# Fee Policy

UIA International School of Tokyo Student Payment Regulations

## Article 1 Purpose

These regulations establish necessary details concerning Tuition Fees, Enrollment Fees, Admissions Application Fees, and other necessary fees pertaining to education at UIA International School of Tokyo (hereinafter referred to as “UIA”).

Fees for ESL courses offered by UIA are set forth in the separate *ESL Student Payment Regulations.*

## Article 2 Academic Year

The academic year of UIA shall commence on August 1 of each year and conclude on July 31 of the following year.

## Article 3 Tuition Fees, Enrollment Fees and Admissions Application Fees

Tuition Fees, Enrollment Fees, Admissions Application Fees and other fees charged by UIA shall be as set forth in the attached *Fee Table.*

## Article 4 Breakdown of fees

The breakdown of Tuition Fees, Enrollment Fees, Admissions Application Fees and other fees charged by UIA shall be as follows:

1. Admissions Application Fees (fees for admission applications, fees charged for examinations, and selection based on documents or by other means in order to be approved for admission)
2. Enrollment Fees (1-time payment at the time of enrollment) consist of:
   (1) Registration Fees
   (2) Building Maintenance Fees
3. Tuition Fees refer to the following four costs:
   (1) Annual Tuition (cost of receiving general educational services throughout the academic year).
   (2) Facility Improvement Fees (costs necessary to expand facilities and increase equipment, replace and upgrade old facilities and equipment, maintain and manage existing facilities and equipment, and other maintenance and improvements to the learning environment at UIA).
   (3) Textbook Fees (cost of purchasing textbooks and accompanying materials).
   (4) Other fees (fees may be charged for external examinations, school trips, and other activities. Fees for services provided upon request and for issuing various certificates, etc. are set forth in Article 16 of these regulations).

## Article 5 Annual Tuition Payment Plan

In principle, the Annual Tuition set forth in paragraph 3, item (1) of the preceding Article shall be paid in three installments, and the fees set forth in items (2) to (3) in the same paragraph “Facility Improvement Fees” and “Textbook Fees” shall be paid in full by the due date set forth in Article 6, paragraph 1, item (1). The fees set forth in Article 4, paragraph 3, item (4) shall be paid whenever UIA requests their payment. Annual Tuition can be paid either in 1-time or in monthly installments, as long as the conditions listed below are met.

1. Correspondence to the terms of Annual Tuition
   (1) Annual Tuition is divided into 3 terms for 1 year, and in principle are to be paid in advance by the payment date listed in Article 6.
   (2) The Annual Tuition established in the previous item is to be allocated into the following terms. The 1st term is from August to November, the 2nd term is from December to March, the 3rd term is from April to July.
2. Conditions for 1-time plan
   To be accepted, without objection, that in the case where the student withdraws in the middle of the academic year, as established in Article 15, there is the possibility that the Annual Tuition cost for the remaining months may not be returned and that any amount returned may be returned at a different ratio than what was originally paid.
3. Conditions for monthly installment plan
   (1) UIA acknowledges that 3-time installment payments are difficult due to economic circumstances.
   (2) To be accepted, without objection, the difference in cost set by UIA that is incurred in comparison to the cost via the 3-time installment payment plan.
   (3) To be accepted, without objection, that in accordance with the provisions established in Article 15, the student must pay any pending Annual Tuition cost in full prior to the withdrawal date if the student withdraws during the school academic year.

## Article 6 Due date

The due dates for the payment of Annual Tuition shall be as follows:

1. (1) 1-time payment plan: July 26th of every year
   (2) 3-time installment plan: the 26th of July, November and March of every year
   (3) Monthly installment plan: the 26th of every month starting from July of every year to June of the following year. For Grade 12, payments are due on the 26th of each month from July through May of the following year.
   If a due date set forth in this paragraph falls on a day the banks are closed such as Saturdays, Sundays and national holidays, the due date shall be the next day that the banks are open.
2. An invoice for Annual Tuition shall be issued around the 10th day of the payment month and sent by email.
3. Notwithstanding the provisions of this Article, the provisions established by Article 8 shall prevail for the first year of enrollment.

