



Tohoku International School

Admission & Placement Procedures

Thank you for applying to Tohoku International School!

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 1st 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, administrative fee, and re-enrollment fee are non-refundable and must be paid in full by the designated date.
4. Payments of tuition, enrollment fee, administrative fee, and re-enrollment fee 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.

Monthly tuition payments are based on a 10-month school year (i.e. Payments are due monthly, August through May).

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. Registrar fees for transcripts and records will be charged ¥300 per copy.
9. TIS reserves the right to hold a child out of class if payment is not made.

Tuition and Fees (2022-2023 School Year)

Entrance Fee (for new students)

Entrance Fee	¥300,000 per student
Administrative/Entrance Interview Fee	¥15,000 per student
TOTAL	¥315,000

Entrance Fee and Administration Fee are non-refundable. For multiple child families, please contact the TIS Office.

Annual Tuition/Facility Fees (for new and returning students)

	Kindergarten	Grade 1 – 8	Grade 9 – 12
Tuition	*¥550,000 Normal Day ¥700,000 Full Day	¥870,000	¥1,100,000
Facility Fee	¥120,000	¥120,000	¥120,000
Heating/Air Conditioning Fee	¥20,000	¥20,000	¥20,000
Annual Total	¥690,000 (¥840,000 Full Day)	¥1,010,000	¥1,240,000

* Kindergarten is 9:00am – 1:45pm. For full day (9:00am – 3:30pm), there is an extra fee of ¥150,000.

School Bus Fees (for new and returning students)

The school bus fees are determined by distance for students in Kindergarten – Grade 8. The fees are between ¥3,000-5,000 per month.

Students in Grades 9-12 are not charged for school bus service, but instead are student bus monitors.

EAL Fees (English as an Additional Language)

When necessary, families/students will be invoiced separately (¥20,000 - ¥150,000 /student/year) based on level of need determined by the EAL Coordinator.

Materials Fee

¥5000-15,000 yen for Grades K-10 & Grade 12 (depending on grade)
¥100,000 yen for Grade 11 (IB Diploma Programme including textbook fees)

The Materials Fee covers student-kept textbooks and workbooks, online resources and local field trips. At the end of the school year, unused fees will be refunded.

Re-enrollment Fee

Annual Re-enrollment Fee ¥50,000/Student
(For enrollment after March 1 in the school year, the Re-enrollment Fee is ¥20000.