independently in the classroom without ESL support. The aim is for students to exit the ESL program with strong skills in all four language areas: reading, writing, listening and speaking so that they will not come back into the ESL program in the short term. The main testing period for all students is held at the end of the school year. If the results show that the students have reached exit level, they will be re-assessed in August after the summer vacation to check that their level has not declined over the vacation. If they have remained at exit level, a recommendation will be made for them to exit the ESL program. In addition, students who have proven themselves to be reasonably close to exit level will also be tested towards the end of the autumn and winter terms. If the results show that the students have reached exit level, a recommendation will be made for them to exit the ESL program at the end of that term.

After receiving an exit recommendation, the final decision to exit a student from the ESL program will be made at a meeting between the school administration, ESL staff and parents. Part of this meeting will involve parents discussing with the school about further plans for supporting their child's language development both at school and at home.

5.04: Special needs support

KIST does not employ a learning needs specialist and is unable to accept applications for students with special needs. Should your child require additional support for success in learning, please explain this clearly on your application form. If, once enrolled in the school, it is deemed that a student requires more support than the school can provide, the family may be asked to find a school more suited to the student's needs.

5.05: Gradual entry program (for K1 students only)

Very young children starting school for the first time experience a range of emotions. Some children may be excited and confident; others may experience some difficulty and anxiety. This is usually related to separating from their parents, especially if they are doing so for the first time. For students whose first language is not English, starting school in an English language environment presents them with even greater challenges.

In order to make the transition from home to school as positive as possible, KIST offers a "Gradual Entry Program" for all new K1 students regardless of their starting date. This helps the students adjust to school slowly over a period of time. The format of the program differs slightly depending on the timing of admission.

For students joining K1 from the beginning of the autumn term only, the program operates for ten school days and is divided into two sections, each lasting one week. During the first week, two short sessions are held per day. Students are divided into two groups (A and B) and attend either the morning session or the afternoon session. During the second week, all students come to school for an extended morning session. Normal school days begin from the third week.

For students joining K1 mid-term, the program operates for five school days from a child's first day at school. During this period, students attend school in the morning only and return home before lunch time. Depending on a child's level of adjustment at the end of five days, it is possible that the period may be extended.

Further information on this program will be given to new families at the time of first enrolment.

Section 6: Parents

6.01: Parental support

KIST was founded upon the belief that education is a collaborative effort between a school and a child's parents. We believe that a good school is defined not only by excellence in academic areas, but also through a warm, caring environment, strong social relationships and a solid relationship between the school and students' homes. Part of this relationship is built through parents supporting at home the learning that takes place in the classroom, and part of it is built through the commitment by parents to the areas of the school that support our educational programs. We believe that parents who are actively involved in their children's education and in the activities of the school act as excellent role models for their children.

At KIST, there is a strong expectation that parents will be involved in their children's education across all levels from K1 through Grade 12. As children move up through the school, it is often the case that parents spend less and less time focusing on their children's school life for various reasons. As children get older, we assume that they have developed sufficient common sense and skills that enable them to function more independently. This may be so to some extent; however, we believe that continued parental involvement is vital for children as they move into adolescence after entering the secondary school. In addition, because of the academic demands of the Diploma Programme in Grades 11 and 12, parental support is especially important.

A number of specific events throughout the year are compulsory for all families. These include the School Festival, Parent Welcome Nights, Parent/Teacher/Student Interviews, Student-Led Conferences, Family Day and others. Notification of the dates of such events will be provided to families as far in advance as possible.

We appreciate the fact that many parents have their own work and personal commitments; however, we look forward to the continued support of all families across all levels of the school community in helping us to help your children.

6.02: School support program (SSP)

KIST strives to provide an education to children from various socio-economic backgrounds by keeping school fees as low as possible. One of the ways this is made possible is through the School Support Program (SSP) through which parents are given the choice of participating in particular duties in lieu of paying an annual fee. Currently, the SSP requires parents of enrolled students to participate in a range of duties such as bus, lunch, library and/or after-care duty. This helps us to offset the cost of employing additional ancillary staff for these services.

In order to make the SSP as fair as possible, participation, whether through completion of duties or payment of a monetary contribution, is compulsory for all families regardless of any other volunteer support contributed throughout the year. Any additional volunteer support is at the sole discretion of individual families according to their own schedules. Although KIST sincerely appreciates such additional support, it cannot be used to offset participation in the SSP. This includes attendance and duties at the annual School Festival which is compulsory for all families and does not contribute to the SSP.

