

Fee Policy

Applicable - 1 April 2019 to 31 March 2020

A. General Policies

1. Fees should be paid by automatic bank transfer; no other method of payment is accepted.
Our bank details are as follows:

Bank Name: 三菱東京UFJ銀行 (Mitsubishi Tokyo UFJ Bank)
Branch Name: 小松川支店 (Komatsugawa Branch)
Branch Code: 463
Account Type: 普通 (Savings Account)
Account Number: 0038821
Account Name: Tathva International K.K

Bank Name: みずほ銀行 (Mizuho Bank)
Branch Name: 小松川支店 (Komatsugawa Branch)
Branch Code: 177
Account Type: 普通 (Savings Account)
Account Number: 1106656
Account Name: Tathva International K.K

2. The fee structure is categorized into:

Admissions Application Fee	Building Fee	Registration Fee	Tuition Fee	Others				
				Books	Uniforms	Facility Fee	Misc.	Insurance
¥6,500 +tax	¥60,000 +tax	¥40,000 +tax	¥	¥	¥	¥180,600 +tax	¥	¥
To be payable during the admission enquiry process.	One-time fee payable after admission confirmation.	One-time fee payable after admission confirmation.	As applicable according to the <i>Fee Structure</i> .	As applicable according to the book list.	As applicable directly from the vendor.	Applicable for Grades 4 through 12 for 2019-20.	As applicable according to the <i>Miscellaneous Fee</i> .	As applicable according to the <i>Miscellaneous Fee</i> .

Additionally, during the academic year, the student may be charged for external examinations or other activities which are outlined in the *Fee Structure* document.

3. For the refund policy, please refer to Section D of this document.
4. All fees are to be strictly paid in advance, except for *after school* related fees. Fees may be paid in monthly or term-wise instalments as agreed with the school.
5. Management of Tathva International School reserves all rights to initiate consequences if the fee is not paid in full on or before the due date. Serious and repeatedly defaulting in fee payments may result in the child being suspended from attending school or in severe cases may result in the child's name being struck off the rolls. In the event of this situation, the child may be considered for re-admission for which all of the one-time charges or fees will be applicable.
6. No deduction shall be allowed for vacation or for periodical breaks.
7. Separate receipts are issued on request to inquiry@tathva.ed.jp.
8. The school will not be responsible for the loss of cash sent through children of any age, or for payment made to any member of the staff.
9. If the fees are not paid on or before the due date of each month or term, late payment charges calculated as 0.04% per day for the outstanding amount will be added to the invoice.

B. Student Withdrawal during the school year

Any cancellation will be handled on a case-by-case basis and the refund amount, if any, will be computed as per the terms below:

1. The refund of the deposit, if paid, will be computed based on the classes for which tuition fee is not paid and the difference will be returned.
2. Any cancellation requests must follow the withdrawal procedure at least 30 days before cancellation is to take place.
3. The pending school fee amount will be computed till the 31st day from the submission of the notice of withdrawal.
4. The refund amount will be computed based on the payment terms of Tathva. If there is to be any refund amount from Tathva, it will be returned to the applicant within 45 days from the receipt of withdrawal request.
5. Tathva will send an invoice for any amount pending from the applicant, and the applicant must make the payment at least 7 days before the date of withdrawal of your child. An invoice will be sent after the application of withdrawal is submitted.

C. Payment Terms

Our goal is to provide the best education to our students and make a positive difference in their lives at an affordable fee structure. Whilst we take each and every commitment from our side seriously, we would like all parents to adhere to rules concerning payments of our school.

1. **Tuition Fee** – Tuition fees can be paid either annually, **or** in instalments (if applicable). Please refer to **Section F** for more details.
2. **Transport Fee** – Transport fee will be charged as per your payment plan.
3. **After-school Club Fee** – After-school club fee will be charged as per your payment plan after the use of the service.
4. **Separation** – In the case of separation from the school, the school needs to be notified by the parents. This should be done by completely filling and submitting the notice of withdrawal from the school office at least 30 days in advance.

D. Refund Policy

We hope the information provided herewith should take care of any doubts concerning refunds. However, for any queries regarding specific refunds you can ask for a meeting with the head of school via email.

1. **Registration Fee** – Registration Fee is non-refundable.
2. **Building Fee** – Building Fee is non-refundable.
3. **Application Fee** – Application Fee is non-refundable.
4. **Facility Fee** – Facility Fee is non-refundable.

5. **Tuition Fee** – Parent must notify the school about separation no less than 30 days prior to the actual date as per the school rules. The refund amount will be calculated from the 31st day of the submission of notice of withdrawal form. This policy applies to all 3 payment plans.
6. **Materials, Worksheets, Craft Materials Fee** – Materials, worksheets, or craft materials fees are non-refundable. As these are perishable items and are purchased for use by groups of students, these items will not be returned.
7. **Textbook and Notebook Fee** – Textbook and Notebook Fee is non-refundable.
8. **Uniform and School Bag** – The uniform and school bag are available from our vendor at www.schooluniform.jp. For any refunds or exchanges, please contact the vendor directly.
9. **Transport Fee** – Cancellation of the transportation service must be notified prior to the start of the term. If a cancellation request is given after the start of the term, the fee will not be refunded.
10. **After-school Club** – Service must be requested by the parent prior to the start of the term. If a cancellation request is given after the start of the term, the refund fee will be calculated from the 31st day of the submission of notice of withdrawal.

E. Discounts & Scholarships

In addition to the fees outlined in the *Fee Structure*, various discounts and scholarships are provided if eligible:

- **Sibling Discount**
 - 10% for the first sibling
 - 5% for additional siblings
- **Returnee Discount**
 - 50% on all *one time fees* if a student returns to Tathva International School within 4 years as of 1 April 2019
- **Scholarships**
 - 10% if the student is eligible. Provided for *Grade 9-12 on an individual basis*, please inquire for details

F. Payment Plans

All *yearly* fees as per the Fee Structure may be paid either in full, or in instalments as agreed with the school.

Instalment Plan

The fee payment under this plan is paid in 3 instalments on the following dates:

1 st Instalment	2 nd Instalment	3 rd Instalment
26 March 2019	26 July 2019	26 November 2019

Monthly Plan

The monthly fee payment option is only available for families with 2 or more children enrolled/registered with Tathva International School. Failure of 2 transactions within 6 months will lead to change of this plan to the *Instalment Plan* from the following term.

Payment is required on the **26th of every preceding month**, with the following stipulations:

- No fee is required for *August*.
- The fee for *December* is proportionally reduced owing to it being a shorter school-month.