## Article 7 Payment method

The payment method for Tuition Fees shall be as follows:

1. Tuition Fees shall be paid by manual or automatic bank account transfer.

2. If choosing to pay by manual bank account transfer, payment shall be made by bank transfer to the MUFG or Mizuho bank account designated by UIA. The bank accounts designated by UIA are indicated on invoices issued by UIA.
3. In principle, if choosing to pay via monthly installments, payment may only be made by automatic bank account transfer. If automatic bank account transfer is not possible on the transfer date, payment shall be made by manual bank account transfer into the bank account designated by UIA regardless of the reason.
4. The payer (student or parent/guardian) shall bear the bank transfer fees when paying Tuition Fees.
   If UIA refunds tuition or other fees for any reason, it is refunded to the bank account of the student's/parent's name at a financial institution in Japan and any bank transfer fees to be paid by UIA shall be deducted from the amount refunded. If the amount to be refunded is less than the bank transfer fee, UIA shall not refund the fee.

## Article 8 Payment of Admissions Application, Enrollment, and Tuition Fees for the First Year After Enrollment

Admissions Application Fees and Enrollment Fees shall be as follows:

1. Admissions Application Fees shall be paid in cash when applying for admission.
2. Enrollment Fees and the Tuition Fees for the first year of enrollment (or the initial term if choosing to pay in installments) shall be paid by manual bank account transfer into the bank account designated by UIA, by the due date also designated by UIA after passing the admissions assessment. If payment cannot be confirmed by the due date, admission permission may be withdrawn.

## Article 9 Calculation of Annual Tuition If Admitted During the Academic Year

If a student is admitted to UIA during the academic year, the Annual Tuition shall be charged from the month in which admitted and will not be calculated on a pro rata basis. However, if the enrollment date falls in September, tuition shall be charged starting from August of the same academic year.

## Article 10 Late Payment Charges

If UIA is unable to confirm receipt of tuition and/or other fees by the due date, a late fee will be incurred calculated at a rate of 0.04% per day on the total amount billed based on the number of days late starting from the day after the due date up to the day the fees are received in the school's designated bank account.

In the case of automatic bank account transfers, if payment fails to be transferred due to insufficient funds, a late payment charge shall be charged in accordance to the provisions within this Article; provided, however, that if the transfer failed due to reasons other than insufficient funds, payment shall be made within 10 business days from the due date by manual bank transfer to the bank account designated by UIA, and late payment charges shall not be charged. However, if payment is not made within 10 business days of the due date, a late payment charge must be paid calculated from the 10th business day after the due date in accordance with this Article.

## Article 11 Failure to Pay Tuition Fees and Other Fees

If UIA is unable to confirm payment of the full amount of Tuition Fees and other fees by the due date, the school may take the following actions:

1. UIA may suspend attendance or expel a student if, during one academic year, payment of part of the Tuition Fees or other fees is delayed by two months or more.
2. Students who have been expelled due to failure to pay Tuition Fees and other fees, etc. and who re-enroll at a later date will not be granted special privileges.

## Article 12 Withdrawal During the Academic Year

If a student wishes to withdraw from UIA, notice must be given using a form prescribed by UIA as soon as possible and no later than 14 days prior to the desired date of withdrawal.

## Article 13 Withholding of Issuance of Certificates, etc. After Graduation or Withdrawal

If there are any unpaid Tuition Fees or other fees at the time of graduation or withdrawal, the full amount thereof must be paid by manual bank transfer at least seven (7) days prior to the date of graduation or withdrawal. No certificates or other documents relating to graduation or withdrawal shall be issued until full payment of Tuition Fees and other fees has been confirmed.

## Article 14 Refunds of Admission Application, Enrollment, and Annual Tuition

Refunds of Admission Application Fees, Enrollment Fees and Annual Tuition shall be handled as follows:

1. Admission Application Fees, Enrollment Fees and Facility Improvement Fees paid to UIA shall not be refunded for any reason whatsoever.
2. Annual Tuition paid prior to enrollment at UIA shall be refunded in full only if a clear intent not to enroll is sent by email to the UIA admissions officer (admissions@uia.jp) by the day prior to the enrollment date.
3. If UIA closes the Early Years/school due to a force majeure (including war, terrorism, natural disasters, weather, epidemics or the like) UIA shall not provide any discount or refund of Tuition Fees and other fees.
4. UIA will refund the Annual Tuition in accordance with the provisions of Article 15 if a student withdraws during the academic year; however, said provisions shall not apply if UIA decides to expel a student.

