



Tohoku International School

Admission & Placement Procedures

Thank you for applying to Tohoku International School

Our 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.

Our Admission Criteria:

1. Applicants must understand and agree to the **TIS Mission Statement** and our **5 STARS**. An applying student should be intending to pursue university study following graduation. (Students from TIS may attend Japanese universities; however, the PRIMARY mission of TIS is to serve students who will graduate and enter into English-speaking universities worldwide).
2. Applicants must be capable of doing high quality work at their grade level.
3. There must be space in the applicable grade before admission.
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. All applicants must provide report cards and/or a transcript from their previous schools.
7. Students with a record of behaviour 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.

Our Grade Placement Criteria

1. Students are placed primarily according to age. Should the student have exceptional circumstances that necessitate extraordinary considerations, these can be taken into account.
2. **Entrance Testing** must be completed prior to entering class, so as to ensure correct placement.
3. 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.
4. Having evidence of a satisfactory academic record in their first language to ensure they can learn in English, prospective EAL students are then assessed to ascertain their social and academic English proficiency levels.

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.

*Secondary 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.

*EAL students may not enter TIS (regular or EAL program) if they are 17 years old or more, and their English is less than Grade 8 equivalent. All students must graduate by age 20.

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.

Medical Insurance

All students are required to hold medical insurance for the duration of their enrollment. Evidence of this insurance must be included with this application.

Photography

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

Parent Checklist

- Complete and sign the **Application for Admission Form**.
- Attach one photograph per applicant (40 mm x 30 mm). (Two for Grade 7-8)
- Attach copy of passport (non-Japanese).
- Attach Certificate of Residence.
- Attach copy of Health Insurance Card.
- Attach photocopy of the last two years school records, reports, and certificates (where appropriate).
- Attach an up to date copy of Immunization Records.
- Attach any English Language Test results (if available).
- Attach certified translations of any documents not in English.
- Attach evidence of medical insurance.



Enrollment Fee and Tuition Guidelines

1. TIS is committed to accepting any child who meets the admission requirements and whose parents agree to the **TIS Mission Statement and 5 STARS**.
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 77 Bank.

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

Account No.: Futsu (General) 5404967 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 all payments are not made on time.



Entrance Fee (for new students)

Entrance Fee	¥300,000 per student
Administrative 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 4Yr Old – Grade 8	Secondary School (G9-12)
Tuition	¥870,000	¥1,100,000
Facility Fee	¥120,000	¥120,000
Heating/Air Conditioning Fee	¥20,000	¥20,000

School Bus Fees (for new and returning students)

School Bus	¥3,000-5,000 per month determined by distance	N/A
-------------------	--	-----

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.

Re-enrollment Fee:

Annual Re-enrollment Fee	¥50,000/Student
---------------------------------	-----------------



Tohoku International School

STUDENT APPLICATION FOR ADMISSION

Attach photo
(40 mm x 30mm)

Instructions: Please fill out application completely in English. Attach all reports/transcripts in English.

PERSONAL DATA OF THE STUDENT

Family name: _____ First name: _____ Middle: _____

Date of Birth (MM/DD/YYYY): _____ Age: _____ Current Grade: _____

Expected Entry Date (MM/DD/YYYY): _____

Male / Female: _____ Place of Birth: _____

Nationality(ies): _____

Language(s) Spoken: _____ At home: _____

Child's First/ Preferred Language: _____ / _____

Child's Other Languages Spoken: 1st _____ 2nd _____ 3rd _____

1st _____ Spoken (Beg/Inter/Adv) _____ Written (B/I/A) _____ Academic (B/I/A)

2nd _____ Spoken (Beg/Inter/Adv) _____ Written (B/I/A) _____ Academic (B/I/A)

3rd _____ Spoken (Beg/Inter/Adv) _____ Written (B/I/A) _____ Academic (B/I/A)

OFFICE USE ONLY

- Date Rec'd
- School Records
- Siblings Grades
- Photo
- Copy of Passport
- Certificate of Alien Registration Card
- Certificate of Japanese Residence
- Medical Form
- Copy of Health Insurance Card
- Copy of Immunization
- Interview
- Bus Contract
- Assessments required

ADDRESS - Permanent Home Address in Japan

ADDRESS - Immediate Correspondence

Effective Date _____ Effective Date _____

Street _____ Street _____

Zip Code _____ City _____ Zip Code _____ City _____

Tel _____ Fax _____ Tel _____ Fax _____

Mobile (Fa) _____ (Mo) _____ Email _____

Email (Fa) _____ (Mo) _____ Print in School Directory __ yes __ no

EMERGENCY CONTACT _____ Local Sendai/Tohoku region _____ Out of region

Name _____ Home Phone _____ Mobile _____

Email _____ Relationship to student/family _____

Grade Determination

Students are placed primarily based upon age, with **September 1** as the cut-off for all students. However, with special circumstances (need for additional English language to be successful in the upper grades, incomplete school experiences, significant immaturity, or completion of higher grades in another school, as examples) students may be placed in the grade level deemed most appropriate by TIS. This will be fully discussed with parents, and is at the final discretion of the school administration.

