



Clarence
International School

Finance and Fees Policy

V24.1.0

1. General

1.1 “Clarence International School” is operated by the private company Clarence Education Limited (Registered address 3-9-5 Minami Aoyama Minato-ku Tokyo). Education provided by CIS is deemed as “Services” by the Japanese law. As a private independent school running an international curriculum, CIS does not receive any government funding. Tuition and other fees are set based on the operating and capital expenses required to provide the full list of educational services CIS offers. Therefore punctual settlement of fees is expected to ensure service continuity and school development.

1.2 CIS reserves the right to make the final decision on the fees of all services.

2. Fees

2.1 Fees of all services that CIS offers are subject to annual review, and an updated School Fees Schedule will be published and circulated before the 31st of May of every year. Fees will be updated reasonably based on business, industry and economic parameters.

2.2 CIS accepts fees from corporate sponsorship as well as directly from families.

2.3 Either or both parents agree to be the payer(s) of all school fees. If a third party (for example a grandparent, employer or sponsor) intends to pay a child’s fees, a written agreement between the parents, CIS and the third party has to be reached in advance. CIS has full discretion over whether or not to accept payment from a third party.

3. Donation

As an educational institution, CIS welcomes financial contributions in the form of donations and in-kind support to further the growth and development of the school.

4. Payment Due Date and Methods

4.1 There are 3 types of Payment Categories at CIS which apply to different types of services.

1. Bank Transfer/Paypal applies ONLY to the following services:

- a. Entrance Fees
- b. Annual Fees
- c. Preschool Tuition Fees
- d. School Bus Fee
- e. Holiday School Fees
- f. Club Activity Fees
- g. Medical Check-up Fees

Note: Invoices will be issued for these fees. Please complete the payment procedure after receiving the invoice.

2. Monthly Direct Debit applies ONLY to the following services

- a. Daycare Programme Fees
- b. Single Day Sign-up Fees
- c. Early Drop and Late Pick Up Fees
- d. Extracurricular Programme (e.g. Japanese Class or Kids English Club) Tuition Fees
- e. Other Miscellaneous Fees

Note: The Direct Debit will be automatically deducted from your registered account on the 20th of every month and we will issue detailed monthly statements in advance.

3. Credit Card Payment applies ONLY to the following service

- a. School Merchandise purchased via the Online Shop

4.2 Application Fees must be paid before the application can be considered.

4.3 Registration Fees will need to be paid in full before a new pupil’s place can be confirmed. Note that if the Registration Fee is not paid by the deadline, the child’s place will be lost.

4.4 A handling fee may be imposed if payment methods other than those described above are utilised.

5. Late Settlement or Failure of Payment

5.1 CIS reserves the right to impose a Late Payment Fee for outstanding fees in the event of failure to settle by the payment deadline. The Late Payment Fee will be equal to 1% of the outstanding balance every week until the payment is settled.

5.2 If a Direct Debit fails, then we will issue an invoice. If the invoice is not settled by the deadline, then Late Payment Fee may be added to the total outstanding amount.

5.3 In the event of late settlement or failure of payment, the pupil's place may be offered to candidates on the waiting list, and this may result in automatic withdrawal.

5.4 Repeated late payment or failure to pay for fees by the deadline, and/or accumulation of several periods of unsettled accounts may result in termination of the service. Refer to the Admissions and Enrollment Policy for more information.

6. No Refund Policy

6.1 After payment, all fees are non-refundable under any circumstances.

6.2 Fees will not be refunded for absent days and CIS is unable to offer make-up lessons.

6.3 In the event of circumstances beyond CIS's reasonable control, including but not limited to a state of emergency declaration, acts of government imposing travel or work restrictions, quarantines or trade embargoes, war, terrorism, earthquakes, plagues, epidemics or pandemics, extraterrestrial activity, extreme weather such as heavy rain, snow, typhoon, hurricanes or other natural disasters, the school may need to be closed temporarily. Undelivered lessons during such temporary closure will not be subject to any refund or make-up lessons.

CIS will carefully gather information from relevant authorities, specialists and public media, and will also do its best to resume school in the shortest possible time that it becomes appropriate, or do its best to maintain academic continuity of pupils' learning including via Online and Remote Learning (ORL). However, CIS reserves the right to make all final decisions pertaining to temporary closure and when/how to resume normal school operations.

School Fees Schedule *All fees below include 10% consumption tax.

1. Entrance Fees

The following non-refundable entrance fees will apply to new pupils before their place is confirmed.

