



Tathva International School
Educate • Engage • Enlighten

Admission Handbook



Learn • Discover • Achieve

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Introduction

Applying for academic institutions can take time and effort as a parent, you want to get it right. This document will help you through the admissions process and at the same time, clear up any confusion about the process.

Tathva International School, welcomes applications on behalf of boys and girls from any educational background. We always recommend a visit to see the school before a registration is made. To make sure everything's managed fairly, we have created this document which we adhere to at all times.

The rules set out in the Admissions Code protect your rights and those of your child. The Admissions Code is legally binding, so if you believe the school has not followed the rules, you can refer your case or object directly to the school management.

This guide explains the admissions process, your rights as a parent, and how to appeal if your child is not offered a place at Tathva International School. As a parent, you must comply with the School Admissions Code, which sets out clearly what information the school can ask you for when applying for a seat for your child.

The school academic session starts the first week of April every year and ends on March 31 of the subsequent year. Hence application for admission must ordinarily reach the school no later than March 1 in the year admission is sought. It is desirable that all admission formalities be completed well before the end of February. However, limited vacancies may exist in the middle of the academic year for certain grade students. Information on mid-year vacancies may be obtained by writing to the School's Admission Officer through our website.

The applicant's age at the time of admission should be:

Student's Age & Grade Relation

School Level	Date of Birth as of April 1	Tathva Grade	UK Grade
Kindergarten	3 years old	Cubs	Nursery
	4 years old	Pandacorns	Reception
	5 years old	Dolphins	Year 1
Primary	6 years old	Grade 1	Year 2
	7 years old	Grade 2	Year 3
	8 years old	Grade 3	Year 4
	9 years old	Grade 4	Year 5
	10 years old	Grade 5	Year 6
Secondary	11 years old	Grade 6	Year 7
	12 years old	Grade 7	Year 8
	13 years old	Grade 8	Year 9
IGCSE	14 years old	Grade 9	Year 10
	15 years old	Grade 10	Year 11
AS-Level	16 years old	Grade 11	Year 12
A-Level	17 years old	Grade 12	Year 13

Admission Assessment

The school conducts an entrance examination for children seeking admission to Tathva International School. These entrance examinations are conducted well before the commencement of the new academic session. The dates on which these entrance examinations will be conducted are communicated well in advance by the school admissions office to the parents of children seeking admission. Offers for admissions will be made on the basis of the results of these examinations and will depend on the number of vacancies in each class, but consideration is also given to character, and non-academic attainments or interests. To avoid unnecessary disappointment, every case is investigated as carefully as possible beforehand, and advice is given accordingly.

Admission Assessment Exemption

The school also has a provision of direct offer of admission to children with a proven academic record in their old school. For parents who wish to apply for a two entrance years' report examination cards exemption and seek direct admission for their ward, it is Essential that they enclose the last and supporting certificates/testimonials. On receipt of the application, the school will revert with an offer of admission if the School Admissions Committee approves the application.

Overseas Applicants

In the case of overseas applicants, an offer of admission is made on the basis of the child's previous academic performance. Parents of overseas applicants must provide documentation and duly attested evidence to the school that the child has obtained the desired level of academic excellence. The school requires details of the student's academic record, his/her current mark sheets, and a letter of recommendation from his/her teacher and the school. The admissions committee will subsequently offer admission to students which fulfil the school's rigorous admission criteria. Once the offer of admission has been made, foreign nationals will need to contact their local embassy/consulate along with the letter of admission to obtain a student visa, which is essential for studying in Japan.

Message from Admission Leader

“Come Feel What’s Different At Tathva!”

Tathva visitors often comment on the warm feeling they get the moment they walk through our doors. Children's artwork and projects adorn the walls and hallways. The enthusiastic faculty, staff and happy children all contribute to the warmth of our Tathva community.

Tathva embraces an exceptionally diverse and close-knit community.

We provide challenging academics in a safe, nurturing environment while preparing children to make their contribution to a diverse and changing world. Our goals are to recognize, celebrate and challenge children's unique abilities, as we prepare them for their next steps.

Our philosophy, built on the best practices and coupled with our social learning program, ensures that the needs of every child are met.

At Tathva, we believe that a school should be a community for both the student and the family. We seek families which support and embrace our philosophy and students with a broad range of backgrounds, talents and interests who will benefit from our program and contribute positively to the school community. Primary admission entry points are developmental kindergarten (Nursery - Cubs) and Kindergarten 1 and 2 (Pandas and Dolphins). Students are considered for admission in other grade levels as space allows.

