



**Phoenix House**  
International School

# Finance and Fees Policy

Version 1.7

## 1. Fees

1.1 Fees of all services that Phoenix House International School (PH) offers are subject to annual review, and an updated School Fees Schedule will be published and circulated before 31 May each year. Fees will be updated reasonably based on business, industry and economic parameters. CEAPS reserves the right to make the final decision on the fees of all services.

1.2 PH accepts fees from corporate contributions as well as contributions directly from families.

1.3 Full PH Schedule of Fees is available on the PH website ([www.phoenixhouseschool.org](http://www.phoenixhouseschool.org)).

## 2. Contribution

2.1 As an educational institution, PH welcomes financial contributions and/or in-kind support to further the growth and development of the school.

## 3. Payment Methods

3.1 There are three (3) types of Payment Category at PH.

3.1.1 Bank Transfer\* ONLY for the following:

- a. Registration Fee
- b. Entrance Fee
- c. School Development Fee (new pupils)
- d. Tuition Fees (new pupils)

**Note:** Invoices will be issued for these fees.

*\* Note that if your family has only recently arrived in Japan and has not been able to set up a bank account in time for the transfer of fees deadline, please contact the PH Finance office to make other arrangements.*

3.1.2 Bank Transfer or Direct Debit for the following:

- a. School Development Fee (optional for enrolled pupils)
- b. Tuition Fees (enrolled pupils)
- c. After School Care Fee
- d. Learning Support Fee

3.1.3 Credit Card payment applies ONLY to the following service:

- a. School Merchandise purchased via the PH Online Shop
- b. School Uniforms
- c. Other items available to be purchased from the School Shop

## 4. Tax, Due Dates and Remittance/Handling Fees

### 4.1 Tax

Fees that are published in this document and on the school website include Consumption Tax (10% at the time of publishing) as required by Japanese law, and may appear as a separate item on issued invoices.

### 4.2 Due Dates

4.2.1 All fees are expected to be paid by the due date stated on the invoice, and invoices will be sent to parents 4-8 weeks before the end of the previous term.

4.2.2 All Tuition Fees must be paid by the 1st Term's Due Date for existing pupils' enrolment renewal.

4.2.3 All additional Termly Fees must be paid by the subsequent Term's Due Date.

4.2.4 For due dates for payments relating to admissions, enrollments within the school year or holiday schools etc, please refer to the relevant invoice that PH will issue.

4.2.5 Admissions fees must be paid before an application can be considered or enrolment confirmed. Please see our Admissions Policy and Schedule of Fees.

4.3 Parents are responsible for all bank transfer/remittance fees, whether domestic or international.

4.4 If parents choose to pay termly rather than in one full payment for a service where termly payment is available, then all fees are 5% higher than the Annual Fee.

4.5 All Fees published in this document and on the school website include consumption tax (10% at the time of publishing).

## 5. Late Settlement or Failure of Payment

5.1 PH reserves the right to impose a Late Payment Fee for outstanding fees in the event of failure to settle the payment by the due date. Payments beyond the due date will incur a weekly Late Payment Fee of 0.35%.

5.2 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 dismissal.

5.3 Repeated late payment or failure to pay for fees by the due date, and/or accumulation of several periods of unsettled accounts may result in the pupil's dismissal from the school.

## 6. No Refund Policy

6.1 After a payment has been made, regardless of fee category, fees are non-refundable except under the following circumstances:

- If PH has made an overcharging error in fee calculations, in which case the difference between the error amount and actual amount will be refunded;

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

6.3 In the event of circumstances beyond PH'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. PH 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, or do its best to maintain continuity of pupils' academic learning via Online and Remote Learning (ORL). PH reserves the right to make all final decisions pertaining to temporary closure and when/how to resume normal school operations.

## 7. Schedule of Fees for PH Academic Year 2021-2022

### 7.1 Tuition Fees 2021-2022

	<b>Full Academic Year (including Annual Enrichment Fee, Annual Building Maintenance Fee)</b>	<b>1st Term (Aug-Dec)</b>	<b>2nd Term (Jan-Mar)</b>	<b>3rd Term (Apr-Jul)</b>
<b>Primary School Key Stage 1 (Year 1 &amp; Year 2)</b>	¥ 2,890,000	¥ 1,230,203	¥ 984,162	¥ 820,135
<b>Primary School Key Stage 2 (Year 3 to Year 6)</b>	¥ 3,240,000	¥ 1,379,189	¥ 1,103,351	¥ 919,459

### 2021-22 Enrolment Fees (*New Pupils*)

<b>Registration Fee</b>	<b>Enrolment Fee</b>
¥ 40,000	¥ 260,000

### 2021-22 School Development Fee (*Mandatory for New Pupils, Optional for Existing Pupils*)

<b>School Development Fee</b>
¥ 300,000

7.1.1. All fees must be paid by the due date stated on the invoice.

7.1.2 The School Development Fee is allocated to continually develop and grow our enrichment programmes, maintain high quality school facilities, and contribute to the development of school Houses. PH therefore welcomes any contribution from our community.

