

Application Guidebook

For 2023-24 Entrants



KIU Academy

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Application Requirements

	1st Grade	2nd – 12th Grade
1. Application Period	Period 1: July 1 – July 31, 2022 Period 2: October 1 – November 30, 2022 ※ We strongly recommend that you apply during Period 1 as much as possible, regardless of whether you are from Japan or overseas. ※ Period 2 is also open to anyone, but please note that it is mainly for returnee students and children from overseas families.	July 1, 2022 – Onward ※ Please contact the admissions office about availability in each grade level. ※ We are accepting applications for 2022-2023 entrants. Please contact the admissions office for details.
2. How to Apply	Please send the following items 1) to 3) by registered mail. 1) Application form *ID photo (2.4 cm×3 cm) must be attached to the form. 2) Academic documents: Transcript from the last school attended covering all grade levels completed and/or currently enrolled at the time of application (Students who wish to enter the first grade do not need to submit this form.) 3) Any existing academic test results (not required) Enclose a photocopy of test results (TOEFL etc.) 4) Application fee: ¥25,000 Bank transfer to the account below: Bank of Kyoto Osumi branch 京都銀行 大住支店 Ordinary (Futsu) Account 3990171 普通預金 3990171 Kyoto International University 京都インターナショナルユニバーシティー Please contact the admissions office if you do not receive a receipt notification within a week.	
3. Examination Schedule	Period 1: Late August 2022 Period 2: Late November 2022 ※ The date and time of your visit to the school will be announced individually.	Please contact the admissions office for details.
4. Test Method	Review of application documents and interviews (students only and parents/guardians only). Please understand that we cannot answer any inquiries regarding our admission decisions.	
5. Placement Tests	English , Japanese Placement tests (written and interview) will be given at the interview. The placement tests are designed to assess your child's ability, and the results will be used to determine the class your child will be placed in after enrollment.	English, Japanese, Math
6. Notification of Results	Period 1: September 16, 2022 (Fri.) – dispatch date Period 2: December 23, 2022 (Fri.) – dispatch date	Within 2 weeks after the interview
7. Enrollment Process	Please transfer the entrance fee to the designated account by the following dates: Period 1: September 30, 2022 (Fri.) Period 2: January 6, 2023 (Fri.)	Bank transfer to the designated account within two weeks of notification of acceptance.

Tuition and Fees for 2023-24

	1st Grade	2nd – 12th Grade	Payment Options	Type
Entrance Fee	¥300,000		Single payment at the time of enrollment	One Time
Course Registration Fee	¥50,000			Annual
Facilities Fee	¥150,000	¥100,000	Installments available (By Year, Term, Month)	
Tuition	¥884,500			
First Year TOTAL	¥1,384,500	¥1,334,500		

- Entrance Fee Please follow the instruction enclosed with the admission notice.
(See #7 under the “Application Requirements.”)

- Tuition Payment Options

	Time of Enrollment	Amount	Payment Deadlines		
			1st Payment	2nd Payment	3rd Payment
Annual	Spring	¥884,500	February 25	-	-
By Term (appx. 5% installment fee)	Spring	¥310,000	February 25	July 25	November 25
	Fall		July 25	November 25	-
	Winter		November 25	-	-
By Month (appx. 10% installment fee)	Spring	¥81,000	February 25	25 of every month	
	Fall	¥92,000	July 25		
	Winter	¥108,000	November 25		

- Course Registration & Facilities Fees Full amounts are due at the same time as the first tuition payment.
Please refer to the above table for tuition payment deadlines.
- Miscellaneous Fees Summer Program (optional), clubs (optional), school supplies, etc.

- ※ All fees are subject to change during enrollment.
- ※ Application and entrance fees are non-refundable.
- ※ ¥150,000 will continue to be the minimum facilities fee for the 2023 cohort hereafter.
- ※ Annual payment of tuition is available for Spring entrants only. Fall and Winter entrants must use the by-term or by-month payment options until the next academic year.
- ※ Monthly amounts for the by-month payment option differ depending on the time of enrollment because they are calculated by dividing the same term tuition amount by the number of months in the corresponding term.
- ※ Sibling discounts on tuition are available. (¥100,000 per enrolling child if you are paying annually. Contact the school office for information on other payment methods.)
- ※ Regardless of nationality, 10th to 12th graders are eligible for the yearly government-sponsored school enrollment support system.
- ※ Financial aid may be available for aspiring students with difficulty affording the tuition. Please contact the admissions officer for details. (All application documents and fee must be submitted before filing for the financial aid.)

KIU Academy Admissions Policy

(Excerpt from the Parent-Student Handbook)

Procedure

Those interested in applying for admission should contact the Office of Admissions to request information and the application form.

Interviews and placement tests are administered (details depend on the grade level of the applicant). Results of the interview and tests, together with the content of school transcripts and application form, are considered by the school. The Office of Admissions makes a decision and the applicant is notified.

General Terms and Requirements

KIU Academy does not discriminate against students and parents on the basis of race, biological sex, national or ethnic origin, religion, color, or disability. Students from all backgrounds are accepted, but as a general rule students must be fluent in either Japanese or English and must demonstrate average intellectual ability. Learning disabilities must be specified in writing by a professional and include recommendations as to how the school is to support the student. A student's admission to and continued enrollment at KIU Academy are based on full disclosure of school records and known learning disabilities. Students with physical handicaps, as well as students with poor academic/behavioral records may be admitted on a provisional basis.

Age Requirements

To enter grade 1, a student must be six years-old at the start of the academic year (April 1). Exceptions may be granted at the discretion of the principal. Admission to grade levels beyond first grade is considered based on the applicant's age, academic ability, maturity level and previous years of schooling.

Financial Aid

Financial aid may be available for families having difficulty affording tuition. Eligibility requires the release of personal financial records. Please contact the Office of Admissions for further information.

Tuition Refund

Tuition fees* may be refunded if the student's guardian submits an official Notice of Withdrawal to the school office no later than six weeks prior to the beginning of a new trimester. After that, there will be no refund for that trimester. There will be no refund for application fees, entrance fees, registration fees and facilities fees. Only tuition fees that were paid in advance are eligible for refund. Refunds will be charged a 5,000 yen domestic service fee and/or a 10,000 yen international service fee in addition to all bank transfer fees. *Tuition fees paid in one installment are recalculated as trimester installments (+5%).

Financial Delinquency

In the case of financial delinquency, school policy allows for the withholding of grades, transcripts, letters of reference and graduation diplomas. Students whose tuition is outstanding beyond 30 days may be barred from taking final exams and/or suspended. If payment is outstanding beyond 60 days, the student may be removed from the school roll.

School Calendar

The following calendar is for 2022-23. We will announce the 2023-24 calendar at a later time.

