



Clarence  
International School

# Finance and Fees Policy

V26.1.0

## 1. General

1.1 “Clarence International School” is operated by the private company Clarence Education Limited (Registered address 3-16-25 Nishi-Azabu, Minato-ku, Tokyo). Education provided by CIS is deemed as “Services” by the Japanese law. As a private independent school running an international curriculum, CIS does not receive any government funding. Tuition and other fees are set based on the operating and capital expenses required to provide the full list of educational services CIS offers. Therefore punctual settlement of fees is expected to ensure service continuity and school development.

1.2 CIS reserves the right to make the final decision on the fees of all services.

## 2. Fees

2.1 Fees of all services that CIS offers are subject to annual review, and an updated School Fees Schedule will be published and circulated before the 31st of May of every year. Fees will be updated reasonably based on business, industry and economic parameters.

2.2 CIS accepts fees from corporate sponsorship as well as directly from families.

2.3 Either or both parents agree to be the payer(s) of all school fees. If a third party (for example a grandparent, employer or sponsor) intends to pay a child’s fees, a written agreement between the parents, CIS and the third party has to be reached in advance. CIS has full discretion over whether or not to accept payment from a third party.

## 3. Donation

As an educational institution, CIS welcomes financial contributions in the form of donations and in-kind support to further the growth and development of the school.

## 4. Payment Due Date and Methods

4.1 There are 3 types of Payment Categories at CIS which apply to different types of services.

1. Bank Transfer/Paypal applies ONLY to the following services:

- a. Entrance Fees
- b. Annual Fees
- c. Preschool Tuition Fees
- d. School Bus Fee
- e. Holiday School Fees
- f. Club Activity Fees
- g. Medical Check-up Fees

**Note:** Invoices will be issued for these fees. Please complete the payment procedure after receiving the invoice.

2. Monthly Direct Debit applies ONLY to the following services

- a. Daycare Programme Fees
- b. Single Day Sign-up Fees
- c. Early Drop and Late Pick Up Fees
- d. Extracurricular Programme (e.g. Japanese Class or After School Clubs) Tuition Fees
- e. Other Miscellaneous Fees

**Note:** The Direct Debit will be automatically deducted from your registered account on the 20th of every month and we will issue detailed monthly statements in advance.

3. Credit Card Payment applies ONLY to the following service

- a. School Merchandise purchased via the Online Shop

4.2 Application Fees must be paid before the application can be considered.

4.3 Registration Fees will need to be paid in full before a new pupil’s place can be confirmed. Note that if the Registration Fee is not paid by the deadline, the child’s place will be lost.

4.4 A handling fee may be imposed if payment methods other than those described above are utilised.

## **5. Late Settlement or Failure of Payment**

5.1 CIS reserves the right to impose a Late Payment Fee for outstanding fees in the event of failure to settle by the payment deadline. The Late Payment Fee will be equal to 1% of the outstanding balance every week until the payment is settled.

5.2 If a Direct Debit fails, then we will issue an invoice. If the invoice is not settled by the deadline, then Late Payment Fee may be added to the total outstanding amount.

5.3 In the event of late settlement or failure of payment, the pupil's place may be offered to candidates on the waiting list, and this may result in automatic withdrawal.

5.4 Repeated late payment or failure to pay for fees by the deadline, and/or accumulation of several periods of unsettled accounts may result in termination of the service. Refer to the Admissions and Enrollment Policy for more information.

## **6. No Refund Policy**

6.1 After payment, all fees are non-refundable under any circumstances.

6.2 Fees will not be refunded for absent days and CIS is unable to offer make-up lessons.

6.3 In the event of circumstances beyond CIS's reasonable control, including but not limited to a state of emergency declaration, acts of government imposing travel or work restrictions, quarantines or trade embargoes, war, terrorism, earthquakes, plagues, epidemics or pandemics, extraterrestrial activity, extreme weather such as heavy rain, snow, typhoon, hurricanes or other natural disasters, the school may need to be closed temporarily. Undelivered lessons during such temporary closure will not be subject to any refund or make-up lessons.

CIS will carefully gather information from relevant authorities, specialists and public media, and will also do its best to resume school in the shortest possible time that it becomes appropriate, or do its best to maintain academic continuity of pupils' learning including via Online and Remote Learning (ORL). However, CIS reserves the right to make all final decisions pertaining to temporary closure and when/how to resume normal school operations.

