



# General Tuition Fee Schedule 2010-2011

**Christian Academy in Japan**

1-2-14 Shinkawa-cho, Higashi-Kurume-shi, Tokyo 203-0013 Business Office Tel 042-475-2200 Fax 042-476-2200

## Admission process fees:

|   |          |
|---|----------|
| Application Fee   | ¥15,000  |
| Payable only once per child at time of application. Non-refundable. |          |
| Testing Fee   | ¥5,000   |
| (Scholastic Readiness, Grade Placement, English Comprehension)      |          |
| Payable before each admissions test. Non-refundable.                |          |
| Entrance Fee  | ¥300,000 |
| Payable only once per child before entering class. Non-refundable.  |          |
| English as a Second Language (ESL) Fee                              | ¥100,000 |
| Payable only once per child before entering class. Non-refundable.  |          |

## Annual fees:

|   |            |                                |
|---|------------|--------------------------------|
| Registration Fee  | ¥45,000    |                                |
| Payable every year with registration form. Non-refundable.                                    |            |                                |
| Building Fund Fee   | ¥70,000    |                                |
| Payable every year before entering class. Non-refundable.                                     |            |                                |
| Tuition Fees  |            |                                |
| Payable every year before entering class. Refundable by semester. Inquire at Business Office. |            |                                |
| Tuition for more than 3 children per family is discounted by 30%.                             |            |                                |
| High School   | ¥1,583,000 |                                |
| Middle School   | ¥1,473,000 |                                |
| Elementary School   | ¥1,310,000 |                                |
| Kindergarten (full day)   | ¥1,210,000 |                                |
| Deferred Payment Fee  |            |                                |
| Payable per child if optional plan selected. Non-refundable.                                  |            |                                |
| 2-Payment Plan  | ¥5,000     | Payments twice in Aug and Jan. |
| 10-Payment Plan   | ¥10,000    | Payments monthly Aug – May.    |

## Additional Fees

Additional fees are charged for private instrumental and vocal lessons, Advanced Placement (AP) testing and materials, selected varsity sports tournaments and for other instruction that takes place outside scheduled classroom and/or day school instruction. Lists of instructors and fee schedules are available from the academic office. Fees are charged to student accounts in the month they occur. Payable in the month following the charge.

## Business policies:

### Tuition Assistance

Limited tuition assistance is available. Contact the business office for details.

### Late Fees

A late fee of 1% of entire unpaid balance will automatically be applied every month if payments are late.

### Overdue Accounts

Grades withheld at semester break. Transcripts withheld if more than 30 days delinquent. Diplomas and final transcripts withheld if accounts not paid in full. All accounts should be paid in full no later than May 10. Overdue accounts may lead to removal from classes.

### Exceptions and Appeals

Exceptions to business and payment policies can only be granted by the headmaster following a written request to, and a recommendation from, the business manager.

## Payment Options

|                  |   |
|------------------|---|
| Bank Transfer:   | Resona Bank, Higashi Kurume, Futsu Yokin Savings #0845378 |
| Postal Transfer: | Japan Post Bank Account #00130-2-368132                   |