

### **Application Fee**

This is a non-refundable fee, due on the day of application. Students are not assessed until the application fee is paid.

### **Registration Fee**

This is a one-time, non-refundable fee.

### **Registration & Tuition Fees Payment**

The registration and tuition fees must be paid at the same time and prior to the enrolment date. If the school deems it extremely difficult to pay these fees prior to the enrolment date, the due date will, in principle, be within 10 days (\*) of the enrolment date. Payment should be made by the due date specified on the payment invoice. If tuition is not paid by the due date, enrolment will be cancelled.

\* If the 10th day falls on a weekend or holiday, the due date will be the next business day and will be indicated on the payment invoice.

### **PTA fees**

An annual levy of 5,000 yen is collected from each student enrolled in the school and passed on to the PTA to support the association's activities.

### **School Bus & Cafeteria Fees**

Application forms should be completed and will require bank transfer payment. Forms for processing this payment will be sent to families who apply.

### **Late Enrollment**

Tuition and fees are charged on a pro-rata basis, starting from the student's first day of school.

### **Refund Policy**

In the case of withdrawal or dismissal from school for any reason, tuition fees are refunded for any complete academic terms not attended. Partial attendance in any academic term will result in fees being charged for the whole term (except for December withdrawals in the winter term). School bus and cafeteria fees are refundable on a straight pro-rata basis from the date of withdrawal.

### **Overdue Payment**

Tuition and fees are due before the start of the term. It is understood that special circumstances may cause payment of tuition and fees to be delayed, but in these instances the OIS business manager must be notified. This notification must be made prior to the commencement of the term. In the case of overdue tuition, the school will withhold grades, transcripts, and reports until full payment is received, and/or the student may be dismissed from school. Students will not be allowed to start the next term within a school year if full payment for the previous term has not been paid.

### **Payment Method**

After initial enrolment, as a rule, payment is made by direct debit transfer from your registered bank account. Forms to enable this should be submitted, where possible, by the first day of school. Annual company payment requests should be made separately to the school's business office.