Application Fee	¥ 20,000
Registration Fee	¥220,000

2. Annual Fees

The following non-refundable annual fees apply to all new and existing pupils.

Annual Facility Maintenance Fee	¥65,000
Annual Insurance Fee	¥20,000

3. Tuition Fees

2024-2025 Tuition fees for Little Star Class, Blue Sky Class, Rainbow Class and Sunshine Class are as follows The minimum number of days per week your child can attend is: 2 days/Half Day Programme for Little Star Class, 5 days/Full Day Programme for Blue Sky Class, Rainbow and Sunshine Classes.

Little Star Class:

Days/week	Full/Half* Half: 9.00am~12.30pm Full: 9.00am~2.45pm	1 st Term 2nd September~ 5th December	2 nd Term 7th January~ 28th March	3 rd Term 14th April~ 3rd July	Annual (-5%)
2 days	Half Day	¥324,000	¥231,000	¥255,000	¥769,000
	Full Day	¥480,000	¥344,000	¥377,000	¥1,141,000
3 days	Half Day	¥456,000	¥325,000	¥357,000	¥1,081,000
	Full Day	¥686,000	¥491,000	¥540,000	¥1,631,000
4 days	Half Day	¥603,000	¥431,000	¥473,000	¥1,432,000
	Full Day	¥822,000	¥587,000	¥645,000	¥1,951,000
5 days	Half Day	¥727,000	¥519,000	¥572,000	¥1,727,000
	Full Day	¥1,012,000	¥723,000	¥795,000	¥2,403,000

Blue Sky Class:

Days/week	Monday-Friday 9.00am~2.45pm	1 st Term 2nd September~ 5th December	2 nd Term 7th January~ 28th March	3 rd Term 14th April~ 3rd July	Annual (-5%)
5 days	Full Day	¥1,012,000	¥723,000	¥795,000	¥2,403,000

Rainbow Class and Sunshine Class:

Days/week	Monday-Friday 9.00am~2.45pm	1 st Term 2nd September~ 5th December	2 nd Term 7th January~ 28th March	3 rd Term 14th April~ 3rd July	Annual (-5%)
5 days	Full Day	¥1,012,000	¥723,000	¥795,000	¥2,403,000

4. Special Notes for Entrance Fees and Tuition Fees

4.1 The above stated Tuition Fees are inclusive of Morning Snack Fees on regular preschool class days.

4.2 A 10% Special Care Fee will be added to the tuition for children under 2 years old until the week of the child’s second birthday.

4.3 A 10% Sibling Discount will be applied to older siblings’ Tuition Fees and 50% discount will be applied to Registration Fees for the younger sibling or the sibling who will enrol later at the time of enrollment.

4.4 School Events

The Tuition Fees will cover the cost for all school events unless otherwise stipulated. CIS does not run regular classes on Whole School Community Event Days (e.g. Winter Gathering, Sports Day, End-of-Year Show etc.), which parents are also required to attend. The school will usually run the Daycare Programme after those events which will require advance sign-up and additional Daycare Programme fees.

5. School Bus Operation Contribution Fee

5.1 Please refer to the table below for the school bus fee

General Contribution Fee Per Term		
Days/week	One Way	Return
1	¥11,000	¥22,000
2	¥22,000	¥44,000
3	¥33,000	¥66,000
4	¥44,000	¥88,000
5	¥55,000	¥110,000

Fees during Holiday School		
Days	One Way	Return
3	¥3,000	¥6,000
4	¥4,000	¥8,000
5	¥5,000	¥10,000

5.2 The bus fees will be charged termly in advance of each bus term (non-refundable).

※The bus service will not be available during certain school events.

5.3 You must apply and register as a bus user to begin using the bus service.

6. Early Drop Fee and Late Pick Up Fee

6.1 If you would like to drop off your child earlier than 8.45 am, you can apply for Early Drop from 8:15am with an additional fee (¥550/15 minutes.) Entering the school before 8:15 am is not possible.

6.2 A Late Pick Up Fee of ¥750/15 minutes will be charged for late pick-ups.

6.3 The School closes at 6pm. If you arrive later than 6:00pm for pick up, an additional penalty fee of ¥220 /15 mins will be added to the Late Pick Up Fee.