**School Fees Schedule** \*All fees below include 10% consumption tax.

**1. Entrance Fees**

The following non-refundable entrance fees will apply to new pupils before their place is confirmed.

Application Fee	¥ 22,000
Registration Fee	¥220,000

**2. Annual Fees**

The following non-refundable annual fees apply to all new and existing pupils.

Annual Facility Maintenance Fee	¥70,000
Annual Insurance Fee	¥22,000

**3. Tuition Fees**

2026-2027 Tuition fees for Little Star Class, Blue Sky Class and Rainbow Class are as follows. The minimum number of days per week your child can attend is: 2 days for Tiny Star and Little Star Classes, 5 days for Blue Sky Class and Rainbow Class.

The school day runs from 08:45 to 14:45, Monday through Friday.

**Tiny Star and Little Star Class (2 days minimum, full time):**

Days/week	Autumn Term	Spring Term	Summer Term	Annual (-5%)
2 days	¥519,000	¥372,000	¥408,000	¥1,230,000
3 days	¥741,000	¥531,000	¥584,000	¥1,760,000
4 days	¥888,000	¥634,000	¥697,000	¥2,105,000
5 days	¥1,093,000	¥781,000	¥859,000	¥2,596,000

**Blue Sky Class and Rainbow Class (5 days, full time):**

Days/week	Autumn Term	Spring Term	Summer Term	Annual (-5%)
5 days	¥1,093,000	¥781,000	¥859,000	¥2,596,000

**4. Packages and Bundles**

CIS offers tuition packages and bundles at a discounted rate for convenience. Please refer to the details below.

**Annual Full Package A (with clubs):**

Package Includes - Annual Tuition Fee. - Teacher-led club activities <b>(does not include outsourced clubs)</b> - Daycare Programme Fees between 14:45-18:00 for Preschool and Holiday School Days. - All Holiday School Fees (Monday-Friday) (Autumn/ Spring/ Summer) - Daycare Programme Fees for Only Daycare Days between 8:45am-6:00pm - Early Drop (8:15am-) for all Preschool, Holiday School and Only Daycare Days (Monday-Friday). - Morning and Afternoon Snack Fees on all the days above. - School Event Fees.	<b>¥4,300,000</b>
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Does not include - School Bus Fee. - Lunch Fees. - Japanese class. - Uniform and School Items. - Special Programmes (e.g. Workshop) During Half Term Breaks. - Medical Check-up Fee.	
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**Annual Full Package B (without clubs):**

Package Includes - Annual Tuition Fee. - Daycare Programme Fees between 14:45-18:00 for Preschool and Holiday School Days. - All Holiday School Fees (Monday-Friday) (Autumn/ Spring/ Summer) - Daycare Programme Fees for Only Daycare Days between 8:45am-6:00pm - Early Drop (8:15am-) for all Preschool, Holiday School and Only Daycare Days (Monday-Friday). - Morning and Afternoon Snack Fees on all the days above. - School Event Fees.  Does not include - School Bus Fee. - Club activities during term time. - Lunch Fees. - Uniform and School Items. - Special Programmes (e.g. Workshop) During Half Term Breaks. - Extra Curricular Programme Fees. - Medical Check-up Fee.	<b>¥3,900,000</b>
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**Annual Clubs and Daycare Bundle (Blue Sky and Rainbow only)**

Includes:

- Annual Tuition Fee.
- Teacher-led club activities (15:15-16:15) at a discounted rate.
- Flexible daycare after club between 16:15 and 18:00 at a discounted rate.
- Flexible daycare between 14:45 and 18:00 on days with no teacher-led clubs.
- Term time only.
- Includes afternoon snack.
- **Outsourced clubs incur an additional cost.**

Blue Sky and Rainbow	Full Academic Year	Autumn Term	Spring Term	Summer Term
Clubs and flexible daycare until 18:00	¥3,255,000	¥1,375,000	¥930,000	¥950,000

**Extended Day Package** (*All classes*)

Includes:

- Annual Tuition Fee.
- Daycare until 18:00 during term time at a discounted rate.
- Snacks during daycare time.
- An option of either term time only or daycare only weeks also.
- **Does not include club activities.**

	<b>Full Academic Year</b>	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Term time only	¥3,283,000	¥1,383,000	¥987,000	¥1,086,000
Term time <i>plus</i> daycare only weeks	¥3,623,000	¥1,526,000	¥1,089,000	¥1,144,000

**5. Special Notes for Entrance Fees and Tuition Fees**

5.1 The above stated Tuition Fees are inclusive of Morning Snack Fees on regular preschool class days.

5.2 A 10% Special Care Fee will be added to the tuition for children under 2 years old until the week of the child’s second birthday.

