

K. INTERNATIONAL SCHOOL TOKYO



ADMISSIONS HANDBOOK

2017 – 2018

(Valid: October 2016 – September 2017)

** Celebrating 20 years**



An IB World School

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Mission

K. International School Tokyo provides academically motivated children from diverse cultural and social backgrounds with high quality education in a safe and nurturing environment to develop competent and moral individuals who make meaningful contributions to our global community.

Vision

K. International School Tokyo seeks for all learners to demonstrate excellence in academics and a commitment to making the world a better, more peaceful place.

Guiding Beliefs

K. International School Tokyo believes that:

1. Being a member of the school community requires a belief in and a commitment to uphold the school's mission and vision as well as a dedication to its guiding beliefs.
2. A safe and nurturing environment is that which encourages respect, responsibility, tolerance and compassion.
3. A high quality education is defined as promoting academic excellence, international understanding, moral character and lifelong learning.
4. Education is a shared partnership of mutual trust between students, parents/caregivers and the school.
5. Cultural diversity enhances our school community as well as our understanding of the world.
6. Central to being internationally minded is recognizing that diverse, rich cultures exist in all regions of the world and demonstrating a tolerance for the varied beliefs and traditions of these cultures.
7. The language, customs, traditions and cultural beliefs of our host country, Japan, serve as an important resource in enriching the learning experience.
8. A regularly reviewed, comprehensive international curriculum that is linked across the school, is essential in preparing students for their future lives.
9. Being a global citizen requires knowledge and skills in the use of technology; however, the ability to function independently and act promptly in the real world also requires core knowledge and skills independent of technology.
10. Special emphasis should be placed on development of skills in language and mathematics as essential learning tools.
11. Setting high academic expectations supports the development of strong academic skills which increase the chances for future academic success.
12. Students learning through a second language require more learning time and a greater degree of effort and support than those learning through their first language.
13. Mother tongue development and maintenance is important in developing identity, self-esteem and cognitive ability, and ultimately contributes to academic success.
14. Maintaining a safe and collaborative learning environment free from bullying and harassment requires the support of the school community as a whole in taking appropriate action when necessary.
15. Reinforcing appropriate dress and behavior standards promotes a respectful, responsible and safe school environment.
16. The accessibility of educational opportunities at the school is dependent on the establishment and sustainment of as affordable a fee structure as possible and efficient financial management.

K. International School Tokyo

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Welcome to K. International School Tokyo (KIST). We sincerely appreciate your interest in our school.

KIST was founded in 1997 as a private, co-educational, non-denominational day school serving the international community of Tokyo, and caters for students from pre-kindergarten through Grade 12. Having gained recognition from the Tokyo Metropolitan Government in July 2000 as an “educational foundation” (Gakkoo Hoojin), it has since grown to a population of around 630 students representing approximately 50 different nationalities.

The curriculum at KIST is based on educational programmes for students aged 3 to 19 offered by an independent, international organization, the International Baccalaureate. The programmes are: the Diploma Programme (DP) which is a widely recognized international university entrance qualification, the Middle Years Programme (MYP) and the Primary Years Programme (PYP). As of July 2016, there are 4,527 IB schools in the world, with approximately 1.3 million students studying under the IB curriculum.*

KIST was the first school in the Kanto region and the second school in Japan to be fully authorized as an IB World School to deliver all three IB programmes. One of the merits of offering all three programmes is that the required knowledge, skills and attitudes necessary for success are developed systematically across the programmes at appropriate times according to students’ age.

In particular, the Diploma Programme (DP), designed for students aged 16 to 19, consists of a variety of subjects that are delivered through discussion-based lessons and regular submission of reports. Also, in addition to their regular subjects, DP students are required to develop intelligent thinking skills through the completion of a written research investigation – the Extended Essay, and complete a Theory of Knowledge (TOK) component to promote critical thinking, as well as a Creativity, Action, Service (CAS) element designed to develop social skills. Due to the advanced educational content, it is not unusual for IB Diploma candidates to obtain credits after matriculation at American universities.

KIST’s first graduating Grade 12 class was in 2006. In 2016, our eleventh graduating class reached a milestone by attaining exceptionally high scores in the DP, gaining an average score of 37 points out of a possible total of 45, making KIST the highest ranking school offering the IB Diploma in Japan.

KIST graduates choose to attend universities and colleges that best match their goal of gaining knowledge to a higher level. Some of the universities KIST graduates have attended include American universities such as Stanford University; Princeton University (full scholarship covering 100% of fees); the University of Pennsylvania; the University of Chicago; California Institute of Technology; Boston University (full 4-year scholarship); the University of California, Los Angeles (UCLA) and the University of Michigan; Canadian universities such as McGill University and the University of British Columbia; British universities such as the London School of Economics and Political Science; Imperial College London; King’s College London and the University of St Andrews; Hong Kong University; Seoul National University and Yonsei University’s School of Medicine in South Korea and many other leading universities around the world. In Japan, graduates have attended the University of Tokyo; Okayama University (School of Medicine), Nagoya University, Keio University, Waseda University’s School of Political Science and Economics, School of Science and Technology, and School of International Liberal Studies and others.

One of the characteristics of KIST is the existence of a large number of hardworking students with an outstanding volunteer spirit. This certainly exerts a positive influence on other students and is clearly connected with positive outcomes. Maintaining and improving the learning environment in order to cultivate the heart is one of the important pillars of KIST. For this reason, in order to be successful at KIST, there is a high expectation that students will endeavor to do their best at all times and that parents will provide sufficient support.

Choosing a school to work with you in educating your children is one of the most important decisions you will make. Every school has its own special characteristics and we encourage you to research these carefully in order to select the school that best suits the needs of your child and matches your family’s values.

K. International School Tokyo

* <http://www.ibo.org/>

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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. For this reason, we ask that you read this handbook before applying. Submission of an application indicates that you have read and understood the document 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, non-denominational day school serving the international community of Tokyo from K1 to Grade 12. KIST welcomes academically motivated students from “internationally minded” families who can demonstrate a commitment to our mission, vision, guiding beliefs and educational programs.

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 balanced, 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 enrollment. 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 in need and believe that such actions can make the world a better place.

The educational program at all levels is based on curriculum frameworks developed by the International Baccalaureate (IB). Students from K1 to Grade 5 follow the Primary Years Programme (PYP), students from Grades 6 to 10 follow the Middle Years Programme (MYP) and students in Grades 11 and 12 follow the Diploma Programme (DP). For more information on the three programs, please visit the IB website at <http://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 learning needs. Applications from children with physical disabilities will be considered on a case-by-case basis according to the specific needs and whether or not the school environment can cater for such needs.

As part of our commitment to maintaining a truly international student body, applications are accepted from students of all nationalities. Approximately 630 students representing around 45 different nationalities currently attend KIST including approximately 24% American/Australasian/British/Canadian, 13% African/European/Middle Eastern/South American, 15% Indian/Pakistani/Bangladeshi, 25% Japanese and 23% other Asian students. A very high percentage of students have dual nationality.

In order to promote diversity, we strive to maintain a balance of nationalities at each grade level (from Grade 1 and above) 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.

1.03: School year and class times

The school year at KIST commences from mid-August and ends in mid-June. The instructional program and reporting cycle is organized into two semesters.

