

Tsukuba International School

Application Package

2008-2009 Regular Program & 2009 Spring Headstart Program

Dear Prospective TIS Parent,

Thank you for your interest in our school. Enclosed please find the following documents:

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Application Procedure

- Step 1: Application package is sent to family (or downloaded from our website).
- Step 2: Family returns "Eligibility Assessment" form (pages 7-8).
- Step 3: If student is eligible to apply, family returns application forms (pages 9-15) and supporting materials.
- Step 4: Parents and students are interviewed.
- Step 5: Parents are informed of admission decision (see Admission Policies, Section 3D).

Checklist of Items Sent to TIS

	Date Submitted
Non-Refundable Application Fee (20,000 yen)	_____
Eligibility Assessment (enclosed pages 7, 8)	_____
Application for Admission (enclosed pages 9, 10, 11)	_____
Parent (or Legal Guardian) Agreement (enclosed page 12)	_____
Health Appraisal Form (enclosed pages 13, 14, 15)	_____
Transcripts or Records from Previous School(s)	_____
Immunization Records	_____

Please keep copies of all forms for your records.

Last updated: August 13, 2008

Tsukuba International School

Admission Policies

1. Purpose of Tsukuba International School

Tsukuba International School (TIS) was founded in order to meet the need for an English-based educational opportunity for English-speaking students in the northern Kanto area. The objectives of TIS are:

- To provide an English-language based education
- To provide a well-planned curriculum of an international nature designed to encourage higher thinking and sequential learning, with a view to obtaining International Baccalaureate authorization
- To provide a sound academic environment
- To provide a safe and caring atmosphere
- To instill in students a sense of responsibility as citizens of the world

2. Admission Qualifications

A. Age of Student

TIS accepts students in grades 1 through 6. Students entering grade 1 must be 6 years old by December 31 of the relevant school year in order to be eligible for admission. (Students enrolling in the Spring Headstart Program should be 6 years old by December 31 of the current calendar year.) This age requirement may be waived for transfer students who have completed at least one term of school elsewhere.

B. Student's Knowledge of English

TIS expects every student to function in English at or near grade level. TIS defines a "fluent English speaker" as a student (a) who has been substantially educated in an English-based classroom, and/or (b) who uses English as the primary spoken language at home.

Students who do not meet the above definition are required to undergo an interview (by a teacher) to determine their English fluency. Students whose English skills are not deemed adequate will not be admitted.

TIS may have to reject the application of non-fluent English speakers for any of the following reasons: the unavailability of a teacher's assistant; the teaching load of the staff; the size of the class; or the educational dynamics of the classroom.

C. Parents' Knowledge of English

In order to honor the obligation to cooperate with the school in the child's education, at least one of the parents should be capable of communicating with the school staff in English, discussing English-language assignments with the child, and helping the child with English spelling and memory tasks. In addition, the parent must be able to read teachers' notes and hold conversations with the teachers in English.

D. Special Needs

TIS does not have a test-based screening process and welcomes students with a wide variety of skills and abilities. However, students with special physical, academic, emotional, and/or behavioral needs will be carefully screened before admission. TIS has very limited resources to devote to children with special needs and may reject admission for any of the following reasons: the unavailability of an appropriately trained teacher, the lack of an appropriate program and curriculum, the lack of appropriate facilities and equipment, the teaching-load of the staff, the size of the class, or the educational dynamics of the classroom.

3. Admission Process

- A. Request an application package from the school or download it from the website.
- B. Submit a completed Application Form, Health Appraisal Form, the non-refundable Application Fee (20,000 yen), immunization records, and a current school transcript (if applicable).
- C. The student will then be interviewed by a teacher, and the parents will meet with a staff member of the school.
- D. If the student is a fluent English speaker (as defined above), after the interview, the school will decide whether or not the student should be admitted, based on the teacher's recommendations. Notification of

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the decision will be given within one week of the interview.

If the student is not a fluent English speaker (as defined above) and the teachers feel that they need more information to make a decision, the student may be asked to undergo further assessment.

4. After Admission

A. Tuition

All students are accepted on a full-time basis. The tuition fee is not discounted for students who attend part-time or for less than a whole year, but upon advance notification in writing to the school tuition fees may be prorated for students who plan to attend for less than a full semester in total. All tuition fees are non-refundable.