The role of the admission team is to make the process of finding the right school for your child a positive, friendly and informative experience. Please do not hesitate to contact us if you have any questions.

Warmest regards,
Admission Leader

Admissions Process

Steps for Admission

1. Admission Inquiry

The parent needs to read the **Admission Handbook** available on the school website at tathva.ed.jp, complete the **Admission Inquiry Form**, and mail the form to the school. The parent may also request the form via email.

2. Email Response

- When an Inquiry Form has been completed, an email response is sent to the prospective parent from Tathva Admissions.
- The email will contain information for the following documents:
 - Steps of Tathva Admission
 - Admission Inquiry Form
Must complete and be returned with appointment dates.

2.1. Documents required for Appointment decision

To be sent by email along with the Inquiry Form

- Proof of birth (Birth certificate, valid passport copy)
- Copy of grades for previous 2 years' examinations plus most recent report card
- Letter of recommendation

2.2. Documents required for assessment

To be submitted during the 1st appointment

- Copy of Insurance card
- Copy of photo identification card or passport displaying date of birth
- Working parent's business card
- Copy of parent's residence card
In case of Japanese Nationals: Copy of parent's driving license
- Leaving certificate from previous school
For admission in to Pandacorns and above
- Medical report
If any medical history exists the school should be aware of

3. Appointment Scheduling

Once the appointment is approved by the Academic Team, one of the 3 scheduled dates will be selected for the admission appointment.

4. School Tour

- Kit Purchase
A one time admission process fee of ¥6,500.
- Counselling Meeting
Presentation of the School, Faculty, and Facilities.

- Student Assessment

This may be taken on the same day of the admission appointment if requested.

- Kindergarten students are evaluated on an individual as well as group basis.
- Graders will be evaluated in their knowledge of the core subjects; English, Maths, and Science.

- Tour & Transport Logistics

- Interview

Consists of individual child/parent interviews and a family interview.

5. Assessment Committee Evaluation

The assessment committee is formed of:

- The Head Teacher
- Deputy Head Teacher
- Academic Coordinators

Admission confirmation will be informed within 7 working days. Confirmation may be given when:

- All necessary documents have been submitted
- Results of the admission test & interview meet or exceed expectations

5.1. Assessment Committee Evaluation Results

- Declined

If the student does not meet the established requirements for admission, the evaluation will be declined. The student may reapply to Tathva the next academic year.

- Approved

Normal admission process will apply.

- At Risk Approvals

There may be further conditions required for approval on a case-by-case basis.

- Reassessment Required

The results of admission were not clear enough for a proper assessment. A new assessment day can be scheduled as required.

Note: The decision from the Assessment Committee is **final**, and not open for negotiations.

6. Admission Formality

Once the required documents have all been confirmed, the admission decision will be notified to and confirmed with the parent, with any conditions if required.

7. Invoice

8. Welcome Document

A welcome document with information for the first day of class will be sent, consisting of:

- Welcome letter from the head teacher
- Log in credentials to our school portals
- Textbook & Yearly Planner collection day

General Rules

1. We believe that both the school and the parents/guardians are responsible for the student's education. A close working relationship between the school and the parents/guardians ensures the best outcome of any student's education and welfare. We therefore ask parents/guardians not to hesitate to forward any suggestions that may improve our teaching standards.
2. We encourage parents/guardians to discuss their child's progress when there is any concern. A face to face discussion with the class teacher is always welcome. If you prefer, you can express your concerns to the head teacher in writing. We are here to help our students enjoy and learn.
3. Parents/guardians who are responsible for picking up a student must be registered with the school. If the registered person cannot pick up the student, please inform the school in advance. Otherwise we may not allow the student to leave with anyone else.
4. Please pick up the student on time. If the registered person cannot reach the school on time, please call the school emergency number 03-6808-9090 or 080-4166-5830 to inform the school. If students are not picked up on time, they shall be looked after in our school's after-care, which will incur charges.
5. In the case of using the school bus, if there are any changes to the pick-up/drop-off of the student, please send an SMS to the school bus phone number 080-1187-9407.
6. Parents/guardians are only allowed to stay on the school premises with the head teacher's or management's permission. Parents/guardians who stay on the school premises with permission are responsible for their own health and safety.
7. Parents/guardians can visit the school for discussion with teachers, the head teacher, or management only with a prior appointment of the concerned personnel.
8. Parents cannot come in groups for a meeting without prior approval of the management, as they must adhere to the school's Privacy Protection Policy.
9. When requesting an appointment with a teacher, the head teacher, or the management, please clearly define an agenda along with the expected duration of the meeting in an email. The school will respond to such request within 5 working days.
10. Any vacation taken during school days is the parents'/guardians' responsibility. Fees will not be waived under these circumstances.
11. Any changes to service tax or any other taxation by the Japanese government will impact the school fees, and Tathva International School will make changes accordingly.
12. In the case of any breach of the school rules, the parent/guardian will be notified. In some cases, the school will initiate appropriate action (e.g., termination of contract).