- Semester 1: August – January
- Semester 2: January – June

Classes are held during the following hours:

Day / Grade	K1 – Grade 5	Grades 6 – 12
Monday	8:45 – 2:40	8:45 – 2:40
Tuesday, Wednesday, Thursday, Friday	8:45 – 3:25	8:45 – 3:40 ¹

¹ Some students in G6 to G12 may have classes before school from 8:10 a.m. or after school until 4:30 p.m. on certain days.

1.04: Age eligibility

Due to the mid-August start to the new year, the cut-off date for enrollment age at KIST is July 31. By this date, all applicants must be the required age as indicated in the chart below to apply. All K1 to 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 (2017 – 2018)						
	Area of school	Grade		Age		Date of birth
	To apply for	Elementary School	K1 ¹	your child must be	3	as of July 31.
K2			4		Aug. 1, 2012 – Jul. 31, 2013	
K3			5		Aug. 1, 2011 – Jul. 31, 2012	
Grade 1			6		Aug. 1, 2010 – Jul. 31, 2011	
Grade 2			7		Aug. 1, 2009 – Jul. 31, 2010	
Grade 3			8		Aug. 1, 2008 – Jul. 31, 2009	
Grade 4			9		Aug. 1, 2007 – Jul. 31, 2008	
Grade 5			10		Aug. 1, 2006 – Jul. 31, 2007	
Secondary School			Grade 6		your child must be	
		Grade 7	12	Aug. 1, 2004 – Jul. 31, 2005		
		Grade 8	13	Aug. 1, 2003 – Jul. 31, 2004		
		Grade 9	14	Aug. 1, 2002 – Jul. 31, 2003		
		Grade 10	15	Aug. 1, 2001 – Jul. 31, 2002		
		Grade 11 ²	16	Aug. 1, 2000 – Jul. 31, 2001		
		Grade 12 ³	17	Aug. 1, 1999 – Jul. 31, 2000		

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

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

³ Applications for Grade 12 are only accepted from students transferring from an IB school where the subject options match those at KIST.

We believe that children socialize best with other children of their own age. Therefore, we prefer to keep students within their correct age group according to their date of birth as indicated above. For K1, applications for children younger than the eligible age will not be considered for any reason. For K2 and K3, applications outside the cut-off dates will only be considered in exceptional circumstances where specific reasons exist. In such cases, placement decisions will be based on observations, previous educational experiences and teacher recommendations. Observations or assessments additional to the regular enrollment process may also be required.

In certain cases for Grades 1 through 10, we may consider requests for enrollment for up to a maximum of one grade level above or below an applicant's eligible grade depending on previous school records, years of schooling, and the level of academic performance. In such cases, the specific reason for the request must be stated in your application and documentary evidence must be attached where appropriate.

In the Secondary School, applications for Grades 11 and 12 may be considered from children up to a maximum of one year below or a maximum of two years above the eligible age.

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.

Under normal circumstances, applications for admission between April and June for a grade level not yet completed will not be permitted. For example, students who graduate from Grade 3 at another school in March and wish to enter KIST from April may apply for Grade 3 but not for Grade 4. After completing 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.

1.05: Language requirements and academic expectations

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. With the exception of very young children, students must have reached a certain level in English already in order to enter the school. Applicants for the Secondary School, in particular, must be able to demonstrate a high level of English ability in order to cope with the demands of studying specialized subjects in English. Because of this, due to the nature of the course of study, applicants seeking admission to Grades 10 and above who are identified as requiring language support will not be accepted. Furthermore, due to the academically challenging curriculum in the Diploma Programme, which includes university level content, there are high academic expectations for students moving from Grade 10 to the Diploma Programme in Grades 11 and 12, Families for whom Tokyo is their permanent or long-term residence and who are

interested in applying to KIST in Grades 11 and 12 are strongly encouraged, therefore, to instead consider applying for admission at an earlier stage in order to provide students with a longer period of time to develop the knowledge and skills needed to progress to the DP in Grade 11.

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. Furthermore, 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 enrollment, and have paid the relevant school fees, 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. Visas should be arranged in advance to avoid situations where children must be absent from school for prolonged periods due to visa issues as this affects the learning process.

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 are required to attend an interview at the school 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. In addition, students living without their parents are required to submit a copy of their visa as part of their application documentation. For students whose applications are successful, but have not yet been issued with an appropriate visa, enrollment will be granted on a conditional basis only. When the visa is issued and a copy submitted to the school, full enrollment will be granted. Enrollment may be cancelled if the visa is not received after a certain period of time.

1.07: Sibling enrollments

Although siblings of students already enrolled at KIST will, in the first instance, be given priority, they must sit for the same admissions test as regular applicants. The factors considered for regular applicants will also be considered when reviewing applications for 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. 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 enrollments and may affect the outcome of the application.

1.08: Applying for re-enrollment

Students previously enrolled at KIST who wish to return are eligible to apply for re-enrollment 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 admissions test as regular applicants. If enrollment is approved, a reduction of the Enrollment Fee and the Capital Fee may apply if the re-enrollment is within three years of the previous date of withdrawal.

1.09: Short-term enrollments

Short-term enrollments of less than three months are discouraged; however, applications are considered on a needs basis and according to space availability. Tuition fees are calculated on a monthly pro-rata basis; however, there is no reduction on other general fees, with the exception of the Building Maintenance Fee which is reduced for students enrolling between April and June only. A full school uniform (summer and/or winter depending on the time of year) and separate PE uniform must also be purchased. Families should consider the costs involved before applying.

1.10: Grade advancement and program progression

There are specific criteria that must be met in order for students to progress to higher level programs (i.e. K3 to Grade 1, Grade 5 to 6 and Grade 10 to 11). For program progression, some of the factors considered include:

- Social development
- Parental support and involvement
- Cognitive, emotional and physical development and condition
- Academic aptitude to cope with a higher level curriculum
- Academic motivation, attitude to learning, and general life attitudes

Students who do not meet the required expectations may be advised, or required to attend the Summer Academic Program, attend before- or after-school support classes, engage a tutor, change courses, repeat a grade or transfer to another school.

A program progression fee of ¥3,000 applies per student when moving from K3 to Grade 1, Grade 5 to 6 and Grade

10 to 11.

There are also specific criteria that must be met in order for students to advance to higher grades.

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.

