



# Tohoku International School

## Admission & Placement Procedures

### Admission Policy

Tohoku International School (TIS) is a community of learners preparing for life in an evolving global society. The school aims to provide a rigorous, international K-12 curriculum for students of all nations. English is the medium language of instruction.

Applications are reviewed by the Principal and the Heads of School. This group will also make grade placement decisions. All final decisions regarding enrollment are at the discretion of the Principal.

Tohoku International School is a day school, with no boarding facilities. Students must already have an appropriate status of residence to live in Japan and are expected to live with their parents or guardians.

As the only fully accredited international school in the region, the school recognizes the need to ensure priority enrollment for non-Japanese nationals.

### Admission Process

1. Please fill out the application for admission and email, mail or bring it to the school with all the student records, assessments, documents, photos as described on the admission application. (On-line copy or provided by the office). A **complete application** is the first step.
2. Make a visit to TIS if it is possible. You will learn a lot about TIS and our excellent school when you speak with our Team and see the school in action.
3. The school will conduct an **Application Review**. We will look at all your documents and determine if we can offer a place for your child(ren). Based upon the school's judgment of the suitability of the educational program for each prospective student and space availability, applicants are admitted throughout the year.
4. You will receive a letter regarding your application status. With acceptance, your invoice for enrollment and tuition will be attached with instructions.

### Admission Criteria

1. Applicants must be capable of doing work at a high standard for their grade level.
2. There must be space in the applicable grade before admission.
3. All applicants must provide report cards and/or a transcript from their previous schools.
4. Equal criteria and consideration apply to all races, religions, cultures, and genders.
5. **Special Needs** cases are evaluated and accepted on the basis of available resources required to service the student.
6. Students with a record of behavior problems may be accepted on a provisional basis only (**contract required**) if they are deemed capable of succeeding at TIS without detriment to the school programs and/or other students.

### English as an Additional Language (EAL)

1. All students will complete an admissions interview to determine their English and math proficiency levels. EAL support is available to students in Kindergarten up to and including Grade 10. **EAL services are unavailable to students applying for enrollment to Grade 11 or 12.**
2. Prospective English as Additional Language (EAL) students, especially at middle school and high school levels, must provide evidence of successful academic progress in their first language.

3. Middle and high school students who possess limited English proficiency will be considered individually in order to determine the probability of success in a college-preparatory English-immersion environment with limited English language support services.

### **Grade Placement Criteria**

1. Students are placed primarily according to their age on September 1<sup>st</sup> of the current school year.
2. Extraordinary considerations can be taken into an account in a placement decision, including:
  - a. Incomplete school experiences
  - b. Level of English ability
  - c. Significant differences in child's maturity vis-a-vis their age-appropriate grade
  - d. Completion of higher grades in another school
3. **Grade 1** is a critical year in a child's academic development. Students enrolling from a Non-English medium Kindergarten will be placed in their age appropriate grade if they display required English proficiency level. If students are placed in Kindergarten or repeat Grade 1 to complete one full year of Grade 1 before progressing to later grades due to their English level, the timing of the transition to the age-appropriate class is at the discretion of the school.
4. **Entrance Testing** must be completed prior to entering class, so as to ensure correct placement.
5. Students are placed with regard to their assessed English ability and their ability to progress and complete high-quality academic work at their grade level.
6. All students must graduate before their 20th birthday.
7. Grade placement will be discussed with parents, however, final discretion of the school administration.

### **International Baccalaureate Diploma Programme Admission**

From the 2021-2022 school year, Tohoku International School is authorized to offer the IB Diploma Programme (DP) to Grade 11-12. The DP is a rigorous academic program requiring the ability to communicate clearly in English. All Grade 11-12 students will be taking DP courses and can either complete the full Diploma Programme or selected certificates. While the completion of the full Diploma is generally encouraged, an individual plan for each student will be developed in consultation with the student, parents and DP Coordinator.

For students applying to TIS for Grades 11 or 12, students are required to submit English proficiency scores if their native language is not English. The minimum proficiency requirements are as follows:

TOEFL iBT:	61 or better
Eiken:	2 or better
CEFR:	B2 or better

### **Wait List**

Admission for enrollment is considered only when the completed application form has been received. Upon approval by the Head of School, the student will either be allocated a place for the year or placed on a Wait List. Students are allocated places in order of application. However, TIS reserves the right to allocate places at its discretion in special circumstances. Wait List candidates are placed as vacancies become available.

### **Photography**

TIS reserves the right to use photographs and videos of school events in order to promote the school.

## Enrollment Fee and Tuition Guidelines

1. TIS is committed to accepting any child who meets the admission requirements.
2. For a student entering TIS, the entrance fees and tuition are due on or before the day the student begins classes.
3. Enrollment fee and administrative fee are non-refundable and must be paid in full by the designated date.
4. Payments of tuition, enrollment fee, administrative fee, and other fees made to Tohoku International School must be done through the school's bank account.

