



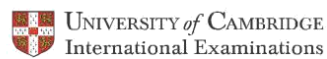
T A T H V A

INTERNATIONAL SCHOOL



ADMISSION HAND-BOOK

Cambridge International School



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1. INTRODUCTION:

Applying for academic institutions can take time and effort as a parent, you want to get it right. This document will help you through the admissions process and at the same time, clear up any confusion about how it works.

Tathva International School, welcomes applications on behalf of boys and girls from any educational background. We always recommend a visit to see the school before a registration is made. To make sure everything's managed fairly, we have created this document which we adhere to at all times.

The rules set out in the Admissions Code, protect your rights and those of your child. The Admissions Code is legally binding, so if you believe the school has not followed the rules, you can refer your case or object directly to the school management.

This guide explains how the admissions process works, what are your rights as a parent, and finally, how to appeal if your child is not offered a place at Tathva International School. As a parent, you must comply with the School Admissions Code, which sets out clearly what information the school can ask you for when applying for a seat for your child.

The school academic session starts the first week of April every year and ends on March 31st of the subsequent year. Hence application for admission must ordinarily reach the school no later than March 1st in the year admission is sought. It is desirable that all admission formalities be completed well before the end of March. However, limited vacancies may exist in the middle of the academic year for certain grade students. Information on mid-year vacancies may be obtained by writing to the School's Admission Officer through our website.

However, it is best to apply early.

As proposed by Tathva Management, the age at the time of admission should ordinarily be:

1.1 Table of student's age and grade relation – Age is considered before April 1 of the current year.

School Levels	Date of Birth	Tathva grade	US grade	UK grade
Kindergarten	Must be 3 years old before April 1	Cubs	3 Year Old Kindergarten	Nursery
	Must be 4 years old before April 1	Panda	4 Year Old Kindergarten	Reception
	Must be 5 years old before April 1	Dolphins	5 Year Old Kindergarten	Year 1
Primary	Must be 6 years old before April 1	Grade 1	PYP 1/ Grade 1	Year 2
	Must be 7 years old before April 1	Grade 2	PYP 2/ Grade 2	Year 3
	Must be 8 years old before April 1	Grade 3	PYP 3/ Grade 3	Year 4
	Must be 9 years old before April 1	Grade 4	PYP 4/ Grade 4	Year 5
	Must be 10 years old before April 1	Grade 5	PYP 5/ Grade 5	Year 6
Secondary 1	Must be 11 years old before April 1	Grade 6	MYP 1/ Grade 6	Year 7
	Must be 12 years old before April 1	Grade 7	MYP 2/ Grade 7	Year 8
	Must be 13 years old before April 1	Grade 8	MYP 3/ Grade 8	Year 9
IGCSE	Must be 14 years old before April 1	Grade 9	MYP 4/ Grade 9	Year 10
IGCSE	Must be 15 years old before April 1	Grade 10	MYP 5/ Grade 10	Year 11
AS-Levels	Must be 16 years old before April 1	Grade 11	Grade 11	Year 12
A-Levels	Must be 17 years old before April 1	Grade 12	Grade 12	Year 13

1.2 Admission Assessment

The school conducts an entrance examination for children seeking admission to Tathva International School. These entrance examinations are conducted well before the commencement of the new academic session. The dates on which these entrance examinations will be conducted are communicated well in advance by the school admissions office to the parents of children seeking admission. Offers for admissions will be made on the basis of the results of these examinations and will depend on the number of vacancies in each class, but consideration is also given to character, and non-academic attainments or interests. To avoid unnecessary disappointment, every case is investigated as carefully as possible beforehand, and advice is given accordingly.

1.2 Admission Assessment Exemption

The school also has a provision of direct offer of admission to children with a proven academic record in their old school. For parents who wish to apply for a two entrance years' report examination cards exemption and seek direct admission for their ward, it is Essential that they enclose the last and supporting certificates/testimonials. On receipt of the application, the school will revert with an offer of admission if the School Admissions Committee approves the application.

1.3 Overseas Applicants

applicant's,
In the case of overseas offer of admission is made on the basis of the child's previous academic performance. Parents of overseas applicants must provide documentation and duly attested evidence to the school that the child has obtained the desired level of academic excellence .The school requires details of the student's academic record, his/her current mark sheets, and a letter of recommendation from his/her teacher and the school. The admissions committee will subsequently offer admission to students who fulfill the school's rigorous admission criteria. Once the offer of admission has been made, foreign nationals will need to contact their local embassy/consulate along with the letter of admission to obtain a student visa, which is essential for studying in Japan.



2. MESSAGE FROM ADMISSION COUNSELOR

"Come Feel What's Different at Tathva!!"

Visitors to TATHVA often comment on the warm feeling they get the moment they walk through our doors. Children's artwork and projects adorn the walls and hallways. The enthusiastic faculty, staff and happy children all contribute to the warmth of our Tathva community.

TATHVA embraces an exceptionally diverse and close-knit community.

We provide challenging academics in a safe, nurturing environment while preparing children to make their contribution to a diverse and changing world. Our goals are to recognize, celebrate and challenge children's unique abilities, as we prepare them for their next steps.