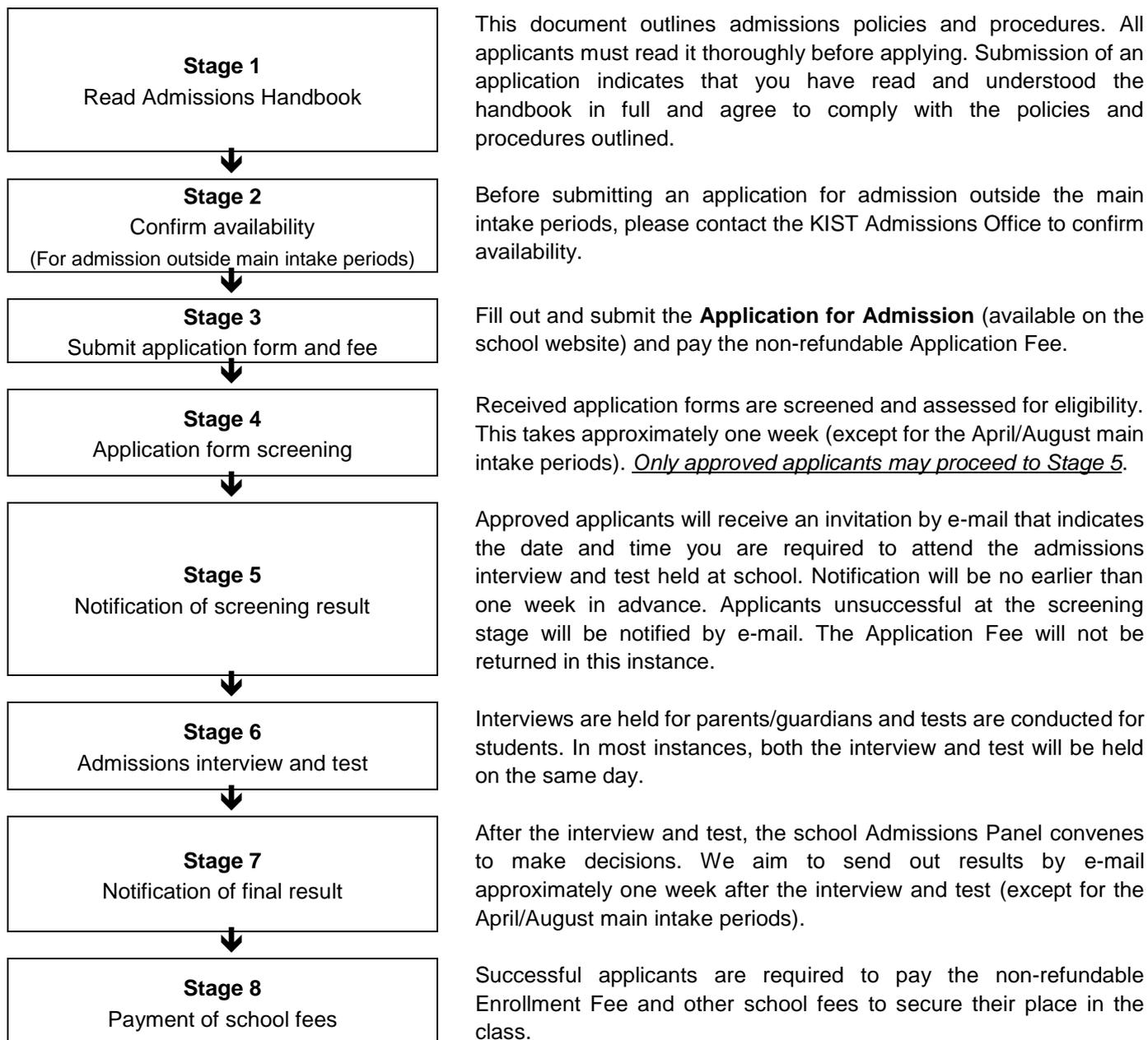
1.11: Waiting list

The waiting list at KIST is only for students up to Grade 10 who have already successfully completed an enrollment interview and admissions test but for whom there are no immediate places available in the desired class of enrollment. Students are not added to the waiting list until they have completed the interview and testing process.

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 enrollment. 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 start of the new school year in August. Enrollment is also possible from

January or from April provided that places are available. The following table indicates the tentative schedule for admission for the main intake periods. Please note that these dates may change without notice. Applications for admission beyond January of the forthcoming school year are not accepted; however, it is possible to apply for admission from the start of the school year, but to defer enrollment until the following January.

Start from: January 2017 (2016 – 2017 school year)	
<i>Applications accepted:</i>	● October 17, 2016 (Monday) – November 18, 2016 (Friday)
<i>Admissions interview and test:</i>	● December 1, 2016 (Thursday)
<i>Results sent out by e-mail:</i>	● December 8, 2016 (Thursday)
<i>School fees due:</i>	● December 15, 2016 (Thursday)

Start from: April 2017 (2016 – 2017 school year) or August 2017 (2017 – 2018 school year)	
<i>Applications accepted:</i>	● October 17, 2016 (Monday) – January 9, 2017 (Monday)
<i>Admissions interview and test:</i>	● Grades 1 to 12: January 23 (Monday), 24 (Tuesday), 26 (Thursday), 2017 ● K1/K2/K3: January 27, 2017 (Friday)
<i>Results sent out by e-mail:</i>	● February 14, 2017 (Tuesday)
<i>School fees due:</i>	● February 21, 2017 (Monday) [All applicants except August entry K3] ● March 3, 2017 (Friday) [August entry K3 applicants only]
<i>Late applications accepted from:</i>	● February 15, 2017 (Wednesday) [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 is not 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. In situations where children have been on the waiting list prior to the application periods indicated above only, families may submit a new application for August admission if desired. If a place becomes available before the end of the original waiting period, the application fee for the subsequent application will be refunded.

2.03: Applying for admission outside main intake periods

Applications for enrollment 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 three weeks from the time of submission until final enrollment. Families are advised to take this into consideration when submitting an application. Applicants who pass the screening stage will be invited to attend an enrollment interview and assessment test. These are held only on Thursday mornings during most weeks (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: Availability

We advise you to check availability before submitting an application if applying for admission outside the main intake periods. At the time of checking, please 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 such cases, it is your choice whether you wish to proceed with the application knowing that if you pass the initial screening and subsequent enrollment interview and assessment test, your child will be placed on a waiting list. For English ability, however, it is not possible to judge your child’s level until he/she completes the admissions test. If the result of the test indicates that your child requires language support, he/she will be placed on the waiting list if there are no language support places available in the class.

Availability status changes constantly. 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. Furthermore, if the number of applicants is greater than the number of places available, not all applicants will gain admission, even if availability has been confirmed in advance.

2.05: Application requirements

It is the responsibility of applicants to ensure that all required documents are received by the school. Applications will not begin the screening process 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)
- **Recent passport-sized photograph** (paste on the application form)
- **Family photograph** (non-returnable)
Any photograph, formal or informal, that shows the members of the applicant's family is acceptable.
- **Application Fee** (non-refundable) ¥20,000
Please include **proof of payment** by money transfer.

Additional required 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 any 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 or submitted together with an application in a sealed and stamped envelope from the school.
- **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)
- **Proof of visa status** (non-Japanese applicants living in Japan without their parents only)

General conditions of application

- Items submitted as part of an application, including photographs, 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 by pen 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 communication during the admissions process. A valid computer-based e-mail address must be included in your application.
- 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 enrollment being reviewed and possibly cancelled.

2.06: 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 should be paid by bank transfer to the account shown below. Other forms of payment are not accepted. 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 your bank at the time of transfer to determine the amount you need to pay to cover all fees. Where the amount received by KIST is less than the required fee, you will be asked to pay the difference in cash at the time of your interview.

Application Fee bank account details:

Bank: Mizuho Bank (Bank number: 0001)
Branch: Honjo (Branch number: 050)
Address: 4-31-11 Ryogoku, Sumida-ku, Tokyo 130-0026

Tel: 03-3631-2121 / +81-3-3631-2121
Account type: Regular savings (Futsuu)
Account number: 1937746
Swift code: MHCBJPJT
Account name: K. International School Tokyo

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

2.07: 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 enrollment. 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.

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 applicants for Grades 1 and above.
- English language ability at a level sufficient to participate in our academic program
- Mathematics ability at a level sufficient to participate in our academic program (Grades 2 and above)
- Physical and social maturity, especially for younger children
- Previous school records and reports
- Sibling/s already enrolled

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 mission, vision and guiding beliefs
- 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 assessment stage. 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.