7. Single Day Sign-Ups Fees

Half Day Programme pupils are able to extend the day to a Full Day Programme and pupils who regularly attend the school for less than 5 days/week are able to sign-up for additional days on a day-by-day basis subject to availability (see “Handbook for Parents - Guidelines and Procedures” for how to sign-up) . The Single Day Sign-Up fees are as follows:

Extension from Half→Full Day Programme	¥5,000	Maximum 5 times/month
Single Day Sign-up for Half Day Programme	¥8,400	Maximum 3 times/month
Single Day Sign-up for Full Day Programme	¥13,000	Maximum 3 times/month

Cancellations of Single Day Sign-ups can be accepted with the submission of the **Cancellation Form** via school information management system. by 3 pm on the previous school weekday. If the cancellation form is not received by the deadline, the full fee as per the table above will be chargeable.

8. Uniform and School Items

8.1 Uniform

School uniform items and prices can be found on the school website, or in the CIS School Uniform Policy.

9. Lunch Fees

9.1 Please place lunch orders and settle the payments directly with our Catering Service Provider if you wish to order your child’s lunch. CIS will not be involved in the order and/or payment of the lunch fee (see Appendix B of the “Handbook for Parents - Guidelines and Procedures” for more details about the procedure).

9.2 If you forget to pack your child’s lunch or order lunch, we will contact the parents and purchase the lunch for your child from local shops upon request. If we are not able to contact you by the time lunch time begins, we will purchase lunch for your child regardless. Where CIS purchases lunch on a parents’ behalf, an additional handling fee of ¥1,100, in addition to the actual lunch fee, will be charged. The fees will be deducted by automatic direct debit (bank transfer invoice will be issued if you are not registered for direct debit).

10. Reissue of Authorized Pick-up Card

In the unlikely event that you lose your Authorised Pick-up Card, a reissue fee of ¥1,100 will be charged. See *Handbook for Preschool Parents: Guidelines and Procedures* for more details in regards to Authorised Pick-up Cards.

11. Daycare Programme Fees

11.1 The Afterschool Daycare Programme is available from 2.45pm-6pm on Mon-Fri on the days that the regular preschool or holiday schools are operating. CIS also offers an All Day - Daycare Programme on teachers’ preparation days. Registration and booking must be made in advance. Please contact the School Office for more details.

Daycare Programme Rate with Reservation	¥2,000 /hour
Daycare Programme Rate After 3pm of Previous School Open Day or Without Reservation	¥3,000 /hour

11.2 The minimum unit of usage is 15-minutes (¥500/15-minutes).

11.3 The school will provide afternoon school snacks (¥250/day) for pupils who attend the afternoon Daycare Programme Snack Time. If your child is in the Daycare Programme past 3pm, the school will automatically provide afternoon snacks.

12. Holiday Schools: Winter, Spring and Summer

CIS opens special Holiday School programmes for one week in Winter and Spring, and four weeks in Summer, separately from Preschool Programme. The exact dates can be referred to on the school calendar (details of the theme and other details will be

announced separately.) Holiday School programmes are open to both CIS pupils and non-CIS pupils.) . CIS accepts partial attendance (3-5 days per week) for Winter School and Spring School. The latest Holiday School fees are detailed below.

Programme	3 days/week	4 days/week	5 days/week
Half Day 9am-12.30pm	¥25,800	¥34,400	¥43,000
Full Day 9am-2.45pm	¥40,200	¥53,600	¥67,000

In addition, we may open a special programme during the half term break week in Autumn and Spring, separately from Holiday School mentioned above. Details will be announced separately.

13. Annual Full Package

13.1 For the all-inclusive Annual Full Package, a special discount is applied.

<p>Package Includes</p> <ul style="list-style-type: none"> - Weekday Preschool Full Day Programme Fees - All Holiday School Fees (Mon-Fri) Winter/ Spring/ Summer - Extended Daycare Programme Fees between 2:45-6.00pm for Preschool and Holiday School Days (Mon-Fri) - Daycare Programme Fees for Only Daycare Days on Non-Japanese National Holidays between 8:45am-6:00pm - Early Drop (8:15am-) for all Preschool, Holiday School and Only Daycare Days (non-Japanese National Holidays) (Mon-Fri) - Morning and Afternoon Snack Fees on all the days above - School Event Fees <p>Does not include</p> <ul style="list-style-type: none"> - School Bus Fee - Lunch Fees - Uniform and School Items - Special Programmes (e.g. Workshop) During Half Term Breaks - Extra Curricular Programme Fees - Medical Check-up Fee 	<p>¥3,916,000</p>
--	-------------------

14. Extra Curricular Programme Fees

14.1 Japanese Class

Optional after-school Japanese classes are offered at CIS. The fees are stated below. This programme is open to both Preschool/non-Preschool pupils. For further information, please contact the school office.

