



# School Tuition and Fees

## School Year 2011/2012

<b>Registration Fee:</b>	¥120,000 (one time only)
<b>Insurance Fee:</b>	¥8,000 (renewable each September)
<b>Material Fee:</b>	¥12,000/month
<b>Textbook Fee:</b>	will be invoiced at cost as applicable

Regular Program 5 days per week	Preschool Program 1.5 to 3 years old	Kindergarten Program 4 to 6 years old
<b>Half Day Course</b> 8:30a.m. to 12:00p.m.	<b>Monthly Payment Plan</b> ¥130,000 <hr/> <b>Fall Semester 2010/2011</b> ¥520,000 <b>Winter Semester 2010/2011</b> ¥390,000 <b>Spring Semester 2010/2011</b> ¥390,000	Not Available
<b>Whole Day Course</b> 8:30a.m. to 2:30p.m.	<b>Monthly Payment Plan</b> ¥140,000 <hr/> <b>Fall Semester 2010/2011</b> ¥560,000 <b>Winter Semester 2010/2011</b> ¥420,000 <b>Spring Semester 2010/2011</b> ¥420,000	<b>Monthly Payment Plan</b> ¥140,000 <hr/> <b>Fall Semester 2010/2011</b> ¥560,000 <b>Winter Semester 2010/2011</b> ¥420,000 <b>Spring Semester 2010/2011</b> ¥420,000
<b>Extended Day Course</b> 8:30a.m. to 4:00p.m.	<b>Monthly Payment Plan</b> ¥150,000 <hr/> <b>Fall Semester 2010/2011</b> ¥600,000 <b>Winter Semester 2010/2011</b> ¥450,000 <b>Spring Semester 2010/2011</b> ¥450,000	<b>Monthly Payment Plan</b> ¥150,000 <hr/> <b>Fall Semester 2010/2011</b> ¥600,000 <b>Winter Semester 2010/2011</b> ¥450,000 <b>Spring Semester 2010/2011</b> ¥450,000
<b>After School Program</b> 4:00p.m. to 6:30p.m.  Schedules are flexible and can be arranged daily/hourly	<b>¥1,200/hour</b> When arranged and paid with the monthly tuition in advance/ no refunds or make ups for any cancellations or absences/ for Regular Program students only/ not available between 2:30p.m. - 4:00p.m.  <b>¥2,000/hour</b> For extension of care with a Schedule Change Request Form submitted one day prior to the intended day of extension	



## **HANDLING of SCHOOL TUITION AND FEES**

### **TUITION PAYMENTS**

School Tuition and Fees are paid monthly or by semester. Tuition and Fees are invoiced regularly to parents, and parents are asked to remit the due amount, by the due date noted on each invoice (20<sup>th</sup> of the month), via bank transfer to the indicated bank account, on time.

Full monthly tuition is due when the student is starting/ leaving the school in the middle of the month. The fee will not be prorated; the monthly fee is due in full, in all circumstances.

All payment of School Tuition and Fees must be made in full by bank transfer to ai INTERNATIONAL SCHOOL's bank account (only bank transfers accepted). Please note that bank transfer charges are the responsibility of the individual or company transferring the funds.

School Tuition and Fees are not refundable.

### **OTHER FEES/EXPENSES**

Extra Expenses incurred for school related items (i.e. Scholastic books, materials for some class and school events, class field trips, semester field trips, special class activities or craft works, costumes for events, etc.), may be invoiced to families as deemed necessary. These are paid in cash at ai Office.

School lunches are paid in cash at ai Office when ordering.

These fees are not refundable.

### **ABSENTEE FEES**

In order to keep a space for the student, any student who is enrolled as a current attendee will be invoiced at 80,000jpy per month during any extended vacation/absence.

### **FAMILY DEDUCTION**

Families who enroll more than two children in the Regular Program will receive a tuition fee deduction of fifty percent for the third and any subsequent children. To receive the Family Deduction for the third and any subsequent children, the 1<sup>st</sup> and 2<sup>nd</sup> child must have a record of a minimum of 12 months enrollment (with complete record of tuition payment receipts) in the Regular Program.

### **PAYMENTS in ARREARS**

Payment of school tuition is due regularly and may not become delinquent. If fees are in arrears and reminder notices are issued, a handling fee of ¥500/reminder will be charged. Please ensure that fees are remitted to the indicated accounts on time.

Students with outstanding accounts (i.e. unpaid fees more than 1 month overdue) may have their school attendance privileges revoked by the school and will not be guaranteed a place in the subsequent month/semester and beyond until such time as their account is made current or an acceptable plan for payment is arranged with ai Office.

For students withdrawing from the school, transcripts, transfer documentation and other records may only be released upon receipt of full payment (including any late payment penalties such as handling fee) of all outstanding fees.

### **CANCELATION PROCEDURE**

When you are withdrawing your child from ai INTERNATIONAL SCHOOL, one months prior notice (one month before the following month's invoice payment due date) is required to close your child's account at ai office. In the event of failure to give ai office one month's prior notice, the following month's tuition/fees will be due in full.

School Tuition and Fees are not refundable.