2.08: Enrollment interview and assessment test

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

1. Parent interview

The parent interview is designed to check that parents' educational beliefs and aspirations match the school's mission, vision, guiding beliefs and programs. The interview is usually conducted as a group discussion with other families and takes around 30 minutes to one hour depending on the number of participants. Interviews are conducted in English or 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. Both parents are encouraged to attend the interview if possible. If both parents are not available, one parent may attend.

From the responses on your application form and the answers you provide during the interview, 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's mission, vision and guiding beliefs.
- 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.

2. English proficiency test

The English proficiency test checks whether an applicant has the necessary English language skills required to access the curriculum of the grade for which they are applying. The type of test administered depends on the grade as outlined below and may take from one hour to several hours depending on the grade.

- K1 and K2
For K1 and K2 applicants, the test takes the format of a classroom observation and involves the children taking part in a variety of activities such as drawing, naming objects, coloring, counting etc. The examiners observe the children's level of understanding of English and whether they can respond in English (or another language) and also how they interact with other children in the room.
- K3 and above
For applicants for K3 and above, the test used is a common test used by many international schools to appraise English proficiency in the four areas of reading, writing, listening and speaking. For K3, the test is divided into 2 sections: listening and speaking; however, for mid-year applications, reading and writing skills may also be tested. For applicants in Grades 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.

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 language support. If the 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 language support, their application may be unsuccessful.

3. Mathematics assessment test

All applicants for Grades 2 and above are required to sit for a 1-hour mathematics test. The tests used are similar to past papers for Key Stage or IGCSE exams as indicated in the table below:

Admission to grade	Test used
2	Key Stage 1 Level 2
3	Key Stage 1 Level 3
4 or 5	Key Stage 2 Level 3 – 5
6	Key Stage 3 Level 4 – 6
7	Key Stage 3 Level 5 – 7
8	Key Stage 3 Level 6 – 8
9 and above	EdExcel IGCSE Mathematics A

Past Key Stage exam papers similar to the tests used can be found on line at sites such as <http://satspapers.org/>. Past IGCSE papers can be accessed at sites such as <http://igcseworld.com/IGCSE/Math%20A> or through Pearson at <http://qualifications.pearson.com/en/support.html>.

4. Student interview

All applicants for Grades 4 and above, as well as those applying for admission to Grade 3 from April, are required to participate in a group interview with the relevant Area Principal. This takes approximately 20 to 30 minutes.

5. Classroom observation

For all K3 and Grade 1 applicants, an additional observation of their interaction with other children in a regular classroom situation is also conducted.

Section 3: Decisions and deferrals

3.01: Notification of results

Admissions decisions are based on the outcome of the enrollment interview for parents, the assessment tests for

applicants and possible further considerations of the various criteria used at the screening stage. **All decisions are final and non-negotiable.** Successful applicants and their families will be those:

- 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 language support.
- Whose mathematics ability is at a level that will allow them to cope with our curriculum (Grade 4 and above as well Grade 3 applicants from April).
- Whose physical development and social skills are appropriate for the grade
- Who understand and sympathize with the school’s mission, vision and guiding beliefs.
- 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 2.07.

Final results are sent out by e-mail approximately one week after the interview and test have been completed, except for the April/August intake periods. 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 enrollment interview or assessment test. Submission of an application indicates your understanding of and agreement with this policy.

3.02: Categories of results

Enrollment results will take the following forms:

- **Enrollment approved** – The application has been successful and a place in a particular class has been reserved. A formal **Offer of Enrollment** letter and an invoice for school fees will be sent to the applicant. The fees 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 automatic cancellation of the offer.
- **Enrollment approved (English Language/Mathematics Support)** – The application has been successful, but language support has been deemed necessary for the applicant in one or more skill areas (i.e. reading, writing, listening, speaking); or mathematics support has been deemed necessary according to the results of the mathematics test which indicate that the applicant is not at a level that matches the school’s mathematics curriculum.
- **Enrollment approved (Conditional):** The application has been successful but with various conditions concerning academic or behavioral issues. Enrollment will be reviewed after a certain period and the conditions must have been met in order for the child to continue learning at KIST.
- **Application unsuccessful** – The application has been unsuccessful. This result is usually the combination of various criteria as outlined in Section 2.07 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.
- **Waiting list enrollment / Waiting list enrollment (English Language Support)** – 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 language needs. If a period of six months or more has passed since the original testing date, a re-assessment to check the applicant’s current level may be required before a final offer can be issued. In this case, the re-assessment will be conducted at no additional cost. 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.
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 enrollment 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 enrollment. We may contact you at certain times during the period of waiting 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: Conditions of acceptance

If the results of a child's English and/or mathematics test (Grades 2 and above) indicate that the child requires additional English language and/or mathematics support over and above that which can be offered in the regular classroom, an offer of enrollment may include one or more stipulations that the child attends before- or after-school support classes on weekdays before or after school, and/or the Summer Academic Program during the summer vacation. Depending on the level of support required, attendance may either be compulsory or recommended. In the Elementary School, support classes are part of the Learning Enrichment Academic Program (LEAP) and incur separate fees that range from around ¥20,000 to ¥60,000 per semester depending on the number of class attended. Separate fees also apply for the Summer Academic Program and range from around ¥40,000 to ¥80,000 depending on the course attended. Fees are subject to change from year to year. Further information on the programs is uploaded to the school website at various times during the year.

3.04: Accepting an offer of enrollment

Families that receive an offer of enrollment must act quickly to secure a place for their child. An offer of enrollment will be accompanied by an invoice for school fees. To accept an offer, simply pay the fees by the due date as indicated on the invoice. The date will depend on the timing of your application. Offers of enrollment are valid only until this date. 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 enrollment 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 date of enrollment indicated on the original Offer of Enrollment.
- You must have provided a reason for non-acceptance of the original Offer of Enrollment by the due date of school fees.

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.

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

After payment has been confirmed, families will receive an enrollment package containing general enrollment 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.

3.05: Enrollment deferral

Admissions interviews and tests are conducted to accommodate only the proposed date of enrollment as specified by parents on the initial Application for Admission form. An offer of enrollment is valid for this date only. 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 enrollment deferral. The maximum time a student may defer enrollment is one deferral period corresponding to the main school vacation periods (i.e. August – December; January – March; or April – June) only.

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. Enrollment will be dependent on the availability of a place at the end of the approved deferral period. If no places are available, the student will be added to the waiting list, if requested, until the end of the school year.

Parents who wish to apply for enrollment deferral should download the **Application for Enrollment 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 Enrollment**). Applications received after the first day of school will not be accepted. After receiving the completed form, it will be reviewed by our Admissions Panel. Please note that families applying for **secured** deferral are required to pay the initial Enrollment Fee by the date

indicated on the invoice as per regular applicants. Non-payment of the fee will result in your enrollment being cancelled automatically. Families applying for **unsecured** deferral are not required to pay the initial Enrollment Fee until enrollment is confirmed.

3.06: Enrollment review

If the circumstances in which a student was accepted change after enrollment, the school reserves the right to conduct an enrollment review. This includes situations where learning problems not identified at the time of enrollment 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 enrollment review may result in enrollment being cancelled if we believe that we are unable to meet a student's identified needs.

3.07: Applying for language re-assessment

Applicants on the waiting list who have received a result of "Waiting list enrolment (English Language Support)" may wish to apply to be re-assessed after a period of no less than six months. 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 language 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 a language re-assessment, please submit an **Application for Language Re-assessment** available from the Admissions Office. A fee of ¥5,000 applies and should be paid in cash on the day of re-assessment. Students are not eligible for re-assessment if the waiting period expires before six months. Students may only be re-assessed for the appropriate grade based on their original application for admission.

