



## Financial Regulations 2010-2011 School Year

### Corporate

#### Two-Tier Fee Structure

HIS uses a two-tier fee system: a 'Corporate' rate for corporate-sponsored families (below), and a Private rate for private individuals. Please note that the Private rate is not available if a family's employer contributes to tuition payments in any way or form.

#### Tuition <sup>(1)</sup> and Other Fees

|   | Fees                |
|---|---------------------|
| <b>EC (Early Childhood) 3 &amp; 4</b><br>Annual Tuition Fee | ¥2,100,000          |
| <b>Pre-1 to Grade 8</b><br>Annual Tuition Fee               | ¥2,100,000          |
| <b>Grade 9 to Grade 12</b><br>Annual Tuition Fee            | ¥2,100,000          |
| <b>Other Fees</b>   |                     |
| One-Time Registration Fee <sup>(2)</sup>                    | ¥200,000            |
| One-Time Facility Maintenance Fee <sup>(2)</sup>            | ¥100,000            |
| Annual Capital Fee <sup>(3)</sup>                           | ¥75,000             |
| Annual Bus Fee (not including consumption tax)              | ¥321,000            |
| One-Time ESL Tuition (Pre-1 and above) <sup>(4)</sup>       | ¥100,000            |
| IB Diploma Examination Fee (Grade 12 only) <sup>(5)</sup>   | Per IB exam entered |

#### Explanation of Fees

- <sup>(1)</sup> Tuition fees include all charges except expenses resulting from overnight and special excursions, the student bus service, parent (PTA) organized events, private tutoring (including music lessons) and such after-school activities and clubs which are taught by non-HIS staff.
- <sup>(2)</sup> The Registration Fee and Facility Maintenance Fee are one-time fees, payable prior to actual enrolment, and are not refundable.
- <sup>(3)</sup> The Capital Fee is an annual fee payable at the start of the school year, and is not refundable.
- <sup>(4)</sup> This fee is payable for those students who enter the school after July 2009 and who require specialist ESL tuition.
- <sup>(5)</sup> Parents will be invoiced during Grade 12 for the actual cost of entering their child for examinations in their chosen IB subjects.

## Payment Procedures

Tuition and other fees are quoted in Japanese Yen and, for corporate-sponsored families, are paid in full by the first day of the school year. In cases where students start the year after the first day of the school year, first payments (including initial fees) are due prior to the child's first day of school.

The school requests that all fees be paid by bank transfer.

## Late Enrolment/Early Withdrawal

Students who enrol or are withdrawn during the course of the year are charged tuition fees according to the schedule below.

|  |      |                           |
|--|------|---------------------------|
| Enrolment on or before 29 <sup>th</sup> October  | 100% | of the annual tuition fee |
| Enrolment on or before 28 <sup>th</sup> January  | 85%  | of the annual tuition fee |
| Enrolment on or before 31 <sup>st</sup> March    | 55%  | of the annual tuition fee |
| Enrolment in April, May or June                  | 35%  | of the annual tuition fee |
| Withdrawal on or before 28 <sup>th</sup> January | 60%  | of the annual tuition fee |
| Withdrawal on or before 31 <sup>st</sup> March   | 85%  | of the annual tuition fee |
| Withdrawal in April, May or June                 | 100% | of the annual tuition fee |

## Financial Delinquency

HIS reserves the right to charge a weekly late fee of ¥2,000 for payments not received by the invoice-specified due date. Failure to pay required fees, including late fees, within 30 days of notice by HIS may result in dismissal of student and non-release of student transcripts.

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I/We agree to and will comply with the conditions and terms described above.

Full name : \_\_\_\_\_

School tuition and other fees are sponsored by my employer, who is :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_