5.3 A 10% Sibling Discount will be applied to older siblings’ Tuition Fees and a 50% discount will be applied to Registration Fees for the younger sibling or the sibling who will enrol later at the time of enrollment.

5.4 School Events

The Tuition Fees will cover the cost for all school events unless otherwise stipulated. CIS does not run regular classes on Whole School Community Event Days (e.g. Winter Concert, Sports Day, End-of-Year Concert etc.), which parents are also required to attend. The school will usually run the Daycare Programme after those events which will require advance sign-up and additional Daycare Programme fees.

**6. School Bus Operation Contribution Fee**

6.1 Please refer to the table below for the school bus fee

General Contribution Fee Per Term		
Days/week	One Way	Return
1	¥12,000	¥24,000
2	¥24,000	¥48,000
3	¥36,000	¥72,000
4	¥48,000	¥96,000
5	¥60,000	¥120,000

Fees during Holiday School		
Days	One Way	Return
3	¥3,200	¥6,400
4	¥4,300	¥8,600
5	¥5,400	¥10,800

6.2 The bus fees will be charged termly in advance of each bus term (non-refundable).

※The bus service will not be available during certain school events.

6.3 You must apply and register as a bus user to begin using the bus service.

**7. Uniform and School Items**

7.1 Uniform

School uniform items and prices can be found on the school website, or in the CIS School Uniform Policy.

**8. Lunch Fees**

8.1 Pupils can bring their own lunch to school.

8.2 Please place lunch orders and settle the payments directly with our Catering Service Provider if you wish to order your child’s lunch. CIS will not be involved in the order and/or payment of the lunch fee (see Appendix B of the “Handbook for Parents - Guidelines and Procedures” for more details about the procedure).

8.3 If you forget to pack your child’s lunch or order lunch, we will contact the parents and purchase the lunch for your child from local shops upon request. If we are not able to contact you by the time lunch time begins, we will purchase lunch for your child regardless. The fees will be deducted by automatic direct debit (bank transfer invoice will be issued if you are not registered for direct debit).

**9. Daycare Programme Fees**

9.1 The After School Daycare Programme is available from 2:45pm-6:00pm on Monday-Friday on the days that the regular preschool or holiday schools are operating. CIS also offers an All Day - Daycare Programme on teachers’ preparation days. It is recommended to make reservations in advance to ensure a space is available. Same day reservations are dependent on availability. Please contact the School Office for more details.

Daycare Programme Rate	¥2,160 /hour
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9.2 The minimum unit of usage is 15-minutes (¥540/15-minutes).

9.3 The school will provide afternoon school snacks (¥250/day) for pupils who attend the afternoon Daycare Programme Snack Time. If your child is in the Daycare Programme past 3pm, the school will automatically provide afternoon snacks.

**10. Early Drop Fee and Late Pick Up Fee**

10.1 If you would like to drop off your child earlier than 8:45am, you can apply for Early Drop from 8:15:am with an additional fee (¥540/15 minutes). Entering the school before 8:15 am is not possible.

10.2 A Late Pick Up Fee of ¥540/15 minutes will be charged for late pick-ups.

**11. Holiday Schools**

CIS opens special Holiday School programmes for one week in Autumn, two weeks in Spring, and three weeks in Summer, separately from Preschool Programme. The exact dates can be referred to on the school calendar (details of the theme and other details will be announced separately.) Holiday School programmes are open to both CIS pupils and non-CIS pupils . CIS accepts partial attendance (3-5 days per week) for Holiday Schools. The latest Holiday School fees are detailed below.

Programme	3 days/week	4 days/week	5 days/week
Full Day 8:45am-2:45pm	¥43,200	¥57,600	¥72,000

In addition, we may open a special programme during the half term break week in Spring and Summer, separately from Holiday School mentioned above. Details will be announced separately.

## 12. Extra Curricular Programme Fees

### 12.1 Japanese Class

Optional after-school Japanese classes are offered at CIS. The fees are stated below. This programme is open to both Preschool/non-Preschool pupils. For further information, please contact the school office.

Registration Fee (Exempt for CIS pupils)	¥24,000
Annual Resources & Textbook Fee	¥33,000/year
Monthly Tuition Fees	¥24,000/month (2 lessons per week)

### 12.2 Club Activity

Club activities are set each term, helping children to broaden their interests and develop their inquisitiveness and curiosity. This programme is open to both Preschool/non-Preschool pupils. The Club Activity fees are as follows. For further information, please contact the school office.