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 January – March period 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.

Section 4: Provisional enrollment (for overseas applicants only)

4.01: Provisional enrollment

Native or near-native English-speaking students and their parents not currently in Japan at the time of application may apply for provisional enrollment. If granted, this will guarantee a position at the school until such time as they are able to sit for the final admissions interview and/or test. Full enrollment 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, the offer of provisional enrollment may be withdrawn.

4.02: Eligibility for provisional enrollment

Applications for provisional enrollment will only be accepted from applicants for Grade 1 and above. Provisional enrollment is not available in the following situations:

- Applicants for K1, K2 or K3.
- Applicants who are speakers of languages other than English.
- Applicants who are already in Japan.
- Applicants who are applying for a grade level above or below their eligible grade.

In these situations, applicants must follow the standard admissions process.

4.03: How to apply for provisional enrollment

In addition to submitting the regular **Application for Admission** and related supporting documentation and paying the Application Fee, the following documents must also be provided as part of an application for provisional enrollment:

1. Application for Provisional Enrollment

Downloadable from the school website. This includes contact details for the applicant's teacher or school principal in case we need to contact them for further information.

2. A sample of writing in English

The sample should be of a length which clearly demonstrates the applicant's ability as a writer. It should be a task completed as part of the applicant's regular school work, not something prepared specifically to apply to KIST. It may come from any curriculum area but should be related to subject content rather than being a narrative.

3. Mathematics recommendation

Downloadable from the school website. To be completed by the applicant's current or most recent mathematics teacher. Please be sure to use the correct form according to the grade you are applying for.

4. Provisional Enrollment Assessment Questionnaire

Downloadable from the school website. To be 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 support or conferencing, if any, was provided by the teacher or other adults.

In addition to written documentation, applicants and their parents may also be required to participate in an online interview in English (through Skype or a similar program) or by telephone at the applicant's expense. If required, this will be arranged at a mutually convenient time and may take approximately 20 to 30 minutes.

4.04: Screening and notification of result

Applications for provisional enrollment will be screened against the same criteria as regular applications. In addition, the sample of writing and the mathematics recommendation 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 enrollment 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 admissions interview and test; however, enrollment will be based on spaces available at that time. Screening of applications for provisional enrollment may take longer than regular applications.

If provisional enrollment is granted, you will receive an **Offer of Provisional Enrollment** and an invoice for the Enrollment 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. Furthermore, in fairness to other families waiting for a place, we are unable to extend an offer beyond the date indicated on the invoice.

Full enrollment 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 enrollment assessment, this process should be automatic. If enrollment is successful, an invoice for the tuition fee and remaining school fees will be issued and must be paid by the due date. If, however, full enrollment cannot be granted for certain reasons, your application will be cancelled and the Enrollment Fee refunded. The Enrollment Fee will not be refunded in any other situation including the cancellation of an application due to changed family circumstances.

Applicants granted provisional enrollment are not eligible to apply for an enrollment deferral.

Section 5: Student support

5.01: English language support

KIST recognizes that all teachers are language teachers and that language must be taught across the curriculum, not only in designated language activities. It is also recognized that each student is an individual with an individual learning style and individual needs. With regards to English proficiency, teachers tailor classroom activities to allow students to develop to their full potential. In addition to such differentiation, English language support is provided to students identified in need of such assistance.

Assessing for English language support

Before starting classes at KIST, students are pre-assessed by an English language support instructor or a relevant classroom/subject teacher using a standardized English language assessment, which is divided into the areas of reading, writing, listening and speaking. The results of the assessment are used as the first indication of which level of support will be required from the classroom teacher and the instructor. While receiving support, student progress is assessed continuously through standardized reading level benchmarking, student work samples, participation in class discussions and observations. Progress related to support is reported in a supplementary report sent home with each semester report.

English language support in the Elementary School

In the Elementary School, English language support is provided from K1 through Grade 5 for non-native English-speaking students, with two main, overlapping purposes. First of all, for students whose level of English does not allow them to fully access our curriculum independently, the support helps them to comprehend the material and concepts involved, and to express their understanding of this content. The second purpose of English language support is to facilitate the language development of English language learners. Depending on the language level of the students, and on the activity or lesson material at hand, language support may take one or more of the following forms:

- Push-in, pull-out, and/or differentiation of instruction
A mix of two models of support, push-in and pull-out, is used to facilitate English language learners' access to the curriculum and English language development. Pull-out is when one student, or a small group of students with

similar needs, is taken out of the main lesson by the English language support instructor for a separate lesson. In contrast, the push-in model is when the instructor works within the main lesson together with the classroom teacher. In both cases, joint planning between the instructor and the class teacher ensures that the unit objectives are met for all students and that students' language needs, individual learning style and other individual needs are all taken into consideration when differentiating instruction. To enable students the maximum opportunities to use language in meaningful contexts, particularly in their interactions with English-fluent peers, the push-in model is chosen most often. The instructor, therefore, usually provides differentiated scaffolding and adapted resources within the main classroom. However, there are times when a pull-out session is deemed the most effective way to achieve review of content or skills. A series of pull-out lessons may be established, however, pull-out sessions are often one-off lessons to consolidate understanding before returning to the next lesson in the main classroom.

- Language focused co-curricular activities and programs

As part of the Co-curricular Activities Program across the school, a range of academic clubs and support classes are offered. In the Elementary School, Learning Enhancement Academic Program (LEAP) support class are offered before school each day for students in K3 through to Grade 5. These 30 minute-long lessons focus on various English language skills and those eligible to do so may attend between 2 to 5 times per week. Class sizes are limited, and the students with the highest English language needs are given priority.

English language support in the Secondary School

English language support is provided in the Secondary School to meet the needs of non-native English-speaking students or other students whose level of English does not allow them to fully access our curriculum independently. Depending on the English proficiency level of the student, language support may take one or more of the following forms:

- Differentiated instructional pathways (Grades 6 – 12)

Two pathways for English are provided for students in Grades 6 through 10, and three for students in Grades 11 and 12 as shown below.

Grades	Subject	Description
G6 – G8	Language and Literature	Designed for native or near-native English speaking students or those who do not require language support. It is a literature-based subject that requires full proficiency in reading, writing, listening and speaking skills.
	Intensive English Class (IEC)	Designed for students who have limited exposure to academic English. Students will be guided through the course at a more comprehensive level and be given additional support in terms of scaffolding and increased lessons. Students in the IE class will have a modified timetable to allow for these additional English classes. Students can be recommended for exit from the IE class into Language and Literature upon high achievement in summative assessments and successful taking of our internal English test.
G9 – G10	Language and Literature	Designed for native or near-native English speaking students or those who do not require language support. It is a literature-based subject that requires full proficiency in reading, writing, listening and speaking skills.
G11 – G12	Language and Literature (Higher Level)	A rigorous course designed for native or near-native speakers of English who enjoy reading literature. It assumes in-depth understanding and high level skills in reading, writing, listening and speaking.
	Language and Literature (Standard Level)	Designed for native or near-native speakers of English who have developed a good understanding of and proficiency in the English language, but may need further focus in developing high level skills in some/all of reading, writing, listening and speaking.

Note: Grade 6 to Grade 8 IEC students do not study arts while in the IEC due to increased scheduling of English classes. Aside from English, students study all other courses together with mainstream MYP students. IEC students are expected to graduate to the Language and Literature course by the end of Grade 8.

