



# Admission Procedures

2012-2013

## Accepting application from December 12, 2011

### Age Requirement

Applicants for the Grade 1 must be six years old by September 1<sup>st</sup> of that year.

### Campus Visits

You are welcome to visit our Toyocho 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](mailto: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 Elementary Program

English ability will be evaluated through screening and an interview. The applicant may be required to enroll in TYiS's EAL 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

- ◆ Grades 1 through 6 (G1-G6) 23 students
- ◆ Spring Enrollment 15 students

### TYiS Spring Enrollment Program

From April, TYiS will provide a convenient opportunity for parents who are interested in pursuing an international education for their children with TYiS Spring Enrollment Program. We will provide a smooth transition from Japanese public school year system and calendar to every interested family. This program will run for approximately 10-weeks starting on April.

The aim of the TYiS Spring Enrollment Program is to support a smoother transition for students into the Grade 1 classroom and our English-based school environment. Students who attend this program will intensively study English. Also the Student will have an option to attend the TYiS Summer Program.

Based on English-language skills and performance, students from the TYiS Spring Enrollment Program will return to TYiS in August and will be retested. The result of retesting will determine if the student needs to be enrolled in EAL or not.

# TYIS Business Policies

2012-2013

- ◆ 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.
- ◆ Tuition Fee is charged annually to all students who attend TYIS. No refund will be issued from the school after a trimester has begun
- ◆ Tuition for the upcoming school year is due by the end of June of the preceding school year. For applicants who are accepted after this date, Tuition is 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 <sup>st</sup> | End of June of preceding school year*       | ¥485,000   |
| 2 <sup>nd</sup> | End of October of school year enrolled in*  | ¥484,500   |
| 3 <sup>rd</sup> | End of February of school year enrolled in* | ¥484,500   |

\* 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 for the trimester in which they will not be attending. No refund will be issued for withdrawal from the school after a trimester has begun.
- ◆ 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 Koueki Zaidanhojin Tokyo YMCA  
三菱東京UFJ銀行 神田支店 (普)1179893 公益財団法人 東京YMCA

## Tuition and Fees for 2012-2013 school Year

JPYEN

|   | G1-G6<br>New Students | Continuing<br>Students | TYIS<br>Spring<br>Enrollment<br>Program |
|---|-----------------------|------------------------|---|
| Application Fee   | ¥20,000               |                        | ¥20,000                                 |
| Entrance Fee  | ¥250,000              |                        | ¥250,000                                |
| Tuition   | ¥1,370,000            | ¥1,370,000             | ¥350,000                                |
| Resource Fee + Tax  | ¥84,000               | ¥84,000                |   |
| Total   | ¥1,724,000            | ¥1,454,000             | ¥620,000                                |
| Administration Fee+Tax (if<br>installment plan is chosen) | ¥43,155               | ¥43,155                |   |

Tuition fees are now comprised of the total sum of building fees, and resource fees and basic tuition (these includes testing fees, workbooks, resources, field trips, yearbook, and special events)

|                             |             |             |  |                  |
|-----------------------------|-------------|-------------|--|------------------|
| EAL Services                |             |             |  | ¥420,000         |
| Bus Services                | Koto-ku     | Round trips | ¥231,000                                     | One way ¥115,500 |
|                             | Other Wards | Round trips | ¥341,250                                     | One way ¥170,625 |
| Fall Camp Fees for 3 days   |             |             | ( Subject to change annually. 26,250 yen ~ ) |                  |
| Ski Camp Fees for 4 days    |             |             | ( Subject to change annually. 38,850 yen ~ ) |                  |
| PTA Fee (Subject to change) |             |             |  | ¥12,000          |