

# KIST Application for Enrolment Deferral

## 入学時期延期申請書

As outlined in the KIST Admissions Handbook, parents/guardians who wish to apply for an enrolment deferral for their child after receiving an Offer of Enrolment should submit this form to the office **before the first day of school** for which your child was accepted.

入学許可が下りた後、入学時期の延期を申請することができます (KIST Admissions Handbook 参照)。希望者は、Offer of Enrolmentに記載された**登校初日前までに**、この申請書を提出して下さい。

### Conditions:

- Applications for enrolment deferral received after the date of your child's first day at school will not be accepted.  
登校初日以降の入学時期延期の申請は受け付けません。
- After receiving your application, it will be reviewed by our Admissions Panel. Decisions regarding enrolment deferrals may take between **two weeks to one month** depending on the time of year.  
申請書は入学選考委員会で審査し、決定までに**2週間から1ヶ月**(申請時期による)かかります。
- Deferrals may be granted from **one month** up to a maximum period of **one term** only. Applications for deferrals longer than one term will not be accepted.  
入学時期の延期は**1か月から最大で1学期間**となります。1学期間以上の延期は認められません。
- Deferrals are valid only within individual programs (i.e. PYP, MYP, DP). They are not transferable across programs.  
入学延期は各プログラム(PYP, MYP, DP)内のみ有効で、プログラムをまたいで適用されません。
- There are two types of deferral 入学延期には2種類あります:
  1. **Secured deferral:** You pay the required school fees for the deferral period. This guarantees that a place will be kept for your child until the end of the deferral period. The invoice will include tuition fees as well as general annual fees (excluding school bus and school lunch).  
**席を確保した上での入学時期延期:** 入学延期期間中の授業料等をお支払いください。その間はお子様の席を確保します。授業料とその他の費用(スクールバスとスクールランチは除く)を含みます。
  2. **Unsecured deferral:** You do not pay the required school fees for the deferral period. A place will not be kept for your child. Other new enrolments may be added to the class in place of your child. Enrolment will be dependent on class availability at the end of the deferral period. If no places are available, your child will be added to the waiting list, if requested, until the end of the school year.  
**席を確保しない上での入学時期延期:** 授業料未納の入学時期延期希望者に対しては、席を確保できません。延期期間中、他に合格者が出た場合は、その時点でお子さんの席は新たな合格者に移ります。入学希望の時点で空きがない場合は入学できません。その際、希望があればお子さんをウェイトイングリストに載せることは可能です。ウェイトイングはその学年度末まで有効です。
- After receiving an application, a decision letter will be sent by e-mail to the address you provide on this form. Please note that mobile phone addresses are not accepted. If you apply for a secured deferral and it is approved, you will receive a letter of acceptance and an invoice for the deferral period. The acceptance will remain valid until the due date for fees as indicated on the invoice. If you apply for an unsecured deferral and it is approved, you will only receive a letter of acceptance.  
申請入学延期の承認結果は、この申請書に記入した E メールアドレス(携帯電話のアドレスは不可)宛てにお送りします。席を確保した上での入学時期延期が許可された場合は、許可書とともに欠席期間中の学費請求書をお送りします。請求書に記載された締切日までにお支払いください。締切日までにお支払いがない場合は許可が取り消されます。席を確保しない上での入学時期延期が許可された場合は、許可書のみをお送りします。
- If you apply for an unsecured deferral before the first day of school, after having already paid school fees for your child's first term, your fees will be refunded in full. This does not include the initial enrolment fee which is non-refundable.  
登校初日前に席を確保しない上での入学時期延期を申請され、すでにお子様の学費1学期分をお支払いいただいている場合は、全額を返金いたします。ただし、入学金は返金いたしません。
- For both secured and unsecured deferrals, you are required to contact the school **two weeks** before the end of the deferral period to re-confirm your intentions. Failure to do so may result in your child's enrolment being cancelled at the end of the deferral period.  
席を確保する、しないにかかわらず入学時期延期をした場合は、延期期間終了の**2週間前までに**スクールに連絡し、入学の意思確認を必ずしてください。この確認を怠るとお子様の入学は延期期間終了と同時にキャンセルとなります。

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## 入学時期延期申請書

For new students who have been offered a place at KIST but have not yet started school.

KIST への入学を許可された新入生でまだ登校を始めていない者のみ対象

Student's name: \_\_\_\_\_ Class: \_\_\_\_\_

● Proposed date/term of enrolment (as indicated on your Application for Admission) 入学希望日/学期 (Application for Admission に記入されたもの)	
● Start date/term (as indicated on your Offer of Enrolment) 当校初日/学期 (Offer of Enrolment に記載されたもの)	
● New proposed start date/term 新たに希望する入学日/学期	

★ I wish to apply for an enrolment deferral for my child as indicated below (Please select one):

以下の通り私の子供の入学時期延長を申請いたします。(どちらかを選ぶ):

**Secured deferral** 席を確保した上での入学時期延期: I will pay the required school fees for the deferral period. I understand that a place for my child will be kept until the end of the deferral period.

私は、私の子供の入学時期延期期間中の学費を支払います。延期期間中も私の子供の席が確保されていることを理解しています。

**Unsecured deferral** 席を確保しない上での入学時期延期: I will not pay the required school fees for the deferral period. I understand that a place will not be kept and enrolment will be dependent on class availability at the end of the deferral period.

私は、私の子供の入学時期延期期間中の学費を支払いません。延期期間中、私の子供の席は確保されず、入学できるかどうかは、延期期間終了時のクラスの空き状況によることを了承しています。

★ Please explain the reason for your deferral application. 申請理由

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★ Please provide contact details for the deferral period. 延期期間中の連絡先

Postal code: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail\*: \_\_\_\_\_

\* Mobile phone e-mail addresses are not accepted. 携帯電話のアドレスは不可です。

By submitting this form I certify that I have read, understood and agree to comply with the above conditions.

上記事項を承諾し、本申込みを提出します。

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(e.g. Jan./1/2010)

KIST will only use the information you provide on this form for its intended purpose. Your details will be held in strict confidence and will not be distributed to third parties for any reason.

当校はこの情報を本目的以外には使用しません。また、本情報は厳重に管理し、いかなる理由があっても第三者に公表されません。

### Office use only

Received	Decision	Decision by	Notification	Input
	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved			