



## FEES & FINANCIAL REGULATIONS

YIS tuition fees are comprehensive and include the cost of school-issued computers/tablets, IBDP, ISA and PSAT external examinations (excluding resits), as well as most expeditions and field trips. Expenses for PE uniforms, cafeteria service and some long-distance extracurricular activity-related travel are paid by parents/guardians separately. (See Parent Handbook for details.)

### Fees for the 2020-21 School Year

All fees are per student and payable in Japanese Yen only.

Annual Fees:	First Payment (Due July 31, 2020)	Second Payment (Due December 7, 2020)	Per Year
<b>Tuition</b>			
Early Learning Center - Half Day	¥770,000	¥770,000	¥1,540,000
Early Learning Center - Full Day	¥1,110,000	¥1,110,000	¥2,220,000
Kindergarten - Grade 5	¥1,355,000	¥1,355,000	¥2,710,000
Grades 6 - 11	¥1,405,000	¥1,405,000	¥2,810,000
Grade 12	¥1,445,000	¥1,445,000	¥2,890,000
<b>Campus Development Fee</b>			¥165,000
<b>Technology Insurance Fee (Grades 6 - 12 only)</b>			¥10,000

One-Time Fees:	
<b>Application Fee*</b>	¥30,000
<b>Registration Fee*</b>	¥875,000

\*One-time fees are non-refundable.

### Financial Regulations

**Note: Sections 2 and 9 of these regulations have been changed as of April 8, 2020 in recognition of the difficult circumstances associated with the COVID-19 pandemic.**

- Applications will only be considered received and valid upon receipt of a non-refundable application fee of 30,000 yen per student. Payment may be made by credit card online, bank transfer or cash in person at our Business Office. Payment must be submitted to the school at the time of application.
- To acknowledge acceptance of an offer of admission and confirm enrollment, parents/guardians of all newly accepted students are required to pay a one-time, non-refundable registration fee of 875,000 yen per student and complete an online enrollment agreement. The invoice for this fee is mailed along with the official letter of acceptance and is due within 30 days, or at least two business days before the student's first day of attendance, whichever comes first, in order to guarantee a space. However, in light of the uncertain situation many families are facing due to the COVID-19 pandemic, for enrollment in the 2020-21 school year we will issue a partial refund of 375,000 yen per student in the event that families cancel enrollment by July 31, 2020 for those starting school between August 17 - 31, 2020 and at least 30 days before the first scheduled date of attendance for those scheduled to start school between September 1 and December 1, 2020. If an applicant who is accepted for enrollment between August and December requests that enrollment be deferred until January or later in the school year, a place may be reserved only if there is sufficient capacity in the applicable grade level and the registration fee is paid upfront within 30 days of original invoice date. Again, the registration fee is normally fully non-refundable and will not be returned if the student fails to enroll during the school year for which she/he applied. Per the above-mentioned special measures for 2020-21, a partial refund of ¥375,000 will be issued provided that families cancel enrollment at least 30 days before the scheduled first day of attendance between August 17 and December 1, 2020. Enrollment more than two school years after the originally requested date of enrollment requires reapplication.
- Tuition fees are billed in two equal payments due, respectively, on July 31, 2020 for the academic period from August through December 2020, and December 7, 2020 for the academic period from January through June 2021. All fees, including any outstanding charges, must be settled before commencement of classes. Tuition fees for new students are due and payable within 30 days of receipt of invoice or at least two business days prior to the commencement of classes, whichever comes first. Tuition fees are not refunded in whole or in part for any reason if the student has

attended more than five days of school from the start of the school year in August or five days from the first day of classes in January following the Winter Break, and regardless of whether the academic program is delivered on campus or remotely through Continuous Learning in the event of temporary campus closure due to public health or other emergency situations.

