

Admission Procedures

2010-2011

Age Requirement

Applicants for the Kindergarten program must be five years old by **September 1st** of the year in which enrollment is requested; Grade 1 applicants must be six years old by **September 1st** of that year.

Campus Visits

You are welcome to visit our Toyochō campus and meet with the TYIS staff to discuss any particular educational needs and concerns you may have. Please contact the TYIS office at 03-3615-5632, or via email (tyis@tokyo.ymca.or.jp), to make an appointment.

Documents Required for Admission

The application procedure begins with the submission of all of the following documents:

- ✓ Copies of your child's report cards for the past two years.
- ✓ Application for Admission
- ✓ Health History
- ✓ Certificate of Physical Examination
- ✓ Confidential Letter of Recommendation... For applicants at the elementary school level, this must be completed by the student's current homeroom teacher. The recommendation should refer to the student's motivation, attendance, disciplinary record, relationships with peers and teachers, social maturity, and involvement in gifted or remedial programs. It should also state the student's current reading grade level..
- ✓ Signed Letter of Agreement

Resident Applicants

When the above documents have been received, a personal interview will be scheduled with the applicant and at least one parent. After considering the information obtained in the documents and during the interview, TYIS will inform the applicant's parents or guardians of the decision to accept, not accept, or reschedule an additional interview.

Non-Resident Applicants

TYIS recognizes that applicants living outside Japan may not be able to schedule a personal interview at TYIS prior to moving to Tokyo. We also understand that the decision to relocate a family to Tokyo may, in part, be based on the assurance that there will be space available in a desirable school. In recognition of this situation, TYIS will accept non-resident students on the basis of an analysis of the documents listed above. Applicants will be informed of their status in one of the following ways:

- Accepted: The student is accepted for admission to TYIS. An interview will be required prior to actual enrollment for orientation, course placement, and discussion of any special circumstances.
- Not Accepted or Deferred:

Non-native-English-speaking Applicants for Kindergarten Program

Among the non-native-English-speaking applicants for the Kindergarten program, preference will be given to those who:

- Have a brother or sister at TYIS
- Have dual or multiple nationalities
- Have lived in English-speaking countries
- Are able to communicate fluently in English
- Wish to continue their elementary education at TYIS after kindergarten.

Non-native-English-speaking Applicants for Elementary Program

English ability will be evaluated through screening and an interview. The applicant may be required to enroll in TYIS's EEP program, which may include a summer school program requirement and additional tutoring after school. Exceptions may be made in cases where ongoing use of English, both at home and at school, has sufficiently prepared the applicant for the academic English-language environment at TYIS.

Maximum Number of Students per Class

- ◆ Kindergarten 20 students
- ◆ Grades 1 through 6 (G1-G6) 23 students

Business Policies

2010-2011

- ◆ The full Application Fee is required on the day of the interview.
- ◆ All accepted applicants are responsible for paying the Entrance Fee, regardless of date of entering or withdrawing from the program; this amount is not refundable.
- ◆ The due date for the Entrance Fee is 10 days after acceptance is issued. An invoice for this amount will be included with the applicant's Letter of Acceptance. Registration is considered complete only after the Entrance Fee has been paid.
- ◆ The Building Use Fee is charged annually to all students who attend TYIS. Only full semester not attending the school will be refunded.
- ◆ The Building Use Fee and Tuition for the upcoming school year are due by the end of May of the preceding school year. For applicants who are accepted after this date, the Building Use Fee and Tuition are due immediately upon acceptance.
- ◆ Tuition can be paid by a single payment or via the installment plan. *Note: Tuition paid via the installment plan is subject to an administration fee of 3% of the tuition amount. This administration fee is due with the first installment payment.* The due dates for installment payments are as follows:

Installment

	Period Date Due	Amount Due
1 st	end of June of preceding school year*	40% of the annual tuition
2 nd	end of November of school year enrolled in*	30% of the annual tuition
3 rd	end of February of school year enrolled in*	30% of the annual tuition

* Applicants who enroll mid-trimester are responsible for payment of that trimester upon registration

- ◆ Applicants who register during a mid-trimester period will be charged a prorated percentage of the tuition for that trimester.
- ◆ Students who withdraw before the end of the academic year will be refunded the tuition and the building maintenance fee for the trimester in which they will not be attending. Withdrawal from the school after a trimester has begun will necessitate full payment for that trimester.
- ◆ Payments in the amount of ¥50,000 or more must be paid through the bank transfer system to the following account:

Bank Transfer Information

Mitsubishi Tokyo UFJ Bank Kanda Branch Futsu(Ordinary)Account #1179893 Zaidanhojin Tokyo Kirisutokyo Seinen Kai
 三菱東京UFJ銀行神田支店(普)1179893 財団法人 東京キリスト教青年会

Tuition and Fees for 2010-2011 school Year

※JPYEN

Including Tax	Kindergarten	G1-G6	
	New Students	New Students	Continuing Students
Application Fee	¥21,000	¥21,000	
Entrance Fee	¥220,500	¥220,500	
Building Use Fee	¥178,500	¥178,500	¥178,500
Tuition	¥1,102,500	¥1,260,000	¥1,260,000
Total	¥1,522,500	¥1,680,000	¥1,438,500
Administration Fee+Tax (if installment plan is chosen)	¥33,075	¥37,800	¥37,800

Textbook Fees / workbooks / Material: Kindergarten -21,000yen	G1 & up 42,000yen
Bus Service	¥228,900 ~ ¥338,100
student EEP Services	¥441,000
Fall Camp Fees for 3 days	(Subject to change annually. 26,250 yen ~)
Ski Camp Fees for 4 days	(Subject to change annually. 36,750 yen ~)
Annual Standardized Testing Fee Grades 1 to 6	¥15,750
Additional Curriculum/software- Kindergarten	¥10,500
PTA Fee (Subject to change)	¥12,000