For new enrollments, English language subject allocation is determined from the results of an assessment test conducted at the time of initial application to enroll at KIST. Students in Grades 6 through 8 identified as requiring language support will be placed in the Intensive English Class until they have developed the necessary skills to enter the Language and Literature course. By Grade 11, it is an expectation that students will undertake one of the Language and Literature courses.

As in-class English language support is not provided to students in Grades 11 and 12, and 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 show that they would be unable to function independently in the classroom.

- **In-class English language support (Grades 6 – 10)**
In-class support is provided for students in Grades 6 through 10 who have not yet reached a level of English language proficiency which facilitates success in the classroom. All students enrolled in the Intensive English Class will receive in-class language support, along with those who are nominated by their subject teachers, and reviewed by the English Language Support Coordinator. In-class language support is offered through measures such as: assessment and task scaffolding, vocabulary assistance and extension, small group sessions, research and assessment assistance, and other forms deemed necessary.

English language support instructors work collaboratively with the subject teachers and coordinators to provide the best possible support for the students. The progress of students receiving language support is tracked and monitored over the duration that they receive support.

- **Out-of-class English language support (Grades 6 – 10)**
Students in the Secondary School are expected upon admission to have relatively strong English proficiency and thereby be able to function, with provided support if needed, in the classroom context. In special situations, out-of-class support ('pull-out' support) may be offered to support students in need. Such support may be provided outside of the regularly scheduled day (before/after school) or, upon consultation with the subject teacher, students may be pulled out of their respected subject time to work one-on-one with the instructor to clarify or review content from the class.
- **Language focused co-curricular activities and programs: Academic Writing**
Students in the Secondary School in need of additional support in academic writing are enrolled in additional lessons throughout the week. Academic writing classes are intended for students who are in English Language and Literature but still need to improve their writing. These classes develop student understanding of different writing genres and support students in using correct writing forms appropriate to the demands of the writing context. Academic Writing classes are held in the mornings before first period throughout the week.

5.02: Special needs support

KIST does not employ a learning needs specialist and is unable to accept applications for students with special needs. 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.

5.03: 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 from the beginning of the school year, the program operates for two weeks 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 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 mid-year, 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 distributed to new families at the time of initial enrollment.

Section 6: Parents

6.01: Parental support

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 KISTival (the annual school festival), Parent Welcome Nights, Parent/Teacher/Student Interviews, Student-Led Conferences, Family Day and others. The dates of such events are included on the annual school calendar to allow families to plan ahead accordingly.

We appreciate the fact that many parents have their own work and personal commitments; however, we ask for the 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 School Support Program (SSP) in which parents are given the choice of participating in particular duties in lieu of paying an annual fee. This helps us to offset the cost of employing additional ancillary staff for these services. Currently, SSP duty options include bus attendant duty and lunch supervisor duty.

In order to make the SSP as fair as possible, participation, whether through completion of duties or payment of an annual fee, 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 general duties at KISTival which is compulsory for all families and does not contribute to the SSP.

At the time of first enrollment, parents have the option of choosing to participate in the SSP through duties or to pay an annual fee. 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 time of first enrollment and the number of children you have enrolled at the school. The table below indicates the number of duty days required versus fees.

School Support Program Duties Vs. Fees						
No. of children enrolled →		1	2	3	4	5
Timing of initial enrollment ↓						
No. of duty days	Enroll Aug – Dec	4	6	7	8	9
	Enroll Jan – Mar	3	4	5	6	7
	Enroll Apr – Jun	1	2	3	4	5
Fees	Enroll Aug – Dec	¥100,000	¥150,000	¥175,000	¥200,000	¥225,000
	Enroll Jan – Mar	¥75,000	¥100,000	¥125,000	¥150,000	¥175,000
	Enroll Apr – Jun	¥25,000	¥50,000	¥75,000	¥100,000	¥125,000

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

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. It also includes families of Grade 12 students who have any duties remaining by the end of May in the final year of enrollment. We cannot guarantee that openings will become available to accommodate any remaining duties.

Families registered for the fee option will receive an invoice for the appropriate amount prior to the start of the school year.

Acceptance of an offer of enrollment to KIST indicates an understanding and agreement to cooperate with the SSP. Participation is a condition of continued enrollment. 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:

1. **Parent welcome nights**

Conducted at the beginning of the school year, 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.

2. **Parent/Teacher/Student interviews**

Conducted in semester 1, 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.

3. **Student-led conferences**

Attendance at these is compulsory for parents as they are part of each child's assessment cycle. Conducted during semester 2, 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.

4. **Class parents**

Each class in the Elementary School has one or two "class parents" who volunteer their time and services to support class teachers or assist the school in various ways if requested.

5. **KISTival leaders**

Parents may volunteer their time and services to lead the organization and running of a class stall for KISTival (the school festival). For each class in both the Elementary and Secondary Schools, one or two leaders are usually required.

6. **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.

7. **Parent information sessions**

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.

8. **KIST Community Association (CA) (formerly PTA)**

All parents are members of the Community Association while their child is enrolled at the school. A membership fee is collected at the beginning of each school year. The CA 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 the CA through membership of the executive committee or various other general committees.

9. KISTival

Each year in October (usually the 4th Saturday), the school holds an annual school festival, KISTival, the largest fundraising event of the year. Money raised from the festival is used to purchase items not able to be purchased with regular school fees, or 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. To promote fairness for all families, those unable to participate with pre-festival preparations and/or on-the-day booth support are required to pay a monetary contribution in lieu of participation.

10. 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 games 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 and allows teachers and families to interact in a fun and friendly atmosphere.

Section 7: Fees

7.01: School fees 2017 – 2018

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. The school is a not-for-profit educational institution that relies almost entirely on annual school fees to cover operating expenses. In order to cover rising world costs, personnel expenses and the like, tuition fees are adjusted annually, with the eventual aim of having all grades at the same amount. Furthermore, tuition fees for Grades 11 and 12, which were last adjusted in the 2011-2012 school year, have not changed again this year. Where further unforeseen adjustments are necessary due to sudden cost changes, notification will be given as far in advance as possible.

SCHOOL FEES

Type of fee		Grades	Amount	When paid
Application Fee	Non-refundable	All grades	¥20,000	Upon application
Enrollment Fee			¥300,000 (Re-enrollments: ¥60,000 ¹)	When first admitted to KIST
Capital Fee	All grades	¥500,000 (Re-enrollments: ¥100,000 ¹)	Annual	
Tuition Fee	K1 – K2	¥1,700,000		
	K3 – Grade 5	¥1,640,000		
	Grades 6 – 10	¥1,760,000		
	Grades 11 – 12	¥1,780,000		
Building Maintenance Fee	All grades	¥70,000 ²		
CA (PTA) Fee (per family)		¥2,000		
IB DP Examination Fee	Grade 12 only	¥160,000	September 15: ¥80,000 December 15: ¥80,000	
Program Progression Fee ³	Grade 1, Grade 6, Grade 11	¥3,000	When moving to Grade 1, 6 and 11	

OTHER FEES

Type of fee	Grades/Document type	Amount	When paid
Documentation Fees	Proof of attendance ⁴	¥1,000	Per document
	Record of attendance ⁴		
	Teacher recommendation/Other ⁵		
	Re-issuance of report card		
	Re-issuance of invoices		
School ID Card Replacement Fee	All grades	¥2,000	Per card
Entrance Examination Fee ⁶		From ¥5,000	Per exam/per hour

Language Re-assessment Fee ⁷		¥5,000	Per exam
Enrollment Re-instatement Fee ⁸		¥2,000	Upon issue
IB DP Exam Re-assessment Fee		From ¥20,000	Per exam

¹ Reduced rate for students re-enrolling at KIST within three years of the previous date of withdrawal (i.e. students who re-enroll during the first second or third year of the previous date of withdrawal. Not applicable for students re-enrolling from the beginning of the fourth year).