The school reserves the right to modify the school rules at any time based on the needs of the school or the students. Any changes will be notified to the parents via email.

Please write to inquiry@tathva.ed.jp for any queries or concerns.

School Policies

Privacy Policy

The School's Commitment to You

Safeguarding personal information of parents and students is a fundamental concern of Tathva International School. The school is committed to meeting or exceeding the privacy standards established by Japan's Personal Information Protection Act (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy describes the practices of Tathva International School regarding the collection, use, and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

Tathva International School may add, modify, or remove portions of this Personal Information Privacy Policy when appropriate to do so. Any such changes will be effective once notice of the revised policy has been given. You may request the most recent version of this from the school office at any time.

Occasionally, this policy may be supplemented or modified by agreements entered into between Tathva International School and an individual.

Definitions

The Personal Information Privacy Policy defines the following terms:

"Personal information" means any information about an identifiable individual, as further defined under Japan's Personal Information Protection Act or other applicable laws. Personal information excludes a person's name, the name or title of his/her position and any publicly available information (such as information available in a public telephone directory or a public registry) as designated under applicable laws. "Parent" means the parent, guardian, or other legal representative of a student. "Student" means a prospective, current, or past student of Tathva International School.

Principal 1 – Accountability

Tathva International School is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates (an) individual(s) who is/are accountable for the school's compliance with the Ten Privacy Principles.

Principal 2 – Identifying Purposes

Tathva International School will, before or at the time personal information is collected, indicate the purposes for which the information is collected, used and disclosed.

What Information is collected?

Tathva International School collects and uses personal information to provide students with the best possible educational services, as declared in the Mission Statement of the school. Most of the information the school collects comes to the school directly from parents and students, or is information regarding the student's school activities, performance or behavior (such as attendance records or grades).

For example, when a student applies to register in the school, the school will ask for information that enables a satisfactory completion of the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education

and co-curricular programs. Tathva International School also collects information in connection with the use of its computer systems.

Personal information may also be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems.

Principal 3 – Consent

Tathva International School will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed.

In determining whether consent is required and, if so, what form of consent is appropriate, Tathva International School will take into account both the sensitivity of the personal information and the purposes for which Tathva International School will use the information. Consent may be expressed, implied (including through use of “opt-out” consent where appropriate), or deemed. For example, if an individual provides his/her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied.

On giving reasonable written notice to Tathva International School, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, Tathva International School will notify the individual of the likely consequences of withdrawing his or her consent, and except where otherwise required or permitted by law, Tathva International School will stop collecting, using or disclosing the personal information as requested.

If a person provides Tathva International School, its service providers or agents with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable Tathva International School to collect, use and disclose such personal information for the purposes set forth in this Personal Information Privacy Policy.

Principal 4 – Limiting Collection

Tathva International School will limit the collection of personal information to that which is deemed necessary for the purposes identified by the school.

Principle 5 – Use, Disclosure, and Retention

Tathva International School will only use, disclose, and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure, or retention is required or permitted by law.

How is Information used?

Tathva International School uses personal information to:

- Communicate with parents and students, process applications, and ultimately to provide students with the educational services and co-curricular programs you expect.

- Enable the school to operate its administrative functions, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
- Provide to certain specialized areas health, psychological, or legal information as required, or as adjunct information in delivering educational services.
- Conduct school events or request parents to volunteer for any school related activities.
- Obtain permission from any local authority, government organization, or any educational institution or board.

If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify and ask for consent before proceeding. Tathva International School may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve the school.

When may information be disclosed?

Tathva International School may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how Tathva International School may disclose personal information.

