



Financial Regulations 2010-2011 School Year

Private

Two-Tier Fee Structure

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

Above EC class, and for non-corporate families only, tuition fees are discounted by 10% for the second and each additional child. Discounts do not apply to fees other than tuition. In EC the sibling discount is 20%.

Tuition ⁽¹⁾ and Other Fees

	Fees
EC (Early Childhood) 3 & 4 Annual Tuition Fee	¥750,000
Pre-1 to Grade 8 Annual Tuition Fee	¥1,200,000
Grade 9 to Grade 12 Annual Tuition Fee	¥1,220,000
Other Fees	
One-Time Registration Fee ⁽²⁾	¥200,000
One-Time Facility Maintenance Fee ⁽²⁾	¥100,000
Annual Capital Fee ⁽³⁾	¥75,000
Annual Bus Fee (not including consumption tax)	¥214,000
One-Time ESL Tuition (Pre-1 and above) ⁽⁴⁾	¥100,000
IB Diploma Examination Fee (Grade 12 only) ⁽⁵⁾	Per IB exam entered

Explanation of Fees

- ⁽¹⁾ 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.
- ⁽²⁾ The Registration Fee and Facility Maintenance Fee are one-time fees, payable prior to actual enrolment, and are not refundable. These fees are not charged for students enrolling in EC.
- ⁽³⁾ The Capital Fee is an annual fee payable at the start of the school year, and is not refundable.
- ⁽⁴⁾ This fee is payable for those students who enter the school after July 2009 and who require specialist ESL tuition.
- ⁽⁵⁾ 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 can be paid in two ways:

- One time in full by the first day of the school year;
- In four instalments:
 - 30% by 20th August 2010;
 - 30% by 29th October 2010;
 - 25% by 28th January 2011;
 - 15% by 31st March 2011.

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Students who enrol or are withdrawn during the course of the year are charged tuition fees according to the schedule below.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 th October	100%	of the annual tuition fee
Enrolment on or before 28 th January	85%	of the annual tuition fee
Enrolment on or before 31 st March	55%	of the annual tuition fee
Enrolment in April, May or June	35%	of the annual tuition fee

Withdrawal on or before 28 th January	60%	of the annual tuition fee
Withdrawal on or before 31 st 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.

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

Full name : _____

I declare that my employer does not contribute to tuition payments for my children in any way or form.

Please select your choice of payment below:

- I will pay the fees in full by the first day of the school year.
- I will pay the fees four times per year according to the above schedule.

Signature: _____ Date: _____