



Admission Guidelines

Thank-you for considering KIS as the school for your child's education. This is an important decision that needs to be considered carefully as it will affect your child's educational path. Applications for admissions are accepted at any time. Kyoto International School exists primarily to serve the needs of international families who reside in the Kansai area and have a clear need for an English based education.

Kyoto International School seeks motivated students who will be able to succeed in a challenging and well-rounded program. We have a rolling enrollment and have students coming to us from many different educational systems and at many different times during the year. We are open to accept children of all nationalities. Students who are not fluent in English may also benefit from the Education here at KIS, although the majority of our students come to us with a command of English.

Factors considered during the application process include:

- student's previous educational experience
- report card records
- evidence of a solid foundation in their mother tongue along with English ability (especially for the older students)
- the parents' commitment toward supporting the mission and educational philosophy of the school
- the parents having the English language ability to support their child, or a commitment to develop ways in which to do so
- results of an interview and independent observational visit
- readiness for learning successfully at KIS
- toilet training progress for ECP aged students

On the school's side we also look at -

- reasons for wanting to be enrolled at KIS
- long term educational plans for the child
- availability of places
- class size and composition
- language balance within the whole class
- age
- physical and emotional maturity
- a confidential reference from a previous teacher
- telephone calls to the previous school to talk with the teacher
- academic potential

Students are refused admission into KIS if -

- the student has a negative scholastic/behavioral record
- philosophically our school is not a good match
- if we cannot meet the educational needs of the student
- the balance of host culture students is higher than our optimal level

Admissions and class placement will be decided by the Head of School. Entry is guaranteed only on receipt of the registration fee. This fee is not refundable.

Preschool applicants must be at least three years old before September 1 of the entering year. Pre-K applicants must be four, Kindergarten applicants must be five, and so on up to grade 8. Children may be admitted regardless of their English proficiency, however as the applicant moves up the grades the standard of English sufficient to permit him/her to follow the academic course at his/her grade level becomes more important. An important factor with admissions is the consideration of whether the child is a good match for the program and can be successful at KIS.



What You Need

Your application will not be complete until the school has received the following items.

For Preschool applicant: 1~6,

For Pre-K and Kindergarten applicant: 1~8,

For Grade 1 and up applicant: 1~9

1. Admission Form completed and signed
2. One passport-size photo for each applicant (Paste on the application form)
3. One family photo.
4. Photocopy of passport, birth certificate or health insurance card (to certify date of birth)
5. Completed Health Form (by a physician and parent)
6. Application fee of 20,000 yen
7. Confidential Student Recommendation (to be filled out by applicant's teacher)
8. Transcript/School Records for the past 2 years and the current school year
9. Any standardized test results (IOWA, ISA, ERB, etc.)

Interview and Assessment

These should be directly mailed or delivered to the KIS Office. Upon receipt of the above, the student's records will be assessed by the school admission committee. You will then be contacted and an interview will be arranged or declined. All students seeking admission to Kyoto International School must be interviewed before a final decision on admission is made. Part of the interview process will include an observational visit to the classroom as well as completion of required level tests for grade one and up. As a part of the admissions process Kyoto International School requires that both parents, when available, meet with the Head of School to discuss their child's educational needs.

Normally parents can expect a decision within a week after the admissions screening. In the event that insufficient records are presented, admission appointments or decisions will be delayed.

Deferred Acceptance

In the case of applicants residing outside Japan, or in cases where professional assessment is required, notification of acceptance may be deferred until after the interview with the student and the student's parents or the completion of required tests. In these cases, space will be held for possible admission, until after completion of the interview or the required assessments.



Application Fee

Application Fee is ¥ 20,000

Registration Fee

Registration fee is a one-time fee, and is non-refundable. ¥150,000

Annual Tuition and Supplementary Fees

Tuition and supplementary fees are charged by the term, and are non-refundable. The term rate for tuition and fees for the 2009-2010 year is shown in the table below and reflects the payment schedule for students who are with us for the year. Students coming to us part way through the year are issued a different fee breakdown.

Preschool	Term 1	Term 2	Term 3	Annual
Tuition	330,000	247,000	248,000	825,000
Material	10,000	0	0	10,000
P.E.	5,000	0	0	5,000
Total	345,000	247,000	248,000	840,000

PreK-Gr.5	Term 1	Term 2	Term 3	Annual
Tuition	453,000	340,000	340,000	1,133,000
Material	51,000	0	0	51,000
Building	65,000	65,000	0	130,000
P.E.	10,000	0	0	10,000
Total	579,000	405,000	340,000	1,324,000

Middle/High	Term 1	Term 2	Term 3	Annual
Tuition (which covers all field trips, including the overseas study trip)	573,000	460,000	460,000	1,493,000
Material	51,000	0	0	51,000
Building	65,000	65,000	0	130,000
P.E.	10,000	0	0	10,000
Total	699,000	525,000	460,000	1,684,000



Payment of Fees

Fees are due by the first day of class each term.

Payment of fees in Yen must be made by bank transfer to:

Mitsui Sumitomo Bank, Kyoto Branch

Toza Account #2007073, Kyoto International School

SWIFT Code : SMBCJPJT

Bank Address : 8 Naginataboko-cho, Karasuma-higashiiru, Shijo-dori, Shimogyo-ku, Kyoto

Cheques drawn on foreign accounts will be liable for transfer charges.

Payments by wire transfer from overseas need to have ¥2,500 added to cover wire transfer fees.

Accounts overdue shall be billed a surcharge of ¥20,000 per month, cumulative.

School policy prohibits class attendance, or the release of records or reports, in cases of serious financial delinquency.

Pupils entering KIS after the commencement of the term may be charged a pro-rated amount for that term.

- In the best interests of the individual, in serious cases where the student is not able to successfully keep up with the requirements of his/her grade level, the student may be asked to repeat the grade level, or in more serious cases, the School may request the student to be transferred to another educational institution, where he or she may be more successful.
 - Parents should be reminded that if a child with Japanese nationality enters the school from grade one and up that they are opting out of the Japanese educational system as set out by the government. It is required by law to obtain an official permit from the Japanese Board of Education allowing him/her to be released. Parents must note that it is solely their responsibility to meet the necessary requirements with the government to this end. All children holding Japanese nationality are also required to be registered in their local Japanese school, even if they have been accepted into the Kyoto International School.
 - One month notice in writing, must be given before a pupil is withdrawn. If notification is not given one month before the start of a new term, the following term's fees will be payable. Pupils withdrawing mid-term are not eligible for a refund of tuition or fees.
 - Parents or guardians of the students assume full responsibility for all school fees and understand that all fees are non-refundable.
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