Registration Fee (Exempt for CIS pupils)	¥24,000	
Termly Facility Fee (Exempt for CIS pupils)	¥7,200	
Termly Tuition Fees	1 club/term	¥36,000
	2 clubs/term	¥68,000
	3 clubs/term	¥99,000
	4 clubs/term	¥132,000

### 12.3 Other Special Programmes

CIS may introduce and offer other regular/irregular extracurricular programmes or workshops during particular times of the year, or on a year-round basis. CIS will inform parents about such programmes including programme details, application details and fees as and when they are to be offered.

CIS may also partner with external providers to provide extra-curricular activities. These are run by external providers and incur a separate fee depending on the programme.

## 13. Medical Check-up

The school will conduct an in-school medical check for all pupils twice a year, in September and April. The fee per health check is ¥6,500 which will be invoiced together with the corresponding term fee. It is mandatory for all pupils to attend the health check-up, including the children who do not attend school regularly on the day of the health check. The payment of the health check is charged in advance therefore is not subject to a refund if your child is absent on the day regardless of the reasons. If your child is absent for the in-school health check-up, parents are responsible to book a health check for your child at the medical institute individually and are required to submit the result to the CIS school office within the designated deadline.

## 14. Tax, Due Date and Remittance Fees

### 14.1 Tax

A consumption tax (10%, at the time of April 2026) is added to all fees above as required by Japanese law.

### 14.2 Due Date

14.2.1 The 2026-2027 Due Dates for termly Tuition Fees are as follows.

Autumn Term	Spring Term	Summer Term
5th June 2026	27th November 2026	26th February 2027

14.2.2 The Annual Fees are invoiced together with the Autumn Term fee and must be paid by the Autumn Term payment due date.

14.2.3 Parents must apply for the Annual Payment and Annual Full Package (A or B) with associated special discount principally before the deadline of the application for the beginning of the Autumn Term. Full payment must be received by Autumn term payment due date to receive full benefit of the discounts (already applied to tuition fee). If you enrol in the middle of the school year and wish to pay annually, no further discount will be applied. If any new applicant joining in the middle of the academic year wishes to apply for the Annual Full Package, please contact the CIS School Office with your request.

14.2.4 Clubs and Daycare Bundle or Extended Day Package can be paid Annually or Termly, in line with due dates above.

14.2.5 The termly School Bus Fees must be paid in advance by the term tuition due dates.

14.2.6 As to the Due Dates for payments related to admissions, enrollments in the middle of the school year or holiday schools etc, please refer to the invoice CIS will issue.

14.2.7 As stated in item **4. Payment Due Date and Methods** of the “Finance and Fees Policy”, Daycare Programme Fees, Single Day Sign-up Fees, Early Drop and Late Pick Up Fees, and other Miscellaneous Fees will be calculated at the end of each month (the Extracurricular Programme Tuition Fees will be charged for the following month) and automatically deducted by Direct Debit from your registered account on the 20th (or on the following weekday if the 20th falls on a weekend or Japanese National Holiday) of the following month. CIS will issue the details in advance.

### 14.3 Remittance Fees

14.3.1 Any handling fees including (but not limited to) remittance and receiving fees, domestic or international, must be covered at the payer’s expense, regardless of the payment method.

14.3.2 Paypal charges a commission of 3.6% + ¥40 for each domestic payment and 4.1% + ¥40 for each overseas remittance. Parents must inform the CIS school office in advance if you wish to pay via Paypal and will receive an invoice including the remittance fee (this handling fee percentage is current as of April 2026. It may change from time to time as PayPal changes its fees).

## 15. Fees during Leave of Absence

The leave of absence can be taken for consecutive breaks from a minimum of one week to a maximum of 12 weeks. This number of weeks only counts weeks when the preschool programme is open, and does not include holiday school or when school is closed (see *Admissions and Enrollment Policy* for details.) The school fees for terms during which a leave of absence occurs will be individually calculated as follows:

- A seat securing fee of ¥9,700 per week will be charged during the absence.
- The tuition fee after the return to school (if any) will be calculated on a weekly basis according to the number of days and programmes in which your child is enrolled and will be invoiced before the leave of absence commences.
- The fees above will be charged together.
- Leave of Absence requests can be accepted only once in an academic year. Please see more details on Admission and Enrolment Policy.

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