4. Invoices are sent by regular mail to parents/guardians of students, and it is they who are ultimately responsible for timely payment of all school fees, even in the case where an employer may be paying the fees on their behalf. Upon request, duplicate invoices may be sent to employers.
5. For enrollment of students entering school after the Autumn Break or after the Spring Break, tuition is calculated based on quarters. Attendance for any portion of a quarter necessitates payment for the entire quarter.
6. The 165,000 yen annual campus development fee and 10,000 yen technology insurance fee (grades 6 – 12) are billed in full together with the first tuition invoice of the school year and are not prorated for mid-year entry nor refunded in whole or in part for any reason if a student withdraws after attending more than five days of school.
7. With the exception of the application fee, which may also be paid by credit card or by cash in person, all payments must be made in full by bank transfer to either of the school's bank accounts listed on the invoice. To ensure payments are properly credited to the designated student, all payments must include the full name of each student. (Please note that bank transfer charges are the responsibility of the individual or company transferring the funds.) For official receipt of bank transfer, the bank's receipt stamp should be requested at the time of the transfer. Alternatively, a transfer confirmation slip/receipt or a computer printout of the transfer receipt along with the invoice should be retained.
8. A late charge of 2.5% per month will apply to any unpaid fee amounts more than 30 days overdue. Students with outstanding accounts (i.e., unpaid fees more than 30 days overdue) may have their activities privileges curtailed and those whose accounts are overdue by 60 days or more may have their enrollment revoked by the school and will not be guaranteed a place in any subsequent enrollment period. Exceptions to this policy will only be granted in rare cases of financial hardship due to sudden family emergency and at the discretion of the Head of School. Students must have all outstanding fees cleared from their accounts before being allowed to re-enroll. Official transcripts, grade reports, transfer documentation and other school records will only be released upon receipt of full payment of all outstanding fees, including any late payment penalties.
9. In mid-March parents/guardians of all enrolled students are sent a re-enrollment deposit invoice of 250,000 yen per student, which must be paid by April 15 in order to guarantee a place for the following school year. The re-enrollment deposit will be applied to the new school year's first tuition payment. An online re-enrollment agreement must also be completed at this time. In light of the uncertain situation many families are facing due to the COVID-19 pandemic, the deadline for payment of the re-enrollment deposit for the 2020-21 school year is extended to May 15, 2020. However, the deadline for completing the online re-enrollment agreement for 2020-21 remains April 15, 2020. Any outstanding charges, including late fees, must be settled before the re-enrollment deposit is recognized. If parents/guardians pay the deposit but subsequently withdraw their child(ren) prior to the start of the new school year, the deposit will be refunded minus an administrative fee based on the date they submit a formal Withdrawal Notice and bank information to the main school office. (See the following revised schedule.)

<b>Deposit (¥250,000 per student)</b>	<b>Date Withdrawal Notice Received by School Office</b>	<b>Administrative Fee (per deposit)</b>	<b>Amount Refunded (per deposit)</b>
	Before May 15, 2020	0	¥250,000
	May 15 - July 31, 2020	¥125,000	¥125,000
	August 1 or later	¥250,000	¥0

On the other hand, if parents/guardians do not complete the online re-enrollment process by April 15, 2020 and pay the tuition deposit by May 15, 2020 but subsequently request re-enrollment, such requests will be considered subject to space availability and payment of an administrative fee of 75,000 yen per child for reinstatement.

10. Parents/guardians withdrawing their child(ren) from YIS during the school year must notify the School Office in writing at the earliest opportunity by submitting a Withdrawal Notice. Per regulation 3 above, students withdrawing before the end of classes in December are responsible for the full first payment amount if they have attended more than five school days from the beginning of classes in August. Likewise, students who have attended more than five days from the beginning of classes in January following the Winter Break and subsequently withdraw before the end of the school year are responsible for the full second payment amount.
11. The school does not grant leaves of absence extending beyond a given school year. Students who withdraw from school for their own reasons may reapply for admission subject to regular admissions procedures, including payment of the application fee. Enrollment is subject to regular screening requirements and space availability. In the case of students who are readmitted within two years of withdrawal, the Registration Fee will be waived.

*YIS is a not-for-profit educational institution that relies almost entirely on school fees to cover operating expenses. The school is subject not only to the cost pressures of operating in Japan but also to competitive forces in the wider international schools market. Parents should therefore anticipate a modest annual increase in school fees, and financial donations to the capital campaign for the new campus and/or other fundraising initiatives that help enhance school programs are gratefully accepted. Scholarships are granted to students whose parents are employed by companies that join our Corporate Contribution Plan. Please contact the Business Office for further information.*