At the time of first enrolment parents have the option of choosing to participate in the SSP through duties or to pay an annual fee. For parents who work full-time and may be unable to complete duties, we suggest you select the monetary contribution option. The support option you select will remain valid while your child is enrolled at KIST. If you wish to change your support option, please contact the school office.

For families who choose the duty days option, the number of duties required is based on the number of children you have enrolled at the school. The table below indicates the number of duty days required versus monetary contributions.

School Support Program Duties Vs. Monetary Contributions						
No. of children enrolled		1	2	3	4	5
No. of duty days	Full year:	4	6	7	8	9
	2 terms:	3	4	5	6	7
	1 term:	1	2	3	4	5
Monetary contribution	Full year:	¥100,000	¥150,000	¥175,000	¥200,000	¥225,000
	2 terms:	¥75,000	¥100,000	¥125,000	¥150,000	¥175,000
	1 term:	¥25,000	¥50,000	¥75,000	¥100,000	¥125,000

For the duty option, sign-up sheets for requesting preferred duty types and dates are distributed before the end of each term for the following term. Final rosters are also distributed before the end of each term. New families entering the school after rosters have been set will be informed if places are available at the time of initial enrolment; if not, they will be added to the waiting list. If no places become available during the term, they will be able to register preferences for the following term.

Duties not completed during the school year will be carried over to the following year; however, **duties may only be carried over once**. Families leaving KIST before completing their required duties will be invoiced at the rate of ¥25,000 per duty for the number of uncompleted duties. This includes families who must leave suddenly for various reasons. We cannot guarantee that openings will become available to accommodate any remaining duties.

Families registered for the monetary contribution option will receive an invoice for the appropriate amount together with term tuition fees prior to the start of the school year.

Acceptance of an offer of enrolment to KIST indicates an understanding and agreement to cooperate with the SSP. Participation is a condition of continued enrolment. All students benefit from the savings made by parents contributing their time. The support given by parents through the SSP and other additional volunteer support is greatly appreciated.

6.03: Parental involvement

In addition to the School Support Program, parents are also encouraged to take part in their child's life at KIST through participation in and attendance at various school events. Some of these include:

Parent welcome nights

Conducted in the first two weeks of school, these compulsory sessions provide an opportunity for families to find out about the coming school year. Families spend time with their child's new teachers to learn the specific expectations and routines of the new class environment.

Parent/Teacher/Student interviews

Conducted in the autumn term, these interviews provide an opportunity for parents, teachers and students to come together to discuss the progress of students. We discuss how students are settling into the new school year and together we identify any areas that will focus learning goals and behaviors for the year.

Student led conferences

Attendance at these is compulsory for parents as they are part of each child's assessment cycle. Conducted at the end of the winter term, student led conferences give students the chance to show their work to their parents. They also enable students to take more responsibility for their own part in the learning process. By talking about it with others, they gain a greater understanding of their own learning processes.

Parent participation program

Each class teacher encourages parental involvement in the classroom in different ways. This may take the form of a regular program or invitations to attend particular activities at certain times during the year. This program is separate from the School Support Program (see Section 6.02).

Class parents

In order to help facilitate parental involvement in school events, each of our classes has "class parents." These parents, usually two, volunteer their time and services to assist the school with leading the organization of a class stall for the School Festival, assisting the class teacher with the organization of events, collection of resources and material making if and when required by the class teacher, and creating a class contact list. We ask for parents to volunteer as class parents during the proceedings on Parent Welcome Nights.

Excursions

Parents are occasionally asked to attend excursions with their child's class. This can be a rewarding experience for both parents and children as they discover and explore new environments together.

Parent information evenings

In order for parents to positively support children in their studies, the school hosts a number of information evenings throughout the year to allow parents to gain a better understanding of the school curriculum as based on the International Baccalaureate's Primary Years Programme, Middle Years Programme and Diploma Programme.

Friends of KIST

Friends of KIST is an organization for parents/guardians of enrolled students. All parents are members of Friends of KIST while their child is enrolled at the school. A membership fee is collected at the beginning of each school year. Friends of KIST promotes the development of the school through volunteer work and financial support as well as promoting communication amongst all members of the school community. Parents/guardians are encouraged to become active members of Friends of KIST through membership of the executive committee or various other committees.

School Festival

Each year towards the end of October, the school holds an annual school festival, the largest fundraising event of the year. Money raised from the festival is put towards the purchase of items such as library books, computers, and art and science equipment to ensure that students are provided with the latest learning materials, or it is put towards a specific project to improve the educational environment of the school. Because of this, the entire school community works very hard to make the festival a success in order to raise as much money as possible. Participation is compulsory for all families through assistance with pre-festival preparations and on-the-day booth support. In addition, donations of food, bazaar goods, ingredients for food stalls, contributions of money and so on are also more than welcome.

Family Day

Family Day is held on a Saturday in May and aims to bring together all members of the school community—students, parents and staff—through participation in sporting and enjoyable physical activities. As the final community event of the school year, it also provides an opportunity to distribute information to families about the coming year, announce the awardees for the Komaki Awards scholarship program (see KIST School Handbook), and allows teachers and families to interact in a fun and friendly atmosphere.

Section 7: Fees**7.01: School fees**

KIST aims to maintain a fee structure that allows students from various socio-economic backgrounds to enter the school so that an international education is not restricted only to those who are more fortunate; however, tuition and other fees need to be adjusted from time to time. Before adjustments are made, notification will be given as far in advance as possible. Please note that changes will be made to the Enrolment Fee, All Purpose Fee, Technology Fee and Class Events Fee from the beginning of the 2010 – 2011 school year as shown in the table of general fees.

TUITION FEES

Curriculum	Area of school	Grades	Autumn term	Winter term	Spring term	Total
PYP	Lower School	K1 – K3, Grade 1	¥400,000	¥400,000	¥400,000	¥1,200,000
	Primary School	Grades 2 – 5				
MYP	Secondary School	Grades 6 – 10	¥450,000	¥450,000	¥450,000	¥1,350,000
DP		Grades 11 – 12	¥500,000	¥500,000	¥500,000	¥1,500,000

- PYP = Primary Years Programme / MYP = Middle Years Programme / DP = Diploma Programme
- For students enrolled at KIST in or before December 2007, the above tuition fees will become effective from the autumn term 2011.

GENERAL FEES

Type of fee	Grades		Amount	When paid
Application Fee	All grades		¥20,000	Upon application
Enrolment Fee	All grades	2009–2010 school year	¥200,000 (Re-enrolments: ¥40,000 ¹)	When first admitted to KIST
		2010–2011 school year	¥300,000 (Re-enrolments: ¥60,000 ¹)	
Facility Upgrade Fee	All grades		¥200,000 (Re-enrolments: ¥40,000 ¹)	Annual
Building Maintenance Fee	All grades		¥50,000 ²	
Friends of KIST Fee	All grades		¥3,000	
All Purpose Fee ³	K1 – Grade 10	2009–2010 school year	¥50,000 ²	
		2010–2011 school year	¥100,000 ²	
	Grades 11 – 12		¥150,000	
Technology Fee	All grades	2009–2010 school year (Autumn term entry)	¥15,000	
		2009–2010 school year (Winter/Spring term entry)	¥30,000	
		2010–2011 school year	¥30,000	
Class Events Fee ⁴	K1 – Grade 5	2009–2010 school year	¥3,000	
		2010–2011 school year	¥0	

OTHER FEES

Type of fee	Grades/Document type	Amount	When paid
IB Diploma Exam Fee	Grade 12 only	¥160,000	Winter term: ¥80,000 Spring term: ¥80,000
Special Education Fee ⁵		From ¥50,000	Per month
Documentation Fees	Proof of attendance ⁶	¥2,000	Per document
	Record of attendance ⁶	¥2,000	
	School reference/Other ⁷	¥3,000	
	Re-issuance of report card	¥1,000	
	Re-issuance of invoices	¥1,000	
	Re-issuance of Student/Parent ID Cards (Edy Card)	¥2,000	Per card
Entrance Examination Fee ⁸	All grades	From ¥5,000	Per exam/per hour
ESL Re-assessment Fee ⁹	All grades	¥5,000	Per exam
Enrolment Re-instatement Fee ¹⁰	All grades	¥2,000	Upon issue

1 Reduced rate for students re-enrolling at KIST within three years of previous enrolment (see Section 1.08).

2 Will be reduced for students first enrolling from the spring term (see Section 7.06).

3 Includes school materials, annual yearbook and other consumables.

4 Covers payments for excursions, class celebrations and visiting guests. This fee will be combined with the All Purpose Fee from Autumn 2010.

5 Actual fee determined in accordance with the level of support required.

6 Conditions apply. Please inquire at the school office.

7 For documents requested from other schools when enrolling in, transferring from or leaving KIST.

8 For entrance tests required to be conducted at KIST by other schools when transferring abroad. Delivery charges will be required separately.

9 For applicants requesting re-assessment after receiving an enrolment result of "Waiting (with ESL)" (see Section 3.07).