Any student whose tuition is not paid for a semester will be considered "withdrawn" from the school. Such students must complete the application process again in order to re-enter school.

B. Expulsion

TIS reserves the right to expel any child who does not abide by the school's rules and regulations.

C. Withdrawal

Parents who wish to withdraw their children during the school year must complete an "Exit Form" in order to receive their children's permanent school records. An "Exit Form" may be obtained by contacting the school office, but will not be issued until all fees have been paid and all school materials returned.

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Tuition Rates (2008-2009 Regular Program)

ALL FEES ARE NON-REFUNDABLE.

Unless otherwise noted, all fees must be paid by bank transfer by the due dates. No checks or foreign currency will be accepted.

Application Fee

20,000 yen
(one time, payable upon application)

Application Fee

The Application Fee must be paid in cash with the completed application form.

Registration Fee

80,000 yen
(one time if admitted, payable by Aug 15)

Registration Fee

The Registration Fee must be paid in full before the first day of school.

Facilities/Materials Fee

180,000 yen
(annual, payable by Aug 15)

Facilities/Materials Fee

The Facilities/Materials Fee must be paid in full before the first day of school and may not be paid in installments. Students will not be allowed to attend classes until this fee is paid.

Tuition Fee

One payment of 820,000 yen
(payable by Aug 15)

OR Two payments of 420,000 yen each
(payable by Aug 15 and Jan 15)

OR Four payments of 215,000 yen each
(payable by Aug 15, Nov 1, Jan 15, and Apr 1)

Tuition Fees

The Tuition Fee for the entire year may be paid in one lump sum before the first day of the first semester or, in order to meet the needs of those for whom a large lump sum payment may be difficult, TIS offers alternative methods of payment. Tuition payments may be made according to a two payment plan with payments of 420,000 yen due in August and January; or according to a four payment plan with payments of 215,000 yen due in August, November, January, and April. If Tuition Fees are not paid by the due date for each term a late fee of 1,000 yen per day will be charged until payment is made. If payment is not made within two weeks of the beginning of the term, the student will be dismissed from classes.

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Tsukuba International School

Tuition Rates (2009 Spring Headstart Program)

ALL FEES ARE NON-REFUNDABLE.

Unless otherwise noted, all fees must be paid by bank transfer by the due dates. No checks or foreign currency will be accepted.

Application Fee

20,000 yen
(one time, payable upon application, prior to assessment)

Application Fee

The Application Fee must be paid in cash upon submission of the Application Form and prior to the Assessment.

Registration Fee

80,000 yen
(one time if admitted, payable by Apr 1)

Registration Fee

The Registration Fee must be paid in full before the first day of school.

Tuition + Facilities/Materials Fee

One payment of 270,000 yen
(payable by Apr 1);

Tuition Fees

The Tuition Fee for the Spring Headstart Program may be paid in one lump sum before April 1, or in order to meet the needs of those for whom a large lump sum payment may be difficult, TIS offers an installment plan of three payments of 95,000 yen on April 1, May 1, and June 1.

OR three payments of 95,000 yen
(payable by Apr 1, May 1, Jun 1)

If Tuition Fees are not paid by the due date for each term a late fee of 1,000 yen per day will be charged until payment is made. If payment is not made within two weeks of the beginning of the term, the student will be dismissed from classes.

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Tsukuba International School

School Calendar (2008-2009)

(Tentative)

August 2008	
25-29	Teacher In-Service Days
September	
1	First Day of School (half day)
11	Back to School Night - Parent Meeting
15	National Holiday (No School)
22-26	Parent Conferences (after 3:15pm)
23	National Holiday (No School)
October	
13	National Holiday (No School)
November	
3	National Holiday (No School)
7	First Quarter Progress Reports
24	National Holiday (No School)
December	
4	Mid-year Program
20	Winter Break (Dec. 22 - Jan.4)
January 2009	
5	Classes Resume
12	National Holiday (No School)
30	First Semester Ends, Report Cards
February	
2	Second Semester Begins
2-6	Parent Conferences (after 3:15pm)
11	National Holiday (No School)
March	
2-6	Spring Break
9	Classes Resume
20	National Holiday (No School)
27	Third Quarter Progress Reports
April	
6	Spring Headstart Program Begins
18	Sports Day/Volunteer BBQ
27-May 1	Parent Conferences for Spring Headstart Program
29	National Holiday (No School)
May	
4-6	National Holidays (No School)
7-8	Golden Week Break (No School)
9-10	Tsukuba International Festival
June	
4	Year-end Program
18	Last Day of Classes, All School Clean-up, Final Report Cards
19-Aug 31	Summer Break Begins
22-26	Teacher In-Service Days