² Will be reduced for students first enrolling from April.

³ Not required for students enrolling from February.

⁴ Conditions apply. Please inquire at the school office.

⁵ For documents requested from other schools when enrolling in, transferring from or leaving KIST.

⁶ For entrance tests required to be conducted at KIST on behalf of other educational institutions. Delivery charges required separately.

⁷ For applicants requesting re-assessment after receiving an enrollment result of "Waiting (with English Language Support)".

⁸ For applicants requesting re-instatement of an Offer of Enrollment after cancellation.

7.02: Payment options

For children enrolling from the beginning of the school year in August, school fees may be paid in full as a lump sum payment (annual payment option) or in three installments (installment payment option). A discount applies for the annual payment option. For enrollment at other times during the year, payment is due within two weeks of the issue date of the Offer of Enrollment. If the time until the first date of attendance is shorter than two weeks, payment is required by the child's first day of school.

1. Annual payment option

This option is available only for children enrolling from the beginning of the school year. For applicants interviewed and tested in January for enrollment from April or August, payment will be due by the date shown in Section 2.02. For children applying at other times during semester 2 to enter from August, payment by bank transfer is due within two weeks of the issue date of the Offer of Enrollment, or by the child's first day at school if shorter than two weeks. The tables below summarize the annual payment option. The discount does not apply where tuition is paid by an employer, or where payment is made after the due date.

K1 – K2		K3 – Grade 5		Grades 6 – 10		Grades 11 – 12	
Enrollment Fee	¥300,000						
Capital Fee	¥500,000						
Tuition Fee	¥1,700,000	Tuition Fee	¥1,640,000	Tuition Fee	¥1,760,000	Tuition Fee	¥1,780,000
Building Maintenance Fee	¥70,000						
CA Fee ¹	¥2,000						
Sub-total	¥2,572,000	Sub-total	¥2,512,000	Sub-total	¥2,632,000	IB DP Exam Fee (G12)	¥160,000
Discount	¥17,000	Discount	¥16,400	Discount	¥17,600	Sub-total	¥2,812,000
TOTAL	¥2,555,000	TOTAL	¥2,495,600	TOTAL	¥2,614,400	Discount	¥17,800
						TOTAL	¥2,794,200

¹ CA Fee is charged per family

2. Installment payment option

For this option, payment of the Tuition Fee only is divided into installments. Full payment of all other general fees (i.e. Enrollment Fee, Capital Fee, Building Maintenance Fee and CA Fee) is required with the first installment. Payment is required by bank transfer. For applicants interviewed and tested in January for enrollment from August, there are three payments. The first is due by the date shown in Section 2.02 and includes the Enrollment Fee, Capital Fee, Building Maintenance Fee, CA Fee and a Tuition Fee installment. The second is due by September 15, and the third by December 15. This is summarized in the tables below.

	K1 – K2			K3 – Grade 5			Grades 6 – 10		
	1 st	2 nd	3 rd	1 st	2 nd	3 rd	1 st	2 nd	3 rd
Due date	Feb. 21	Sep. 15	Dec. 15	Feb. 21	Sep. 15	Dec. 15	Feb. 21	Sep. 15	Dec. 15
Enrollment Fee	¥300,000			¥300,000			¥300,000		
Capital Fee	¥500,000			¥500,000			¥500,000		
Tuition Fee	¥680,000	¥510,000	¥510,000	¥656,000	¥492,000	¥492,000	¥704,000	¥528,000	¥528,000
Building Maintenance Fee	¥70,000			¥70,000			¥70,000		
CA Fee ¹	¥2,000			¥2,000			¥2,000		
Sub-total	¥1,552,000	¥510,000	¥510,000	¥1,528,000	¥492,000	¥492,000	¥1,576,000	¥528,000	¥528,000
TOTAL	¥2,572,000			¥2,512,000			¥2,632,000		

	Grades 11 – 12		
	1 st	2 nd	3 rd
Due date	Feb. 21	Sep. 15	Dec. 15
Enrollment Fee	¥300,000		
Capital Fee	¥500,000		
Tuition Fee	¥712,000	¥534,000	¥534,000
Building Maintenance Fee	¥70,000		
CA Fee ¹	¥2,000		
IB DP Exam Fee ²		¥80,000	¥80,000
Sub-total	¥1,584,000	¥614,000	¥614,000
TOTAL	¥2,812,000		

¹ The CA Fee is charged per family.

² The IB DP Exam Fee applies only to students entering Grade 12.

For children applying after the January interview period, payment of the initial installment is due within two weeks of the issue date of the Offer of Enrollment. The second and third installments are then due as indicated above.

From the second year of enrollment, payment dates for the installment payment option will be as indicated below. The Tuition Fee is divided across the three installments. All other general fees are required with the first installment on May 15. Details of payments required are distributed to all enrolled families in March. If the 15th falls on a weekend or national holiday, payment is due on the next business day.

School fees	Due date
1st installment	May 15
2nd installment	September 15
3rd installment	December 15

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. Payment is required by bank transfer to the appropriate account as indicated on each invoice.

1. School uniform

From ¥80,000

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.

2. School bus service

¥91,800 – ¥291,600 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. Bus fees are invoiced three times per year and are available in round-trip or one-way options. The one-way service is available for either the morning or afternoon buses; however, specific days of the week cannot be selected. The school bus service is for students only. Parents are not permitted to use the school bus for any reason. Prices in parentheses include 8% consumption tax. Discounts are not available for students who only use the bus on certain days.

Pink Bus stops (Roppongi/Hiroo/Tokyo route)

(Minato-ku): Roppongi 1-chome; Kogai Park; Tengenji	¥27,000 (¥29,160)/month	¥13,500 (¥14,580)/month
(Chuo-ku): Tokyo Station Yaesu Exit	¥17,000 (¥18,360)/month	¥8,500 (¥9,180)/month

Blue Bus stops (Toyosu route)

(Koto-ku): Shinonome; Toyosu	¥17,000 (¥18,360)/month	¥8,500 (¥9,180)/month
(Chuo-ku): Kachidoki; Tsukishima	¥17,000 (¥18,360)/month	¥8,500 (¥9,180)/month

Orange Bus stops (Shin-Urayasu/Toyochō route)

(Urayasu-shi): Bay Mall	¥24,000 (¥25,920)/month	¥12,000 (¥12,960)/month
(Edogawa-ku): Nishikasai	¥17,000 (¥18,360)/month	¥8,500 (¥9,180)/month
(Koto-ku): Toyochō	¥17,000 (¥18,360)/month	¥8,500 (¥9,180)/month

3. School lunch service

School lunches are optional for all students. Lunches prepared by the school café are made with organic or near-organic produce and are nutritious and well balanced; however, the cafe cannot cater for students with allergies or other special dietary requirements. Lunch orders are accepted on a 3-session system based on the main school vacation periods (August–December, January–March, April–June). 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. Prices in parentheses include 8% consumption tax.