10 For applicants requesting re-instatement of an Offer of Enrolment after cancellation (see Section 3.03).

7.02: Overview of school fees during first year of enrolment

Tuition is paid by the term and must be received in full before the start of each term. Annual general fees are paid together with the autumn term tuition. There is also a full year tuition payment option (see Section 7.06). For this option, your payment must also be received before the start of the school year. The table below provides details of the total annual school fee payments you should expect to make during your child's first year of enrolment at KIST. This is in addition to the initial Enrolment Fee which must be paid to secure a place in the class. Please note that the Facility Upgrade Fee is a one-time fee required on first enrolment only.

For 2010 – 2011 school year

Area	Grade	Tuition Fee	Facility Upgrade Fee	Building Maintenance Fee	Friends of KIST Fee	All Purpose Fee	Technology Fee	IB Diploma Exam Fee	Total
Lower	K1–3, G1	¥1,200,000	¥200,000	¥50,000	¥3,000	¥100,000	¥30,000	N/A	¥1,583,000
Primary	G2–5	¥1,200,000	¥200,000	¥50,000	¥3,000	¥100,000	¥30,000	N/A	¥1,583,000
Secondary	G6–10	¥1,350,000	¥200,000	¥50,000	¥3,000	¥100,000	¥30,000	N/A	¥1,733,000
	G11	¥1,500,000	¥200,000	¥50,000	¥3,000	¥150,000	¥30,000	N/A	¥1,933,000
	G12	¥1,500,000	¥200,000	¥50,000	¥3,000	¥150,000	¥30,000	¥160,000	¥2,093,000

7.03: Fees for other services and items

Additional payments for the compulsory school uniform, optional school bus and school lunch services, textbooks (where appropriate), attendance at camps and so on will be invoiced separately.

School uniform

From ¥50,000

The school uniform is compulsory for all students and should be purchased prior to the start of school. Uniform items are sold at the school reception. There are separate formal uniforms for summer and winter and also a PE uniform.

School bus service

¥157,500 – ¥262,500 per year

KIST aims to provide a bus service to assist parents in transporting children to and from school. We are committed to providing this service only for areas and routes that can be reasonably justified in terms of cost and time. Bus routes and bus stops are reviewed annually and may change from time to time. The service operates as a user-pays system and is limited to registered users only. The monthly bus fees, as shown below, cover regular round-trip service only. One-way service is not available. The school bus service is for students only. Parents are not permitted to use the school bus for any reason.

Pink Bus (Hiroo/Tokyo route)

Bus stops (Minato-ku): Kogai Park; Hiroo; Tengenji ¥26,250/month

Bus stops (Chuo-ku): Tokyo Station Yaesu Exit ¥15,750/month

Blue Bus (Nishi-Kasai/Toyo-cho route)

Bus stops (Edogawa-ku): Nishi-Kasai Station ¥15,750/month

Bus stops (Koto-ku): Tomin Bank ¥15,750/month

Orange Bus (Urayasu route)

Bus stops (Edogawa-ku): Baymall; Imagawabashi ¥23,100/month

School lunch service

Kindergarten size: ¥493 / Primary size: ¥598 / Secondary size: ¥651

School lunches are optional for all students. Lunches prepared by the school are made with organic or near-organic produce and are nutritious and well balanced; however, we cannot cater for students with allergies or other special dietary requirements. All prices are per meal and include consumption tax. Lunch must be ordered and paid for on a term basis; however, families are free to choose the days of the week they wish to order. The total cost will depend on the number of days you apply for during the week.

Textbooks

Textbooks are required for use in the Middle Years Programme (G6 – 10) and Diploma Programme (G11 – 12). Families will be required to purchase these as required. Titles and prices vary according to your child's subject choices and may change from year to year. Details will be provided after enrolment.

7.04: Other services covered by tuition fees

In addition to in-class and after-school ESL support (see Section 5.02), the following services are included in the annual tuition fees and will not be charged separately.

Before Care and After Care

Before Care and After Care services are available on weekdays for parents with work or other commitments who need their children to remain at school beyond normal school hours. Before Care is from 8:30 a.m. to 9:30 a.m. and

After Care is from 2:00 p.m. to 3:00 p.m. These times are fixed and cannot be extended. Preference will be given to children requiring permanent care; however, requests for occasional care may also be accepted on a limited basis provided places are available. Availability is dependent on places vacant. K1 students are not eligible to join Before Care or After Care until their second term after enrolling at KIST.

Before-school and after-school activities

The school offers a variety of term-based before-school and after-school activities representing both sporting and cultural interests such as soccer, basketball, chess, dance, cooking and many more. K1 – K3 students involved in after-school activities remain at school until 3:00 p.m. Students in G1 – 12 remain until 4:30 p.m. or 5:30 p.m. depending on the activity. Buses are available for students remaining until 4:30 p.m. but not for 5:30 p.m. K1 students are not eligible to join an activity until their second term after enrolling at KIST. Some activities have limited spaces. It may not be possible for all children to join the particular activity they wish to join.