One Professional Development Day for teachers will be added (possibly in November),
Total number of school days: 180

Tsukuba International School

Eligibility Assessment

(Please type or print using only BLACK INK)

Before you can apply to Tsukuba International School, it is necessary for us to determine the eligibility of your child to enroll in our school. Please read the information in this package and on our website and make sure you have a clear understanding of the objectives of our school before you decide to enroll your child. If you have any questions about the school, please contact us.

Please fill out this form and return it to the school. We will notify you of the results shortly after receiving these documents. If your child is deemed eligible for enrollment, continue with the application process.

This form must be accompanied by the Application Fee.

Information about Student (please include one form for each student who will be applying)

STUDENT

Last name	First name	Middle name
Date of Birth	Nationality	Gender
Father's name	Mother's name	
Address		
Home Tel/Fax	Bus Tel/Fax	
Email		
Proposed enrollment date	Proposed grade	

English Language Ability of Parents or Guardian and Student

Father	1	2	3	4	5
Mother	1	2	3	4	5
Student	1	2	3	4	5
	None				Fluent

Has the family ever lived outside Japan or your home country? YES NO

If so, please provide a brief explanation

Previous Education (list all previous schools attended, including kindergarten)

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Name of School	Location (City, Country)	Grade(s)
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Has the student ever attended an international school? YES NO

If so, please provide a brief explanation

Why do you want to enroll your child in Tsukuba International School?

(use extra paper, if necessary)

The following section is for the student to fill out him/herself. This section should be filled out by students who would be entering Grade 5 or 6.

Why do you want to come to Tsukuba International School?

(use extra paper, if necessary)

Thank you for your interest in Tsukuba International School. We will notify you of your child's eligibility shortly after receiving these documents.

Tsukuba International School

Application for Admission
 (Please type or print using only BLACK INK)

Date: _____

Information about Parents and/or Legal Guardians

FATHER

or legal guardian

Last name First name Middle name

Nationality Passport Number

Address

Home Tel/Fax Bus Tel/Fax

Email

Address in Japan Same as above

Home Tel/Fax in Japan Bus Tel/Fax in Japan

MOTHER

or legal guardian

Last name First name Middle name

Nationality Passport Number

Address

Home Tel/Fax Bus Tel/Fax

Email

Address in Japan Same as above

Home Tel/Fax in Japan Bus Tel/Fax in Japan

Information about Student (please include one form for each student who will be applying)

STUDENT

Last name	First name	Middle name
Nationality		
Address		Passport Number
Home Tel/Fax	Bus Tel/Fax	
Address in Japan	<input type="checkbox"/> Same as above	
Home Tel/Fax in Japan	Bus Tel/Fax in Japan	
Date of Birth	Age on application date	Gender
Proposed enrollment date	Proposed grade	

Educational History

Has this student ever been retained in a grade? YES NO
 If so, please provide a brief explanation Grade: _____

Please describe the nature of any past disciplinary problems.

Has this student ever been suspended from school? YES NO

If so, please provide a brief explanation

Does this student have any special physical and/or emotional concerns? YES NO

If so, please provide a brief explanation

Briefly describe any special extra-curricular interest, hobby, talent, or aptitude possessed by this student.

Language Abilities

TIS defines a native speaker as a student who (a) has been educated in an English-based classroom or (b) uses English as the primary spoken language at home.

List all languages spoken by the student

If the student speaks more than one language, please answer the following questions.

What language does the student speak at home? _____

What language does the father use to speak to the student? _____

What language does the mother use to speak to the student? _____

What language do siblings use to speak to the student? _____

At what age was the student first exposed to English? _____

Has this student attended an English-based school? _____

Additional comments _____

Expectations

What expectations do you have for your child's experience at TIS?