7.2 The Schedule of Fees is subject to change from time to time.

## 8. School Bus Fee

8.1 PH plans to provide an optional School Bus service for pupils commuting to and from school (morning and afternoon). The following fees will be added to pre-registered School Bus users.

### 2021-22 School Bus Fees

	Full Academic Year	1st Term (Aug-Dec)	2nd Term (Jan-Mar)	3rd Term (Apr-Jul)
Two-way	¥330,000	¥140,473	¥93,649	¥112,378

8.2 This School Bus Fee may be updated periodically and communicated to parents.

8.3 This School Bus Fee will be charged termly before the beginning of each term and is non-refundable.

## 9. Uniform and School Items

### 9.1 Uniform

Children are expected to comply with the school uniform requirements. Details, including up to date prices, can be found in the School Uniform Policy.

### 9.2 School Items

Year 1 and Year 2 pupils are expected to bring their own iPad. From Year 3, pupils are expected to bring their own Apple laptop to school each day. Information on models and specifications is provided separately in our PH BYOD Policy for Pupils.

## 10. Lunch at School

10.1 Pupils can bring their own lunch to school.

10.2 PH will work with a third party vendor to provide lunch at school and parents will pay the vendor directly if they choose to use this service at a fee stated, and updated from time to time, by the vendor. PH plans to open a school kitchen in the future. Parents will be required to pay for the school lunch.

## 11. North Peak Enrichment Programmes

11.1 PH arranges several Enrichment Programmes at the North Peak Enrichment Campus throughout the year. Depending on the age group, the frequency of travel and the length of each Enrichment Programme may differ.

11.2 The tuition fees stated in Clause 7 (Schedule of Fees) above are inclusive of the tuition, travel, insurance, accommodation, and meals fees for these Enrichment Programmes.

## 12. School Clubs, After School Care, Extracurricular Programmes, and Learning Support Fees

12.1 PH will run a range of School Clubs open to PH pupils, included in the tuition fees stated in Clause 7 (Schedule of Fees) above.

12.2 PH may provide After School Care. Once enrolled, and subject to availability, pupils can gain unlimited access to After School Care between 3:30pm and 6:00pm during school days. After School Care Fees may be updated periodically and communicated to parents. The After School Care Fees will be charged annually or termly (before the beginning of each academic year or term) and are non-refundable. If a pupil enrolls in After School Care in the middle of a term (subject to availability), the full termly fee will still apply. The After School Care Fees for 2021-22 academic year are as follows:

	Full Academic Year	1st Term (Aug-Dec)	2nd Term (Jan-Mar)	3rd Term (Apr-Jul)
After School Care Fees	¥225,000	¥95,777	¥63,852	¥76,622

12.3 PH may also permit extracurricular programmes provided by third parties to take place during/after school and at weekends which are delivered by third party service providers, and therefore these may incur additional fees payable to third party service providers directly.

#### 12.4 Learning Support

Pupils may sign up for additional Learning Support programmes (including English as an Additional Language). A child may be deemed by the Head of School to require additional Learning Support. Additional fees will be charged accordingly.

### 13. Fees during Leave of Absence

13.1 Rules pertaining to the granting of leave of absence are set out in the Parent Handbook, and the Head of School's decisions are final.

### 14. Financial Notice Requirements for Withdrawal

14.1 For termly fee paying families, in the event that a family wishes to withdraw their child from PH, a full term's notice in writing to the Head of School is required, and a full term's tuition fees are due. For example,

Notice to withdraw given in 1st Term → 2nd Term tuition fees are due

Notice to withdraw given in 2nd Term → 3rd Term tuition fees are due

Notice to withdraw given in 3rd Term → 1st Term tuition fees of next academic year are due

14.2 For annual fee paying families, in the event that a family wishes to withdraw their child from PH, a full term's notice by the last day of the 2nd term at the latest, and in writing to the Head of School, is required. If notice for withdrawal is given beyond this date, then the 1st term's tuition fees for the next academic year are due.

### 15. Sibling Fee Remission

15.1 A family's eldest child will receive a fee remission of 15% **only if two (2) other siblings are enrolled** (a total of three siblings), and 30% if three (3) other siblings are enrolled (a total of 4 siblings) at the school. If there are two siblings enrolled at PH, then the Sibling Fee Remission does not apply.

### 16. Bursaries

16.1 Various bursaries will be available in the future.

Date: May 2021

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Phoenix House International School (PH) is operated by the private company CEA Private Schools LLC (CEAPS) (Registered address: 3-9-5 Minami Aoyama, Minato-ku 107-0062 Tokyo). Education provided by PH is deemed as 'Services' by Japanese law. As a private independent school running an international curriculum, PH 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 PH offers. Therefore punctual settlement of fees is expected to ensure a secure and stable study environment and high quality education for PH pupils.

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