FUKUOKA INTERNATIONAL SCHOOL

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FEES, PAYMENT & REFUND POLICY

1. Purpose

This policy sets out fees, payments and rules for refund for cancellation and withdrawals. It should be read together with the Admissions Policy and the School Fee Schedule. The School Fee Schedule is updated and approved by the Board annually and published on the FIS website. All amounts are in Japanese Yen (JPY).

2. Annual Fee Revisions

To ensure we continue to support the quality and long-term sustainability of our programmes, FIS recruits world-class educators, invests in the latest learning resources, and continually upgrades our campus facilities and infrastructure. To support these ongoing commitments, FIS conducts an annual review of its fee structure and financial sustainability.

Parents should expect modest annual adjustments to school fees. As an internationally accredited school, FIS is committed to maintaining the standards and quality of education required to uphold its accreditation, while continuing to provide a high-quality international education in Japan. Any adjustments will be considered carefully and communicated transparently, taking into account rising operational costs and the resources needed to sustain these standards.

3. Academic Year

The Academic Year typically starts in late August or early September and ends in June the following year. A School Calendar will be published annually. Academic Quarters may vary in length and may not contain an equal number of school days.

Semester 1: First Day of School – 31 January

- Academic Quarter 1: First Day of School – 31 October
- Academic Quarter 2: 1 November – 31 January

Semester 2: 1 February – Last day of School

- Academic Quarter 3: 1 February – 31 March
- Academic Quarter 4: 1 April – Last day of school

4. One-Time Fees

Fee	Description
Application Fee	One-time, non-refundable fee payable at application. Valid for one academic year and includes one-time application assessment. If an applicant is placed in the Wait Pool, the Application Fee is waived when applying for the immediately following academic year.

Registration Fee	One-time, non-refundable fee payable upon acceptance to secure the student's place at FIS.

5. Annual Fees

Fee	Description
Facility Fee	Annual fee charged in full applicable to all students, including new and returning students. It begins at admission and is charged each subsequent academic year. It is non-refundable after enrollment begins; refundable before enrollment starts in accordance with this policy.
Tuition	Covers educational services, grade-level curriculum, learning trips and activities, and educational resources. For mid-year enrollment, tuition is pro-rated by the academic quarter in which the student enrolls.

6. Re-enrolment Fee

A fee to secure a place for the following academic year for continuing students only. It is fully credited toward the following year's Facility Fee. Refundable if withdrawal/re-enrollment is cancelled before April 30 prior to the start of the academic year. After May 1, it is non-refundable.

7. Other Fees

Seat Reservation Fee	Only applicable for an approved Early Admissions Decision or Deferment of Enrollment for new students or Leave of Absence for currently enrolled students. **For new students:** The Registration Fee must be paid before a seat can be reserved. The fee is charged per reserved seat per quarter, and must be paid in full within 7 days of the invoice. It is non-refundable and not credited toward other fees except tuition. • **Seat reserved for up to one academic quarter:** No Seat Reservation Fee will be charged. • **Seat reserved for more than one academic quarter:** A Seat Reservation Fee of **¥200,000 per quarter** will apply for each additional quarter that the place is reserved. For example, a reservation for two academic quarters would incur a fee of ¥400,000. • **Special circumstances:** The School may consider exceptions on a case-by-case basis. **For currently enrolled students:**

	• Charged for each academic quarter absent. • Minimum 2 academic quarters and maximum 4 academic quarters. • Non-refundable and not credited towards the student's tuition.
Additional Assessment Fee	Only payable for additional assessments when FIS determines that an additional assessment is required as part of the admissions process due to outdated scores. Assessments may include applicant observations, standardized assessments, diagnostic assessments, or other assessments used to understand an applicant's academic level, language proficiency, learning needs, or appropriate level of support.

8. Optional Fees

Additional charges may apply for optional programmes:

- Optional local or overseas sports and activity trips
- Optional online IB DP tutoring for selected Grade 11–12 subjects
- IB examination fees for students enrolled to sit for examinations
- Additional paid activity programmes for After School Programmes, Summer School etc.

9. Payment Requirements

Fees

All annual fees are due in full by June 25 before the start of the academic year, or by the invoice due date where applicable.