Information about Corporate Sponsor (responsible for paying tuition fees)

Corporate Sponsor		
	Company Name	Contact Name
	Address	
	Tel	Fax
	Email	



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Parent (or Legal Guardian) Agreement

1. I understand that enrollment to Tsukuba International School is subject to the governing authorities of Tsukuba International School who reserve the right to accept or reject any student applying for admission.
2. I understand that the personal conduct of all students must conform to the standards of the school. I recognize the right of the school to exclude, at any time, a student whose behavior or academic standing renders his/her presence undesirable in the classroom.
3. I recognize the right of the school to dismiss permanently any student whose behavior continually conflicts with the goals and guidelines of the school.
4. I recognize the right of the school to assess the grade level of each student at the beginning and the end of each academic school year.
5. Upon acceptance of my child(ren) by Tsukuba International School, I hereby guarantee the payment to the school of my child(ren)'s tuition, fees, and all other due charges and expenses for the full year, unless otherwise agreed in writing prior to the child's enrollment. I understand that all fees are non-refundable.
6. I voluntarily waive any claim against the school, its governing authorities and administrators, teachers, and volunteers, in the case of any accident my child(ren) might encounter while at school, on any school outing or field trip, and during transportation to and from school by car-pool, etc.
7. If the parent(s), legal guardian(s) or other persons named on the Health Appraisal Form cannot be contacted in the event of an accident or injury to my child(ren), I hereby authorize school officials to take whatever action they deem necessary to assure the best health care for my child(ren).
8. I understand that Tsukuba International School admits students of any race, color, religion, or national or ethnic origin and thereby grants the rights, privileges, programs, and activities generally accorded or made available to students of the school. I further understand that Tsukuba International School does not discriminate on the basis of race, color, religion, or national or ethnic origin in the administration of educational policies and procedures.
9. I understand that the school may take photographs and videos of my child(ren) to be used in various forms of media that the school produces (such as the website). I give Tsukuba International School permission to use, publish and/or reproduce for any lawful and legitimate purpose excerpts from interviews and letters, images and audio recordings and any other still or moving images of my child(ren). I note that the identity of my child will not be revealed when these images are used.

Signatures			
Father		Date	
Mother		Date	
Legal Guardian		Date	

Office Use Only			
Received By		Date	
Action			
Decision			

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Tsukuba International School

Health Appraisal

(Please type or print using only BLACK INK)

Date: _____

Personal Information

Student

Last name	First name	Middle name
_____	_____	_____

Address _____

_____ Tel/Fax _____

Doctor in Japan	Tel/Fax
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Private Medical Insurance	Japanese Medical Insurance
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Emergency Information

In case of emergency contact:

Last name	First name	Middle name
_____	_____	_____

_____ Tel/Fax _____

Health History

Does your child have any of the health conditions listed below?

- Allergies or adverse reactions (e.g. food or medicine) YES NO
- Hay fever, asthma, wheezing, or coughing YES NO
- Eczema or frequent skin rashes YES NO
- Convulsions/seizures YES NO
- Heart trouble YES NO
- Diabetes YES NO
- Frequent colds, sore throats, or ear infections (more than 4 per year) YES NO
- Trouble with bowel movements or passing urine YES NO
- Speech problems YES NO
- Shortness of breath YES NO
- Menstrual problems YES NO
- Dental problems (Date of last examination: month ____ year ____) YES NO
- Other YES NO

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Physician's Recommendations

Does the student have any visual or auditory (or other) problems that the school should accommodate (arranging seating plans, etc.)? YES NO
 Should the student's activities be restricted due to any physical defect or illness? YES NO
 If yes, explain the degree of restriction.

Signature

Physician

[Blank Signature Line]		
Last name	First name	Degree or License
[Blank Name Line]		
Address		
[Blank Address Line]		
Signature		Date
[Blank Signature Line]		[Blank Date Line]

Dentist's Recommendations

I have examined the student's teeth and make the following recommendations.

Signature

Dentist

[Blank Signature Line]		
Last name	First name	Degree of License
[Blank Name Line]		
Address		
[Blank Address Line]		
Signature		Date
[Blank Signature Line]		[Blank Date Line]

If I cannot be reached, I give TIS personnel permission to seek emergency treatment for my child.

Signature

Parent or
Guardian

[Blank Signature Line]	
Signature	Date
[Blank Signature Line]	[Blank Date Line]