



## 2023-24 FEES & FINANCIAL REGULATIONS

### Comprehensive & Inclusive Fees

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 school bus service, PE uniforms, cafeteria service and long-distance extracurricular activity-related travel are paid by parents/guardians separately.

### Fees for the 2023-24 School Year

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

Annual Fees:	First Payment <i>(Due July 31, 2023)</i>	Second Payment <i>(Due December 8, 2023)</i>	Per Year
<b>Tuition</b>			
Early Learning Center - Half Day	¥945,000	¥945,000	¥1,890,000
Early Learning Center - Full Day	¥1,170,000	¥1,170,000	¥2,340,000
Kindergarten - Grade 5	¥1,422,500	¥1,422,500	¥2,845,000
Grades 6 - 11	¥1,480,000	¥1,480,000	¥2,960,000
Grade 12	¥1,522,500	¥1,522,500	¥3,045,000
<b>Campus Development Fee</b>			¥320,000

One-Time* Fees:	
<b>Application Fee</b>	¥35,000
<b>Registration Fee</b>	¥1,050,000

\*One-time fees are non-refundable.

### Financial Regulations

1. Applications are only considered received and screening begun upon receipt of a non-refundable Application Fee of ¥35,000 per student. Payment by credit card online should be submitted to the school at the time of application.
2. To confirm admission and reserve a place, parents/guardians of all newly accepted students must pay a one-time, non-refundable Registration Fee of ¥1,050,000 per student and complete an online enrollment agreement. The invoice for this fee is emailed to parents/guardians and is due within 14 days, or at least two business days before the student's first day of attendance, whichever comes first. 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 has been paid within 14 days of the original invoice date. Again, the Registration Fee is non-refundable and will not be returned in whole or part if the student fails to enroll during the school year for which they applied. Enrollment more than two school years after the originally requested date of enrollment requires reapplication.
3. Tuition fees are billed in two equal payments due, respectively, by July 31, 2023 for the academic period from August through December 2023, and December 8, 2023 for the academic period from January through June 2024. All fees, including any outstanding charges, must be settled before commencement of classes. Tuition fees for new students entering mid-year are due and payable within 14 days of receipt of invoice or at least two business days prior to the commencement of classes, whichever comes first. Tuition and Campus Development 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 online in the event of temporary campus closure due to public health or other emergency situations.
4. Invoices are sent by email and/or 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 ¥320,000 annual Campus Development Fee is billed in full together with the first tuition invoice of the school year and is 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 is paid by credit card online, all school fee payments must be made in full by bank transfer to either of the school's bank accounts listed on the invoice. (Please note that bank transfer charges are the responsibility of the individual or company transferring the funds.) To ensure payments are properly credited to the designated

student, all payments must include the full name of each student. Please retain a receipt of the transfer in case it is needed to help trace and confirm the transfer.

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 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, and space will not be guaranteed if accounts are not fully settled before the April 15 re-enrollment deadline. 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. Parents/guardians of all enrolled students are sent a re-enrollment deposit invoice of ¥300,000 per student in mid-March, 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. 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 Admissions Office as follows:

<b>Re-enrollment Deposit (¥300,000 per student)</b>	<b>Date Withdrawal Notice Received by School Office</b>	<b>Administrative Fee (per deposit)</b>	<b>Amount Refunded (per deposit)</b>
	April 16 - April 30	¥50,000	¥250,000
	May 1 - May 31	¥150,000	¥150,000
	June 1 - June 30	¥250,000	¥50,000
	July 1 or later	¥300,000	¥0

If parents/guardians do not pay the re-enrollment deposit and complete the online re-enrollment process by April 15 but subsequently request re-enrollment, such requests will be considered subject to space availability and payment of an administrative fee of ¥100,000 per child for reinstatement.

10. Parents/guardians withdrawing their child(ren) from YIS during the school year should notify the Admissions 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. Any learning needs or social/emotional, physical or behavioral issues must be fully disclosed and described in detail in the application for admission. Reports of professional assessments, along with details of extra support the applicant is receiving, must also be provided at the time of application. Failure to fully and accurately disclose such information at the time of application may result in revocation of admission or, if discovered after enrollment, require withdrawal from school. In such cases, any school fees paid will not be refunded. Additionally, should significant social, emotional or behavioral issues or learning differences become apparent following enrollment in the school, the school reserves the right to review the student's progress and determine the appropriateness of their continued enrollment within the context of the school's learning support resources and capabilities and in consideration of the overall classroom environment. If the school determines that it is unable to accommodate the student's learning needs, or if parents are unwilling to obtain requested external assessments, the student will not be able to continue enrollment at YIS. In such cases, per regulation 3 above, school fees will not be 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.
12. 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.  
 Requests for extended leaves of absence within a current academic year are only considered for medical or other exceptional circumstances and are decided on a case by case basis by the Head of School. The school may deny requests for long-term leaves of absence that it believes would be detrimental to a student's learning and development or place undue burden on the school's support services upon reentry. Per regulation 3, whether the leave is granted or denied, school fees are not refunded in whole or part 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.  
 Returning students who have completed the re-enrollment process but are unable to start school within 21 days from the start of the school year in August must apply for a special leave of absence per the previous paragraph no later than 14 days before the start of the school year if they wish to continue their enrollment. Such a leave would only be considered in exceptional circumstances and at the discretion of the Head of School. If the leave were denied, enrollment would be canceled and tuition and school fees would be refunded, less the administrative fee for the re-enrollment deposit per regulation 9. If the leave were granted, tuition would be prorated on a quarterly basis depending upon the date of return to school, however the full Campus Development Fee for the year would remain due.

*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. Scholarships are granted to students whose parents are employed by companies that join our Corporate Contribution Program (CCP). Please contact the Business Office for further information regarding CCP eligibility.*