PREVIOUS SCHOOLING

Name of School/ Kindergarten	Tel. No.	Country	Dates Attended	Language of Instruction

SIBLINGS

Family Name	First/ Given Name	Date of Birth	Current School

PERSONAL DATA OF PARENTS

Father/ Guardian	Mother/ Guardian
Family Name	Family Name
First Name	First Name
Nationality & 1 st Language	Nationality & 1 st Language
Profession/Position Held	Profession/ Position Held (past or present)
Company Name Tel. Fax Mobile Email	Company Name Tel. Fax Mobile Email
Home Address (if different from pg.1)	Home Address (if different from pg.1)
Special information which will be helpful for the school to know:	
Child lives with ___both parents ___Mother ___ Father ___ Guardian Name of Stepmother and/or Stepfather (if applicable) _____	

FATHER'S EMPLOYER**MOTHER'S EMPLOYER**

Profession/Position	Profession/Position
Employer/ Company/University	Employer/Company/ University
Street	Street
Zip Code	Zip Code
City	City
Tel. Fax	Tel. Fax
Mobile	Mobile
Email	Email

FURTHER INFORMATION

Has your child ever been assessed for or placed in a special educational or gifted program, given an individual educational plan in school or referred to an external agency for support services (e.g. child guidance clinic, private tutoring, speech therapy, psychological assessments, or other)? ___ Yes ___ No **If yes, please describe and attach documentation.**

PARENT AND STUDENT REASONS FOR CHOOSING TIS

PARENTS: What are your primary reasons for an International School? Please explain why TIS is the right school for your child.

How long do you anticipate your children will attend TIS? GRADES _____ YEARS _____

STUDENTS (Age 11 and above): In your own words, write about yourself and your dreams for your future. How can an international school education help you? (Attach to this application please)

Is your child a returning student to TIS? Yes No Please Explain:

Has anyone in your family attended TIS? Yes No

Have you visited TIS before? Yes No When:

How did you hear about TIS?

Comments:

Acquaintance Name _____
 Business Name _____
 Web
 Newspaper/Magazine _____
 Other _____

PARENT AGREEMENT

Declaration and Agreement

I declare that the information on this application form is true and correct, and I understand that the school reserves the right to reverse any decision regarding admission or enrolment made on the basis of incorrect information. I declare that all information which may be relevant to my child's enrollment to be true. I understand enrolment is conditional on the following:

- Full academic effort with family support and guidance
- Prompt payment of all school fees
- Behavior which is safe and in keeping with the **TIS Mission Statement, 5 STARS and its policies.**

I further understand that my child's place in the school may be withdrawn for failure to comply with the requirements outlined above.

Signature of Mother/ Guardian _____

Date _____
(MM/DD/YYYY)

Signature of Father/ Guardian _____

Date _____
(MM/DD/YYYY)

PLEASE SEND THE APPLICATION with NECESSARY DOCUMENTS TO:

Tohoku International School
7-101-1 Yakata Izumi-ku
Sendai, Miyagi
981-3214 JAPAN
TEL: +81 (22) 348-2468 FAX: +81 (22) 348-2467
E-mail: office@tisweb.net



STUDENT HEALTH INFORMATION

Student Name: _____ **Grade** ____ **Current Date:** _____

Date of Birth: _____ **Blood Type:** ____ **Normal Temperature:** _____
(MM/DD/YYYY)

Child's Health History

Please explain all those questions answered **YES** below.

Does your child have:

1 Chronic conditions (such as frequent colds, sore throats, ear infections, headaches, other)? YES / NO

Explanation:

2 Complaints of vision or hearing issues? YES / NO

Explanation:

3 Any allergies? If **YES**, please list specific drug, food, animal, or other allergies and describe symptoms:

Allergy to: _____ Symptoms: _____

Allergy to: _____ Symptoms: _____

What action needs to be taken in the event of a reaction?

Has your child ever required an EpiPen due to a severe allergic reaction? YES / NO

Explanation:

4 Does your child suffer from asthma? YES / NO

If **YES**, does your child have asthma medication with him/her at school? YES / NO

Is any particular type of activity likely to trigger an asthma attack? YES / NO

Explanation:

What should be done in the event of an asthma attack at school?

5 Does your child suffer from diabetes? YES / NO

Explanation:

6 What medications is your child presently taking?

Explanation:

7 Please elaborate on any physical, emotional, or other important conditions/limitations, which we should be aware of.

Please provide full details:

Signature of Parent: _____

Date: _____



LANGUAGE QUESTIONNAIRE

Name: _____ Date: ____/____/____ Present Grade: _____
(MM/ DD/ YYYY)

Please complete the following to assist us in making general placement levels for our students.

- How many years has your child lived in Japan? _____
- Has your child attended a Japanese school? YES / NO
- If YES, for how many years did he/she attend? _____ years What grade level(s)? _____
- Please check the appropriate boxes, if you feel your child knows the following concepts:
 - Hiragana Katakana
 - Reads some Kanji Writes some Kanji
- What is your child's first language (s)? _____
- What language does your child know best now? _____
- What language does the child's mother speak to the child? _____
- What language does the child's father speak to the child? _____
- Please list the languages your child speaks, and the level of fluency:
 - Language: _____ Fluency: _____
 - Language: _____ Fluency: _____
 - Language: _____ Fluency: _____
- In what countries has your child attended school before coming to Japan? _____

- What was the language(s) of instruction? _____
- Please write down any other information you think might be helpful in assisting us to understand your child's linguistic development up to this point:

Thank you for your time and accuracy in filling in these forms.