Registration Fee (※Not applicable to existing CIS pupils)	¥22,000
Annual Resources & Textbook Fee	¥30,800/year
Monthly Tuition Fees	¥22,000/month (2 lessons per week)

14.2 Club Activity

Club activities are set each term, helping children to broaden their interests and develop their inquisitiveness and curiosity. This programme is open to both Preschool/non-Preschool pupils. The Club Activity fees are as follows. For further information, please contact the school office.

Registration Fee (Exempt for CIS pupils)	¥22,000
Termly Facility Fee (Exempt for CIS pupils)	¥6,600
Termly Tuition Fees	¥33,000/club

14.4 Other Special Programmes

CIS may introduce and offer other regular/irregular extracurricular programmes or workshops during particular times of the year, or on a year-round basis. CIS will inform parents about such programmes including programme details, application details and fees as and when they are to be offered.

15. Medical Check-up

The school will conduct an in-school medical check for all pupils twice a year, in September and April. The fee per health check is ¥6,500 which will be invoiced together with the corresponding term fee. It is mandatory for all pupils to attend the health check-up, including the children who do not attend school regularly on the day of the health check. The payment of the health check is charged in advance therefore is not subject to a refund if your child is absent on the day regardless of the reasons. If your child is absent for the in-school health check-up, parents are responsible to book a health check for your child at the medical institute individually and are required to submit the result to the CIS school office within the designated deadline.

15. Tax, Due Date and Remittance Fees

15.1 Tax

A consumption tax (10%, at the time of April 2024) is added to all fees above as required by Japanese law.

15.2 Due Date

15.2.1 The 2024-2025 Due Dates for termly Tuition Fees are as follows.

1st Term	2nd Term	3rd Term
31st May 2024	29th November 2024	28th February 2025

15.2.2 The Annual Fees are invoiced together with the 1st term fee and must be paid by the 1st term payment due date.

15.2.3 Parents must apply for the Annual Payment or Annual Full Package with associated special discount principally before the deadline of the application for the beginning of the 1st Term. Full payment must be received by 1st term payment due date to receive full benefit of the discounts (already applied to tuition fee). If you enrol in the middle of the school year and wish to pay annually, no further discount will be applied, therefore, we may recommend a termly payment. If any new applicant joining in the middle of the academic year wishes to apply for the Annual Full Package, please contact the CIS School Office with your request.

15.2.4 The termly School Bus Fees must be paid in advance by the term tuition due dates.

15.2.5 As to the Due Dates for payments related to admissions, enrollments in the middle of the school year or holiday schools etc, please refer to the invoice CIS will issue.

15.2.6 As stated in item 4. **Payment Due Date and Methods** of the “Finance and Fees Policy”, Daycare Programme Fees, Single Day Sign-up Fees, Early Drop and Late Pick Up Fees, and other Miscellaneous Fees will be calculated at the end of each month (the Extracurricular Programme Tuition Fees will be charged for the following month) and automatically deducted by Direct Debit from your registered account on the 20th (or on the following weekday if the 20th falls on a weekend or Japanese National Holiday) of the following month. CIS will issue the details in advance.

15.3 Remittance Fees

15.3.1 Any handling fees including (but not limited to) remittance and receiving fees, domestic or international, must be covered at the payer's expense, regardless of the payment method.

15.3.2 Paypal charges a commission of 3.6% + ¥40 for each domestic payment and 4.1% + ¥40 for each overseas remittance. Parents must inform the CIS school office in advance if you wish to pay via Paypal and will receive an invoice including the remittance fee (this handling fee percentage is current as of April 2024. It may change from time to time as PayPal changes its fees).

16. Fees during Leave of Absence

The leave of absence can be taken for consecutive breaks from a minimum of one week to a maximum of 12 weeks. This number of weeks only counts weeks when the preschool programme is open, and does not include holiday school or when school is closed (see *Admissions and Enrollment Policy* for details.) The school fees for terms during which a leave of absence occurs will be individually calculated as follows:

- A seat securing fee of ¥8,800 per week will be charged during the absence.
- The tuition fee after the return to school (if any) will be calculated on a weekly basis according to the number of days and programmes in which your child is enrolled and will be invoiced before the leave of absence commences.
- The fees above will be charged together.
- Leave of Absence requests can be accepted only once in an academic year. Please see more details on Admission and Enrolment Policy.

END