Bank Name: 77 Bank (Shichi Ju Shichi Bank) 七十七銀行  
Miyamachi Branch 宮町支店

Account No.: Futsu (General) 普通 5404967

Account Name: Tohoku International School Daihyo Hideki Otsuki  
東北インターナショナルスクール 代表 大槻 秀樹

Tuition may be paid annually or monthly.  
(学費は一括払い、もしくは月払いが可能です)

Monthly tuition payments are based on a 10-month school year (i.e. Payments are due monthly by the last day of the previous month, September through June). (月払いの場合は9月から6月までの10ヶ月払い、前月末日までに翌月の授業料を振込)

Based on the student's proficiency of English and grade level, **English as an Additional Language** (EAL) support program may be required with an additional EAL fee.

5. If you plan to withdraw your child, a notice of leaving school must be submitted to the office more than **three months** prior to departure. Refunds are made on a monthly basis only. Refunds based on a daily basis will not be granted.
6. No tuition refunds will be granted for absences.
7. Enrolled students who do not attend TIS because of personal reasons shall continue to pay regular tuition in order to hold their place.
8. For returning students, please ask the TIS office for the re-enrollment fee.
9. Registrar fees for transcripts and records will be charged ¥300 per copy.
10. TIS reserves the right to hold a child out of class if payment is not made.

## Tuition and Fees

### Entrance Fee (for new students)

入学金	Entrance Fee	¥400,000
入学手続き料	Administrative Fee	¥15,000

- Entrance Fee and Administrative Fee are non - refundable.  
For multiple child families, please contact the TIS office.  
(入学金と手続き料は返金不可。兄弟姉妹同時入学の場合はオフィスにお問い合わせください)

### Annual Tuition / Facility Fees

¥ / year

Kindergarten (Full day)		2023-2024	2024-2025
学費(年間)	Tuition	800,000	800,000
施設費(年間)	Facility Fee	130,000	130,000
冷暖房費(年)	Heating/AC	30,000	30,000
<b>学納金計(年)</b>	<b>Student sum / year</b>	<b>960,000</b>	<b>960,000</b>
月割り (10ヶ月)	Monthly bill (10 month)	96,000	96,000

¥ / year

Grade 1-8		2023-2024	2024-2025
学費(年間)	Tuition	990,000	1,050,000
施設費(年間)	Facility Fee	140,000	150,000
冷暖房費(年)	Heating/AC	30,000	30,000
<b>学納金計(年)</b>	<b>Student sum / year</b>	<b>1,160,000</b>	<b>1,230,000</b>
月割り (10ヶ月)	Monthly bill (10 month)	116,000	123,000

¥ / year

Grade 9-10		2023-2024	2024-2025
学費(年間)	Tuition	1,210,000	1,250,000
施設費(年間)	Facility Fee	140,000	150,000
冷暖房費(年)	Heating/AC	30,000	30,000
学納金計(年)	Student sum / year	1,380,000	1,430,000
月割り (10ヶ月)	Monthly bill (10 month)	138,000	143,000

¥ / year

Grade 11-12		2023-2024	2024-2025
学費(年間)	Tuition	1,240,000	1,300,000
施設費(年間)	Facility Fee	140,000	150,000
冷暖房費(年)	Heating/AC	30,000	30,000
DP教材費(年)	DP Text & Test fee	100,000	100,000
学納金計(年)	Student sum / year	1,510,000	1,580,000
月割り (10ヶ月)	Monthly bill (10 month)	151,000	158,000

- The Materials fee (student-kept textbooks, workbooks, online resources, local field trips) are not charged.  
(教材費 - 生徒各自の教科書、ワークブック、オンライン教材、近隣への校外活動費は別途徴収しない。)
- DP Materials and test fee for G11-12 is ¥200,000 for 2 years.  
¥100,000 bill for each year, this can be split into monthly installments.  
(DPの教材とテスト費用は2年間で20万円。毎年10万円を10ヶ月分割払い可)

## EAL Fees (English as an additional language)

¥/month (月額)

<b>EAL (English as an additional language)</b>		<b>2023-2024</b>
レベル上級	Monitor level/month	3,000
レベル中級	Intermediate level/month	8,000
レベル初級	Intensive level /month	20,000

- Level is reviewed twice a year. (EAL生徒のレベルは年2回見直しされます)

## School Bus Fees

¥/month (月額)

<b>School bus Fee</b>		<b>2023-2024</b>
仙台駅	~ Sendai Stn	6,000
八乙女	~ Yaotome	5,000
大観音	~ Daikannon	4,000
明石台	~ Akashidai	5,000
パークタウン	~ Izumi Parktown	5,000