When authorized by you

Other educational institutions routinely contact the school for personal information about students. For example, if a student moves to another school, college, or university, student records are requested by the enrolling institution. Your permission to pass on these records is at the time of registration, as you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student.

Contact information may be used as needed to provide the para-educational and administrative services usually operated by the school. These services include, among others, committee communication, participation groups, parent meetings, fundraising activities, events, and annual general meetings. In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained orally. In other cases, such as when communication takes place through e-mail, your consent will be obtained electronically.

When required by law

The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders, and government tax reporting requirements. Only the information specifically requested is disclosed, and the school takes precautions to ensure that the authorities making the request have legitimate grounds to do so.

When permitted by law

The school is legally permitted by law to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency, or suspicion of illegal activities. Only pertinent information is disclosed. The school does not sell, lease, or trade information about its students or parents to third parties.

Outside suppliers

Tathva International School sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research, or data processing. Suppliers of such specialized services are given only the information necessary, and Tathva International School takes

appropriate steps to ensure that such information is securely transferred and stored, and is used only to fulfill the purposes for which it was initially disclosed.

Restricting shared information

If you choose to limit the sharing of your personal information, please submit a written letter to the school office specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to specific types of personal information.

In the case of such a request where limiting how information is shared interferes with the operations of the school, the student may not be allowed to continue at the school.

How long is personal information retained?

Personal information will only be retained for the period of time required to fulfill the purpose for which it is collected. Once this time has passed and the information is no longer required or permitted to be repainted for legal or business purposes, it will be destroyed or made anonymous.

Principal 6 – Accuracy

Tathva International School will take appropriate steps to ensure that personal information collected is as accurate and complete as is reasonably required in relation to the purpose for which it is collected, used, or disclosed.

How may I update outdated or incorrect information?

You may in writing request that Tathva International School correct an error or omission in any personal information held, which will be appropriately amended as per the request. The corrected information will be sent to each third party which it was disclosed during the preceding year.

Principle 7 – Safeguarding Personal Information

Tathva International School will protect personal information by securing safeguards appropriate to the sensitivity of the information in question.

The school's employees

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to a student's personal information, but not the account with the school.

Employees are appropriately educated about the importance of privacy, and are required to follow the school policies and procedures regarding the handling of personal information.

The parents

The school will not share any information pertaining to any student of other parents. It is the responsibility of parents to ensure that private information of their children is protected. With appropriate consent from the parent, the school may share contact details of parents or may request parents to share their contact details with others for the purpose of any school event or in the case of an emergency. Parents must understand and follow the privacy policy of the school for any contact information of other parents, either obtained from the school or directly from the parents due to their association with Tathva International School. Any complaint or misuse of private information will lead to action, including termination of association with the school.

Student files

Student files are stored in secured filing cabinets. Access is restricted to only those employees who by nature of their work are required to see them.

Electronic security

The school manages electronic files appropriately with passwords and security measure that limit access by unauthorized personnel. The school's security practices are reviewed and audited periodically to ensure that the privacy of personal information is not compromised.

Principle 8 – Openness

Tathva International School will make information available to individuals concerning the policies and practices that apply to the management of personal information. Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer of Tathva International School.

Principle 9 – Individual Access

Tathva International School will inform an individual at their request of the existence, use, and disclosure of the individual's personal information, and shall give access to it in accordance with the law.

How may I access my personal information?

Individuals may access and verify any personal information with appropriate notice, so that the office is able to supply the information required. Most of this information is available in the registration forms and others filled out.

Parent access to student personal information

A parent may access and verify school records of the student with appropriate notice during school hours. In such incidents of family breakdown, access will be granted in accordance with the law.

Principle 10 – Complaint Process

Individuals may question compliance with the above principles.

Questions, concerns, and complaints

Any questions, concerns, or complaints about privacy, confidentiality, and school policies regarding the handling of personal information should be directed to the school's Privacy Officer by calling the school office or sending an email. If necessary, individuals will be requested to use the school's complaint procedure and appeals policies.

The personal information obtained about a child is required in order to register at this school and assist in making an informed decision as to the child's suitability and appropriate placement in the school. It will also allow the school to respond to emergencies in a timely manner.

For more information, please write to inquiry@tathva.ed.jp.

Social Media Policy

1. Individual Accountability

Parents at Tathva International School are personally responsible for the content that they post, share, and respond to online. When posting online, all information is considered representative of your views and opinions, and not those of Tathva International School.