Our philosophy, built on the best practices and coupled with our social learning program, ensures that the needs of every child are met.

At TATHVA, we believe that a school should be a community for both the student and the family. We seek families who support and embrace our philosophy and students with a broad range of backgrounds, talents and interests who will benefit from our program and contribute positively to the school community. Primary admission entry points are developmental kindergarten (Nursery - Cubs) and kindergarten 1 and 2 (Pandas and Dolphins). Students are considered for admission in other grade levels as space allows.

The role of the admission team is to make the process of finding the right school for your child a positive, friendly and an informative experience. Please do not hesitate to contact us if you have any questions.

Warmest regards,
Admission In-charge

3. ADMISSION FLOW



3.1 Steps for Admission

1. Admission Inquiry
 - a) The parent needs to read the Admissions Handbook available on the school website www.tathva.ed.jp and fill up the **Admission Application form** located in the school website and mail the form to the school. The parent can also email the school requesting the form.
2. Email response
 - a) When an email Inquiry is done, an email response is sent to the prospective parents from Tathva admissions.
 - b) Email contains links of two documents in our website:
 - a. **Steps of Tathva Admission** with the required documentation.
 - b. **Admission Application Form** for candidate details.
 - i. In here the parent needs to clarify the 3 appointment dates

2.1 Documents required for Appointment decision

Required Documents for appointment (these to be sent by Email along with the Inquiry form)
Proof of birth (Birth certificate, valid passport copy)
Copy of Mark sheets of previous 2 years School Examination and most recent report card

2.2 Required documentation for assessment

A copy of photo identification card or passport displaying date of birth
Family Picture
Father and Mother if working ,then Company name card
A copy of parent's residence card in case of
Japanese then copy of driving license
TC and conduct certificate (for admission in Pandacorn and above) from previous school
Medical report, (if any) any medical history that the school should be aware of

3. Appointment Scheduling

- a) Once the appointment is approved by the Admissions In-charge, one of the 3 scheduled dates will be selected for the admissions appointment.

4. School Tour

4.1 Purchase of Kit

- a) Once the parent arrives in the front office he must be guided to pay the admission process fees of 5400 yen. (The below mentioned details will be shared with the parent during the meeting).
 - a. Fee structure
 - b. Uniform Purchase Procedure
 - c. Book List

4.2 Meeting – Counseling

Presentation about School, Faculty and Facilities

- a) What is IPC, CIE, IGCSE, and Check points?
- b) Advantages of doing IGCSE
- c) How is Tathva different?
- d) What additional support is provided to student?
- e) Online School portals
- f) Blended learning (ECA/e-Learning)
- g) School schedule and advantages
- h) Competitions and Sports
- i) Second language
- j) Bus, book, uniforms, tour
- k) How about after school clubs or care?
- l) Discussion about Co-curricular activities
- m) Students achievements
- n) Fee Structure

4.3 Assessment

Note: The assessment can be taken by the student on the same day, of the Admission appointment if requested by the parent.

- a) An assessment can only be taken if all required documentation is given (see point 2.2).
- b) For KG the assessment is done on an individual basis with the assessor.
- c) Graders will be evaluated in their knowledge of:
 - a. English
 - b. Math
 - c. Science
 - d. Second language (Hindi or Japanese)

4.4 School Tour – Assessment (At the same time of the counseling)

- a) Parents during the child's admissions assessment, fills up the admissions booklet.
- b) Once the Admissions booklet is completely filled and handed over, the admin officer takes the parent for a school tour.
- c) Once admissions assessment is completed the child will be taken to the parent(s)

4.5 School tour and Transport Logistics

- a) Parents will be taken to the areas where the child will be educationally involved.
- b) Parents will meet the bus in-charge personnel to discuss about transport logistics.

4.6 Interview

- a) The interview will be conducted by the Head of School, Education Group.
- b) The interview will be divided in 3 steps:
 - a. Child Interview (no parents)
 - b. Parent individual Interview (no child)
 - c. Family Interview
- c) The decision of admission will be presented to the Assessment Committee with the result of the assessment and the comments of the interviewer.
- d) No verbal communication will be given regarding the admission status
- e) The admission confirmation will be informed to the parent in 3 working days

5. Assessment committee evaluation

- a) The assessment committee is formed of:
 - 1. The Head of School, Education Group
 - 2. Deputy Head of School
 - 3. Head of Primary or Secondary School
- b) The admission confirmation will be informed to the parent in 3 working days; Confirmation may be given if:
 - 1. All necessary documents have been submitted.
 - 2. Age/ Grade level applied matches with the child's previous qualification.
 - 3. The child has performed above expectations during the assessment test and interview.
- c) After the evaluation is done, the assessment committee will decide the status of admission.

5.1 Assessment committee evaluation results

- a) **Decline** – If the student doesn't reach the requirements established for the admission it will be considered a declined admission. The student can reapply to Tathva on the next academic year or after the period specified by the Admissions Department.
- b) **Normal approval** – Normal admission process will apply.
- c) **At risk approvals** – These admissions may have conditions depending on each case requirements
- d) **Reassess** – If the results of the assessment weren't clear to have a proper admission. A new assessment day can be scheduled if the committee requires it.



