

## Financial Regulations 2025-2026 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 (1) and Other Fees

	Fees
<b>Reception Class (EC3) to Grade 12</b>	
Annual Tuition Fee	¥2,543,000
<b>Other Fees</b>	
Application Fee (2)	¥20,000
One-Time Registration Fee (3)	¥220,000
One-Time Facility Maintenance Fee (3)	¥110,000
Annual Capital Fee (4)	¥100,000
Annual Bus Fee (not including consumption tax)	¥352,000
EAL Tuition (KG and above) (5)	¥100,000
IB Diploma Examination, etc. fee (Grade 12 only) (6)	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 Application Fee should be submitted along with the Application Form for all students in all Grades and is not refundable.
- (3) The Registration Fee and Facility Maintenance Fee are one-time fees, payable prior to actual enrolment, and are not refundable.
- (4) The Capital Fee is an annual fee payable at the start of the school year, and is not refundable.
- (5) This fee is payable each year for a three year period.
- (6) Parents will be invoiced during Grade 12 for the actual cost of entering their child for examinations in their chosen IB subjects: this will include all examination fees plus an amount to cover the cost of sending examination papers to examiners by courier. IB Diploma fee details can be found at <https://www.ibo.org/become/fees/assessmentfees/>

## Payment Procedures

Tuition and other fees are quoted in Japanese Yen and, for corporate-sponsored families, are paid in full by 31<sup>st</sup> July. 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. Any applicable bank or handling charges must be paid by the client, not the school.**

## 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Students who enrol or are withdrawn during the course of the year are charged tuition fees according to the schedule below.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 10 <sup>th</sup> October	100%	of the annual tuition fee
Enrolment on or before 23 <sup>rd</sup> January	85%	of the annual tuition fee
Enrolment on or before 20 <sup>th</sup> March	55%	of the annual tuition fee
Enrolment after 23 <sup>rd</sup> March	35%	of the annual tuition fee
Withdrawal on or before 23 <sup>rd</sup> January	60%	of the annual tuition fee
Withdrawal on or before 20 <sup>th</sup> March	85%	of the annual tuition fee
Withdrawal after 23 <sup>rd</sup> March	100%	of the annual tuition fee

## Financial Delinquency

HIS will 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 for the School Year **2025-2026**.

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

School tuition and other fees are sponsored by my employer:

Amount of company sponsorship: \_\_\_\_\_

Enter 'Full fees paid', maximum amount paid (in Yen), percentage paid, etc.

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

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Contact name: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

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

**Upon completion of this form the school will deal directly with the sponsoring employer and will only contact you regarding fees if there is a problem.**