7.05: Penalties for late payments

All school fees must be received by the due date as indicated on individual invoices. A late fee of ¥2,000 per invoice will be incurred for overdue payments. For payments considerably overdue, if you have not notified the school of a delay in payment, your child will not be permitted to attend classes until your account is clear. For repeated overdue payments, your child's enrolment will be reviewed. Enrolment of subsequent siblings who wish to enter the school will also be affected.

7.06: Discounts on school fees

KIST is unable to offer scholarships or financial assistance for new enrolments; however, a number of discounts are available as indicated below.

Family discount

A 30% reduction on tuition fees is offered to families with three or more children enrolled at the school. In order to qualify, at least one child must be in Grade 1 or above. No reduction will apply if all children are enrolled in K1 – K3. The discount applies only to tuition fees for the third child. No other fees are discounted, including school bus fees. In addition, the discount does not apply where tuition is paid by an employer.

	<i>K1 – Grade 5</i>	<i>Grade 6 – 10</i>	<i>Grade 11 – 12</i>
<i>Annual tuition fee:</i>	¥1,200,000	¥1,350,000	¥1,500,000
<i>30% discount:</i>	¥360,000	¥405,000	¥450,000
<i>Total:</i>	¥840,000	¥945,000	¥1,050,000

Annual payment discount

A discount of 1% is offered to families who wish to pay annual school fees in full before the start of the school year. This applies only to students enrolled for the full year and only to families who will pay tuition fees in full themselves. It does not apply in situations where tuition fees are paid by an employer. In addition, it is not available in situations where the third child in a family is already receiving the family discount (as outlined above).

	<i>K1 – Grade 5</i>	<i>Grade 6 – 10</i>	<i>Grade 11 – 12</i>
<i>Annual tuition fee:</i>	¥1,200,000	¥1,350,000	¥1,500,000
<i>1% discount:</i>	¥12,000	¥13,500	¥15,000
<i>Total:</i>	¥1,188,000	¥1,336,500	¥1,485,000

Reduction for re-enrolments

The Enrolment Fee and Facility Upgrade Fee are one-time fees paid only when a student is first accepted into the school; however, they are only valid for the time a student is continuously enrolled. Students who leave the school and then re-apply at a later date will be required to pay both fees again; however, a reduced rate is offered to students re-applying within three years of leaving the school (see Section 7.01). There is no reduction for students whose previous enrolment is more than three years prior.

Mid-term enrolments and withdrawals

For all mid-term enrolments and withdrawals, the first or last tuition fee to be paid is discounted depending on when your child starts or leaves the school. This is based on a monthly pro-rata calculation. For new enrolments, tuition is required from the beginning of the month of enrolment regardless of the date of first attendance. For withdrawals, tuition is required until the end of the final month of enrolment regardless of the date of withdrawal. Please note that this applies only to general tuition fees as well as fees for the school bus service. There is no reduction on annual general fees or for any other services offered by the school, with the exception of the Building Maintenance Fee and the All Purpose Fee which are reduced as indicated in the following table for students whose initial enrolment is from the beginning of or during the spring term only:

Fee	Grade	2009 – 2010		2010 – 2011	
		Regular fee	Reduced rate	Regular fee	Reduced rate
Building Maintenance Fee	K1 – G12	¥50,000	¥25,000	¥50,000	¥25,000
All Purpose Fee	K1 – G10	¥50,000	¥25,000	¥100,000	¥50,000

7.07: Refund policy

The Application Fee and Enrolment Fee are non-refundable; however, the Enrolment Fee may be refunded in situations where an application for provisional enrolment has been successful initially but for which full enrolment has not been granted for certain reasons (see Section 4.04). The Enrolment Fee will not be refunded in any other situation.

Tuition and general fees as shown in Section 7.01 (excluding the Application Fee and Enrolment Fee) will be refunded if enrolment is cancelled prior to the first day of school. Fees will not be reduced or waived due to a student's absence from school for personal or medical reasons. Fees for the school bus are refundable on request from the following month after the service is last used (see Section 7.03).

The cost of school uniforms and other personal materials purchased at school can be refunded only if the items are returned within a week of purchase and have not been worn or used. The wrapping bag must also be returned with the items in order to receive a full refund. Please note that we cannot accept returns or exchanges of the long and short sleeve button-down shirts if they have been opened. All other fees are non-refundable.

For more detailed information regarding fees and payments, please refer to the KIST School Handbook.