Kindergarten size: ¥470 (¥507) / Elementary size: ¥570 (¥615) / Secondary size: ¥620 (¥669)

4. Textbooks

In the Secondary School, textbooks are required for use in some subjects. Titles and prices vary according to your child's subject choices and may change from year to year. In the Elementary School, mathematics workbooks are required from K2 to Grade 5. Families are expected to purchase textbooks as required. Details are provided at the time of enrollment.

5. Before care / After care (K1 to Grade 2 only)

Before care and after care services are available on weekdays for parents with work or other commitments who need their children to be at school earlier or later than the regular school day. Places in before care and after care are limited and are allocated according to a pre-determined priority system. Fees charged and times available are shown below. Applications and payments are accepted on a semester basis only. Fees for the full month are required for mid-month applications and cancellations. Discounts and refunds are not provided for days missed due to cancellations, absence, school closure or other reasons. Before care and after care are not available on certain days during the school year.

		Monday	Tuesday	Wednesday	Thursday	Friday
Before care	Session 1	7:30 – 8:40	7:30 – 8:40	7:30 – 8:40	7:30 – 8:40	7:30 – 8:40
After care	Session 1	2:45 – 5:00	3:30 – 5:00	3:30 – 5:00	3:30 – 5:00	3:30 – 5:00
	Session 2	5:00 – 6:30	5:00 – 6:30	5:00 – 6:30	5:00 – 6:30	5:00 – 6:30

Before care

No. of days per week	Semester fee
5	¥60,000
4	¥48,000
3	¥36,000
2	¥24,000
1	¥12,000

After care

No. of days per week	Semester fee		
	Session 1	Session 2	Total (if attending both sessions)
5	¥135,000	¥162,000	¥297,000
4	¥108,000	¥129,600	¥237,600
3	¥81,000	¥97,200	¥178,200
2	¥54,000	¥64,800	¥118,800
1	¥27,000	¥32,400	¥59,400

6. Diagnostic testing

Students in certain grades take part in diagnostic testing during the school year. For the tests indicated below, charges apply; however, as these official tests are obtained from organizations outside Japan, charges fluctuate from year to year according to current exchange rates. Families will be informed of the relevant costs as appropriate.

Test	Grades
International Schools' Assessment (ISA)	5 to 9
IGCSE Mathematics Test	9 and/or 10

7. Overtime fee

Parents who are more than 10 minutes late to pick up their child after school are charged an overtime fee of ¥2,000. This applies to parents of K1 to K3 students and any other students required to be picked up by their parents. It also applies to parents of school bus users who are late to pick up their child. The overtime fee is payable in cash to the Accounts Department on the day when the child is picked up.

8. Student laptop computers

For all students enrolling in Grades 9 through 12, it is compulsory to purchase a Windows laptop to bring to

school fully charged each day. Windows laptops (minimum Windows 8 and Microsoft Office 2013) are allowed to connect to the school Wi-Fi. Any computers students bring to school must meet the KIST Student Laptop Requirements provided at the time of enrollment.

9. Self-taught language course (DP only)

For students who choose or are required to do a self-taught language course in Grades 11 and 12, families are expected to cover all costs involved in hiring a private tutor to support this.

10. Co-curricular activities

For students in Grades 1 and above, the school offers a variety of semester-based co-curricular activities during the year representing academic, sporting and cultural interests such as reading, writing, Model United Nations, volleyball, soccer, basketball, dance and many more. These are held on Tuesdays, Wednesdays or Fridays from 3:30 to 4:30 p.m. for Elementary, and 3:50 to 5:00 p.m./6:00 p.m. for Secondary, depending on the activity. Buses are available for students remaining until 4:30 p.m., but not for 5:00 p.m./6:00 p.m. As some activities have limited spaces, it may not be possible for all children to join the particular activity they wish to join.

7.04: Other services covered by tuition fees

The following service is included in the annual tuition fees and will not be charged separately.

1. In-class language support (K1 to G10)

In-class language support is provided to students requiring additional assistance in developing appropriate English language skills.

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. The school Accounts Department must be informed by e-mail (accounts@kist.ed.jp) in advance of any expected delays. If the due date falls on a national holiday, payments should be arranged in advance to ensure they are received by the due date. 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 enrollment will be reviewed. Enrollment 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 enrollments; however, for new enrollments, a number of discounts on school fees are offered as indicated below.

1. 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 to K3. The discount applies only to tuition fees for children from the third child and above. No other fees are discounted, including school bus fees. In addition, the discount does not apply where tuition is paid by an employer, or where payment is made after the due date.

	<i>K1 – K2</i>	<i>K1 – Grade 5</i>	<i>Grades 6 – 10</i>	<i>Grades 11 – 12</i>
<i>Annual tuition fee:</i>	¥1,700,000	¥1,640,000	¥1,760,000	¥1,780,000
<i>30% discount:</i>	¥510,000	¥492,000	¥528,000	¥534,000
<i>Total:</i>	¥1,190,000	¥1,148,000	¥1,232,000	¥1,246,000

2. 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 or when the third child in a family is already receiving the family discount (as outlined above).

	<i>K1 – K2</i>	<i>K1 – Grade 5</i>	<i>Grades 6 – 10</i>	<i>Grades 11 – 12</i>
<i>Annual tuition fee:</i>	¥1,700,000	¥1,640,000	¥1,760,000	¥1,780,000
<i>1% discount:</i>	¥17,000	¥16,400	¥17,600	¥17,800
<i>Total:</i>	¥1,683,000	¥1,623,600	¥1,742,400	¥1,762,200

3. Reduction for re-enrollments

The Enrollment Fee and Capital 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 the previous date of withdrawal. There is no reduction for students whose previous enrollment is more than three years prior.

4. **Mid-semester enrollments and withdrawals**

For all mid-semester enrollments and withdrawals, the first or last tuition fee to be paid is discounted depending on when your child starts or leaves the school according to a predetermined calculation method. For new enrollments, tuition is required from the beginning of the month of enrollment regardless of the date of first attendance. For withdrawals, the tuition fee is refundable according to a predetermined calculation method for the amount paid for the period following the final month of enrollment. This applies only to tuition fees. School bus fees are refundable on a monthly pro-rata basis for the payment period remaining from the following month after the service is last used. 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 which is reduced to ¥35,000 for students whose initial enrollment is between April and June only:

7.07: Refund policy

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

Tuition and general fees as shown in Section 7.01 (excluding the Application Fee and Enrollment Fee) will be refunded if enrollment is cancelled via e-mail notification prior to the first day of school (Japan time). Fees are not reduced or waived due to a student's absence from school for medical or other personal reasons. Furthermore, refunds are not provided for instructional days lost due to reasons beyond the school's control. In particular, this applies to school closures due to extreme weather conditions, natural forces (earthquake, fire, flood etc.), human disasters such as terrorist attacks, public transportation service operation problems, strikes, epidemics, pandemics or other similar situations.

Fees for the school bus service are refundable on a monthly pro-rata basis for the payment period remaining from the following month after the service is last used.

The school lunch service is provided through an independent, privately-owned and operated company that is separate from the school. Fees for the school lunch service are non-refundable as produce is ordered in advance for the full lunch period of each lunch session. This includes situations when lunch is not eaten due to absence from school, excursions, camps, school closures and withdrawals before the end of the lunch session.

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 situations where school fees are paid by an employer, refunds will be made to the employer only, not to the individual family.