



# CANADIAN INTERNATIONAL SCHOOL

THE EXPERIENCE OF EXCELLENCE ♦ THE HONOUR OF ACHIEVEMENT

## ADMISSION PROCEDURE (School Year 2018-2019)

### Senior High School

#### **Eligibility for Senior High School (Grade 9)**

1. Applicants must agree to respect and to follow our educational policy.
2. Any applicant of any nationality or religion will be accepted.
3. Applicants must have completed or will complete Grade 9 before the date of enrollment.

#### **Eligibility for Senior High School Transfer (Grade 10, 11 & 12)**

1. Applicants must agree to respect and to follow our educational policy.
2. Any applicant of any nationality or religion will be accepted.
3. Applicants must have completed Grade 9 or a higher grade level or be currently attending Grade 10, 11 or 12.

#### **Application Procedures: Please download an application package from WEB.**

1. Submit a completed application form with following documents.
  - Receipt of Payment of the ¥35,000 Application Fee
  - Health Record
  - Original or Certified Copy of Transcript(s) for Completed Grades\*
  - Recommendation Letter(s) from Previous School(s)\*
  - Admission Examination Ticket
  - 2 Photos (3cm×4cm, Blank Background, Put 1 Photo on Admission Examination Ticket and 1 Photo on Application Form)
  - Applicants for Senior High School must submit both of the documents listed below;
    - Original or Certified Copy of Transcript(s) for Current and Two Previous Years of Study\*
    - Reference Letter(s) from the Previous School(s)\*

\* Documents must be sealed firmly by the school.
2. When the application has been received successfully by our admissions office, we will make an arrangement for the examination. Each applicant will be notified the examination schedule. Parents must accompany with the applicant for the screening interview.
3. Notification of the examination result will be mailed within a week.

#### **Notification of Acceptance and Registration**

Once the applicant is accepted by Canadian International School, a formal letter requesting payment of the total amount of fees will be sent along with the other documents. The supporting documents must be completed and returned, and fees must be paid by the due date.

#### **Fees**

Registration Fee (New Students Only)	¥300,000
Tuition Fee (Annual)	¥2,000,000
Educational Development Fee (Annual)	¥250,000
Building Maintenance Fee (Annual)	¥250,000

- All fees are subject to be paid in full. Payment by installments will be considered upon request.
- Applicants will be informed of the due date for payments of fees. Fees are not refundable under any circumstances.
- If all fees have not been received by the notified due date, Canadian International School may cancel the acceptance of the student.
- Advance placement courses are available in grades 11 and 12. Fees are ¥50,000 for one course.