## Article 15 Payment and Refund when withdrawing During the Academic Year

Payment and refunds of Annual Tuition when withdrawing during the Academic Year shall be handled as follows:

1. If choosing to pay in monthly installments or in 3-time installments, Annual Tuition for the term in which the date of withdrawal falls shall be paid. In this case, the term shall be

the period specified in Article 5, paragraph 1 and the date of withdrawal shall be the actual date of withdrawal or 14 days after UIA receives the notice of withdrawal in accordance with the provisions of Article 12, whichever is later (the same applies hereinafter).

2. For those on a 1-time payment plan, if Annual Tuition has already been paid following the term in which the date of withdrawal falls, Annual Tuition shall be refunded as follows: An amount equivalent to the total paid for the academic year by 3-time installment plan students, if such a student were to withdraw in the same term, it shall be deducted from the Annual Tuition already paid and the difference shall be refunded.
3. If choosing to pay Annual Tuition by automatic bank transfer, UIA shall undertake procedures to cancel the automatic bank account transfer as soon as possible after receiving a withdrawal notice. However, cancellation may not be possible due to circumstances dependent on that financial institution. In such a case, Annual Tuition shall be refunded in accordance with the provisions of Article 7 paragraph 4.
4. The due date for refunding Annual Tuition shall be the last day of the month after the month in which the date of withdrawal falls.

## Article 16 Fees for Issuing Certificates and Other Documents

The fees for issuing certificates and other documents shall be as follows:

1. Receipts for payment of Tuition Fees and other fees: bank transfer statements issued by the financial institution act as a substitute for a receipt. When using online banking, a printout of the screen showing the completion of the transfer can be used as a substitute for the receipt. A fee of 330 yen (including consumption tax) shall be charged per receipt if a parent/guardian wishes to be issued with a paper receipt.
2. A fee of 1,100 yen (including consumption tax) shall be charged per copy for issuing a Bonafide Certificate (school attendance certificate).
3. A fee of 1,100 yen (including consumption tax) shall be charged per copy for issuing a grade transcript.
4. A fee of 550 yen (including consumption tax) shall be charged per card for reissuing an ID card.

## Article 17 Discounts

Discounts for Tuition Fees and other fees shall be as follows:

1. If more than one sibling is enrolled at UIA at the same time (excluding after school programs, after-school care programs, or siblings only enrolled in such programs) Annual Tuition set forth in Article 4, paragraph 3, item (1) (and the same applies hereinafter) for the second sibling shall receive a discount of 10% and Annual Tuition for the third and subsequent siblings shall receive a discount of 15% (“Sibling Discount”). In such cases, the higher discount rate shall be applied in order from the lowest Annual Tuition cost. If one of the siblings is admitted or withdraws during the academic year, the Sibling Discount shall be applied or removed from the month in which that student’s Annual Tuition payment obligation begins or ends.
2. Registration fees shall be waived for students who return to UIA after more than one year and within three years of the date of withdrawal. However, separate consideration shall be given if UIA determines that there are unavoidable circumstances in returning to UIA after less than one year.
3. Students who are enrolled in school, kindergarten or similar institutions in Japan, complete their program in March, and enroll in UIA in April of the same year shall receive a 50% discount on the Facility Improvement Fee set forth in Article 4, Paragraph 3, Item (2). This provision shall also apply if the enrollment is postponed to between May and July of the same year due to UIA's circumstances.

END

“Supplementary Provisions”
These Regulations were revised on November 11, 2026 and come into effect on November 11, 2026.
These Regulations were originally written in Japanese and translated into English text for reference purposes only. If there is any conflict or inconsistency between these two texts, the Japanese text shall be the official and shall prevail.