2. Confidential Information

Online postings and conversations are no private. Do not share confidential information, internal school discussions, or specific information about students or staff.

3. School Logo

Do not use the school logo or image without permission. If you wish to promote a specific Tathva International School activity or event, please contact the school at inquiry@tathva.ed.jp for permission. When using the school logo, provide a link to Tathva International School's website or official SNS (social networking site) pages.

4. Staff-Parent Relations

We recognize that many members of our community are staff members as well as parents or alumni parents. With this in mind, we ask that parents join the SNS of faculty with discretion. Parents should keep in mind that faculty and staff members are not obligated to accept invitations from parents, and should respect their personal preferences concerning their social networks.

Discussion of sensitive school matters with staff or other parents though SNS is prohibited.

5. Guidelines for Acceptable Behaviour on Social Networking Sites

5.1. Privacy

When posting online, even on the strictest settings, act on the assumption that all postings are in the public domain. Comments made on microblogging services such as Twitter are not protected by privacy settings.

5.2. School Values

Tathva International School encourages parents to set and maintain high ethical standards in their use of SNS. Staff, parents, and students represent a diverse set of customs, values, and points of view. Be respectful of the opinions of others in your posts or comments. Under no circumstances should offensive comments be made about students, parents, staff, or the school in general. Responses should be respectful, criticism should always be constructive and never hateful, and unsubstantiated information should not be commented on or forwarded. Posts and comments should help build and support the school community.

5.3. Inappropriate Content

Take caution in regards too comments and photos related to age-restricted activities. In appropriate content such as — but not limited to — ethnic slurs, innuendoes, profanity, and threats must be avoided.

6. Social Media Guidelines for Students

6.1. Age Restrictions

Tathva International School acknowledges that many social network sites have an age restriction. Students must adhere to the policies of these sites.

6.2. Individual Accountability

Students of Tathva International School are personally responsible for the content that they post, share, and respond to online. When posting online, all information is considered representative of your views and opinions and not those of Tathva International School.

6.3. Confidential Information

Online posting and conversations are not private. Do not share confidential information or specific information about other students, parents, or staff.

6.4. Student-Staff Relations

Inviting staff members to join your social network is strongly discouraged. Respect the privacy of staff members and their preferences regarding social networks.

6.5. Inappropriate Behaviour

The core values of Tathva International School apply to student behaviour both on and off campus. In the online environment, students must follow all Tathva International School policies and conduct themselves as they would in the school. The school will work in partnership with parents to monitor behaviour that negatively affects our students or reflects poorly on the values of our school. Students may face consequence for behaviour that violates our values and policies.

Admission Terms & Conditions

1. Contract Structure

The contract is between Tathva International School (hereafter referred to as “Tathva”) and the applicant (hereafter referred to as “Applicant”).

Addresses of Tathva

Kindergarten, Grade 1	4-1-9 Higashi Komatsugawa, Edogawa-ku, Tokyo, Japan 〒132-0033
Grades 2, 3	2-5-12 Kita Kasai, Edogawa-ku, Tokyo, 〒134-0081
Office, Grades 4-12	3-14-4 Kiba, Koto-ku, Tokyo, Japan 〒135-0042

2. Delivery of Service and their Price and Payment

1. School hours for Kindergarten are 8:40AM to 13:40PM.
2. School hours for Graders are 8:25AM to 15:25PM.
3. The school calendar with school days for the Kindergarten, Primary, and Secondary schools will be published on Tathva’s homepage.
4. The school calendar will have at least 176 working school days, and 19 Examination days in a school academic year.
5. Applicant will follow the invoice payment terms and conditions set forth by Tathva.

3. Method of Teaching

The method of teaching for classes mentioned in the contract are as follows:

1. *Classroom teaching* refers to one teacher educating a class of students.
2. *Private teaching* refers to one teacher educating a student on a one-on-one basis.

4. Start Date of the Contract

The start date is mentioned in the application form by the Applicant. The student and the Applicant are responsible for attending class.

5. Location of the Classroom

The classes will happen at the addresses of Tathva mentioned in *Clause 1*. For certain classes, the students may be taken to a ground, community park, community hall, or any other place that is deemed safe for the children as part of their learning. At all times, there will be at least 1 member of staff assigned by Tathva who will be responsible for the safety of the students.