One-time and other fees are due on the date specified on the invoice.

Students may not attend school or participate in an optional activity, trip, or programme until all payments have been confirmed.

Tuition

Tuition may be paid by one-time payment or two-time instalments. Families may choose the payment option at the time of re-enrolment or enrolment, up till June 1 before the new academic year starts. Families who opt for installment payments must register the automatic withdrawal service.

Other payment arrangements must be requested to the Head of School and require approval. Families who wish to discuss such arrangements should contact the Finance Office in advance.

Approved tuition instalment plans are limited to the following schedules:

Plans	Payment Schedule
One-time payment	(1) 100% by June 25 before start of the academic year

Two-time instalments	(1) 50% by June 25 before start of the academic year (2) 50% by November 25

Payment Handling Fees

Any fees or charges imposed by a payment platform, bank, or other payment service in connection with a payment to FIS are the responsibility of the family. FIS may also charge separate payment handling fees for automatic bank withdrawals. All payment handling fees and related charges are non-refundable.

10. Cancellations and Refunds

For the purposes of this policy:

- **Cancellation** means cancelling a student's enrolment after payment of the one-time fees before the student's enrolment start date. The date FIS receives the cancellation notification is considered the notification date.
- **Withdrawal** means ending a student's enrolment **on or after the student's enrolment start date**. The **date FIS receives the completed withdrawal notification** is considered the notification date.

The applicable cancellation or withdrawal and refund provisions are determined based on the student's enrolment status on the notification date.

Application, Additional Assessment and Registration Fees are strictly non-refundable.

Cancellation

Only Facility Fee and tuition are refundable.

Withdrawal

Families must submit a completed withdrawal form 30 days before the student's intended Withdrawal Effective Date.

Refund eligibility is governed strictly by the semester start date, regardless of when the 30-day notice is submitted:

Withdrawal Effective Date is prior to the start of a semester: Tuition paid for that upcoming semester is refundable (or will not be billed).

Withdrawal Effective Date is on or after the start of a semester: Full tuition for that entire semester remains non-refundable and payable in full, even if 30 days' advance notice was provided.

Optional activities, trips, programs are generally non-refundable after registration is confirmed. Parents are advised to consider carefully before registering their child for the activity, trip or program.

Final Payment / Refund Process

Once the withdrawal is received, the Finance Office will send the final invoice with any outstanding

balances for payment, and it is due within 7 days.

If there is a refund, it will be processed within 15 - 30 days of the cancellation or withdrawal notice date. Families must confirm their local bank account details to receive the refund. Any applicable administrative charges will be deducted from the refund amount. All bank transfers, transaction costs, or other fees or costs associated with processing a refund are the responsibility of the family and may be deducted from the amount to be refunded.

11. Late Payments

Families are expected to maintain sufficient funds for scheduled payments and to contact the Business Office before a payment becomes overdue if assistance is required.

A late-payment charge of 2.5% per month will be levied on amounts remaining overdue for more than 30 days.

Where an automatic withdrawal payment fails for any reason, the family is responsible for making the payment by bank transfer or another payment method and date specified by FIS. **All transaction, bank, or transfer fees associated with the replacement payment are the responsibility of the family.**

Period Overdue	Action / Administrative Charge
1–7 days	Courtesy reminder
8–14 days	Formal overdue notification
15–30 days	The Head of School will contact the family to discuss the outstanding balance. At this stage, payment in full or an approved written payment arrangement will be required.
More than 30 days	If the account remains unpaid and no written payment arrangement has been approved, the school reserves the right to terminate the student's enrollment in accordance with the Enrollment Agreement.

Late administrative charges do not apply where a family is following an approved special payment arrangement.

Families may not defer or change an agreed payment schedule without prior approval from FIS.

Outstanding balances may result in FIS withholding report cards, transcripts, references, diplomas, Yearbook, or other records; restricting participation in optional activities, trips, or programmes; and preventing re-enrollment until the outstanding balance is settled.

Where a family has an outstanding balance, subsequent payments will first be applied to the outstanding annual and tuition fees before additional fees.

Families experiencing financial difficulty are encouraged to contact the Finance Office or the Head of School as early as possible.