6. Method of Communication between the Applicant and Tathva

For **academic purposes**, Tathva will communicate using Tathva’s LMS (Learning Management System), JupiterEd. For any **non-academic purposes**, Tathva will use e-mail, a printed letter sent along with the student, a letter sent by post, or an update to the school website.

In the case of emergencies where group communication needs to be done, Tathva will use JupiterEd to communicate with the Applicant.

Tathva will consider communication from the Applicant as a record if the Applicant uses one of the following methods of communication:

- a. Messages sent via JupiterEd
For academic purposes
- b. E-mails addressed to inquiry@tathva.ed.jp
- c. Printed & signed letters sent along with the student
- d. Letters signed by the Applicant and sent by post

Communication with teachers concerning any academics will be conveyed by JupiterEd.

7. Duration of the Contract

The contract will be valid from the date of application until such time the student either graduates from Tathva, or the last day mentioned on the separation notice issued by the Applicant to Tathva via the accepted methods of communication b, c, or d as listed in [Clause 6](#).

Any changes to the contract will be notified by Tathva with request for the Applicant's consent. In such a case where the Applicant cannot accept the changes to the contract, Tathva will request the reason for non-acceptance and will explore possibilities to arrive at an agreeable solution. If an agreement cannot be reached between Tathva and the Applicant within 15 calendar days, Tathva will provide a notice of termination of the contract with 30 days notice period.

8. Application for Admission and Grace Period

In the case of cancelling an application (for example, should untruthful information be given by the Applicant, or the Applicant is coerced into signing the contract), the Applicant must submit a document requesting said cancellation within eight calendar days from the date of the initial application. The Applicant is responsible for the timely arrival of this document.

Applicants must return any unwanted materials free of damages or marks. Refund of material fees will depend on the condition of the materials returned.

The contract will be cancelled upon the receipt of the aforementioned cancellation request. The registration fee, application fee, building fee and facilities fee will not be reimbursed.

9. Cancellation of Contract During Term

Any cancellation request received after the grace period mentioned in [Clause 8](#) will be handled on a case-by-case basis and the refund amount, if any, will be computed as per the following terms:

1. The refund of the deposit, if paid, will be calculated based on the classes for which tuition has not been paid and any difference will be returned.
2. Any cancellation requests must be submitted via the accepted methods of communication b, c, or d as listed in [Clause 6](#) at least 30 days before cancellation is to take place.
3. If the request for cancellation is not given by the Applicant at least 30 calendar days in advance, any refund amount will be calculated considering administration charges and planned classes during a 30 day period from the date the request for cancellation is received by Tathva.
4. Any refund from Tathva will be returned to the Applicant within 45 business days of receipt of the cancellation request.

5. Tathva will send an invoice for any amount pending from the Applicant, which must be paid within 45 business days from the date of the receipt.

10. Personal Information Protection

Tathva, the Applicant, and the student are bound by the Personal Information Protection Act of Japan, and must abide by the policies defined by the school. A separate policy document, signed by the parent, outlines the school policies. Tathva will notify parents about any changes to these policies.

11. Medical Insurance

1. The student must be covered by insurance for any medical expenses, and the Applicant must provide a copy of a valid insurance card.
2. The Applicant gives consent to Tathva to treat children for any illness or injury not caused by negligence of Tathva staff during school hours using the insurance card.

12. School Policy

1. Tathva can terminate the contract if the Applicant or student does not follow the school policy set forth by Tathva. Should the school policy be updated, a printed copy will be sent to the Applicant to sign their consent.
2. In the event of violation of the school policy by the Applicant or student, Tathva will issue a notice to the Applicant.
3. In the event of a serious violation of school policy, Tathva will notify the Applicant and cancel the contract with immediate effect.

13. Attendance

The Applicant and student are responsible for attending class. If the student is absent from class, Tathva is not responsible for conducting the class again. If the student does not come to class on a regular basis, and additionally attendance falls below 50% for 2 continuous months, Tathva will discuss with the Applicant and may decide to terminate the contract.

14. Non Payment of Fees

If tuition is not paid within 30 days of the invoice issue date, Tathva may cancel the contract with immediate effect.

15. Payment Terms

For payment terms, refer to the *Fee Structure* document found on the school website.

For payment policy, refund policy, and an explanation of expenses, refer to the *Fee Policy* document found on our website.

Both documents are also available upon request.

16. Extra Programs and Classes

Tathva offers programs and classes not covered under the contract. These classes are conducted throughout the year, and the Applicant may make a separate application to join.