NOTE: The decision from the Assessment Committee is final, not questionable or open for negotiations.

6. Admission Formality

- a) Leader- Admissions Department must confirm that all the required documents are attached to the admissions document to proceed with the generation of the Invoice.
- b) Admission team notifies by email the admission decision according to the categories mentioned in the section 5.1.
- c) Parents should reply for the acknowledgment and their acceptance of admission, complying with the assessment committee evaluation conditions during the admissions, if any.

7. Invoice

- a) After receiving acceptance of admission email, the Accounts team sends out the first invoice to parents.

8. Accommodation process

- a) After the payment is confirmed the admissions team proceeds with the Accommodation process
- b) This process consists of:
 - a. **Creation of Log in ID**
 - b. **Books preparation**
 - c. **Teacher and Classroom set up for the new student to join.**

NOTE: This process will take 2-3 days after the payment is done.

9. Welcome Document

- a) Welcome Document is sent by email containing all the information needed for the parents and students to join on their first day of class.
 - 1. Welcome letter from head teacher
 - 2. Log in credentials
 - 3. Guides to use E-CUBE, RAZ kids, etc.
 - 4. Class schedule
 - 5. Days to wear PE and formal uniform
 - 6. Access to copy of yearly planner
 - 7. Books collection day
 - 8. Joining day
- b) Welcome document is sent to the parent for the child to start school from 3 to 5 days after the confirmation of the payment.
- c) This document will contain the day that the parent will collect books. Book collection day will be assigned before the joining date.
- d) A follow up email will be sent after 1 week of the child admission to identify the parent feedback of the admission process.

3.1.10. Student Id card:

- a) The student Id card is issued by the School Librarian. The school will click and Id photo of the child , once the child has reported to school in the formal uniform and the card will be issued in 10 days time.

4. ADMISSION TERMS AND CONDITIONS

4.1 Clause 1: Contract Structure

The contract is agreed between Tathva International School (hereafter referred to as 'Tathva') and the applicant (hereafter referred to as 'Applicant'). As for the student mentioned in the contract, he/she will hereafter be referred to as 'Student'.

Addresses of Tathva: 4-1-1 and 4-1-19, Higashi Komatsugawa, Edogawa-ku, Tokyo, Japan-132-0033

4.2 Clause 2: Delivery of Service and their Price and Payment

1. School working hours for Kindergarten school is from 8:40 AM to 1:30 pm
2. School working hours for Primary school is from 8:40 AM to 3:25 PM
3. Applicant will follow the invoice payment terms and conditions set forth by Tathva.

4.3 Clause 3: Method of Teaching

The method of teaching for the classes mentioned in the contract are as follows:

1. Classroom teaching refers to one teacher educating a class of students.
2. Private teaching refers to one teacher educating a student on a one-on-one basis or smaller groups of 45 students.
3. Video class refers to one teacher delivering lectures through video streaming to a class of students.

4.4 Clause 4: Start Date of the Contract

The start date is mentioned in the application form by the applicant.

The student and the applicant are responsible for the attendance to the class. The school calendar for the school year will be published on school website. .

4.5 Clause 5: Location of the Classroom

The classes will happen at the address of Tathva mentioned in the contract. For certain classes, the students may be taken to a ground, community park, community hall or any other place that is deemed safe and fit for the children as part of their learning. At all times, there will be at least 1 staff assigned by Tathva, who will be responsible for the safety of the students.

For business reasons, Tathva may decide to move the school from the existing address to a new address. The Applicant will be given more than 60 calendar days' notice with details about the new location.

4.6 Clause 6: Method of Communication between the Applicant and Tathva

Tathva will use e-mail, a printed letter sent along with the student, a letter sent by post or an update to the home page of Tathva [<http://www.tathva.ed.jp>] for their communication with the applicant. In case of emergency situation, where any group communication needs to be sent, Tathva will use Moodle service <http://tathva.moodle.webanywhere.co.uk/login/index.php> and group email to communicate with the applicant. Tathva will consider a communication as a record, if the applicant uses any one of the following methods of communication:

- A) E-mail addressed to inquiry@tathva.ed.jp
- B) Printed and signed letter sent along with the student
- C) Letter signed by the applicant and sent by post.

*** Use of email IDs provided by Tathva is mandatory as it helps us in swift communication and efficient record keeping.**

4.7 Clause 7: Duration of the contract

The contract will be valid from the date of application till the time the applicant submits a Notice of Withdrawal with date of separation to Tathva in any of the accepted methods of communication as listed in Clause 6.

Any changes to the contract will be notified by the school and Tathva will request for consent from the applicant. In case, the applicant cannot accept the changes to the contract, Tathva will request for a reason for non-acceptance and will explore the possibility to arrive at a solution. If an agreement cannot be reached between Tathva and the applicant within 15 calendar days, Tathva will provide a notice of termination of the contract with 30 days' notice period.

4.8 Clause 8: Application for Admission and Cooling-off Period

To cancel an application (if the applicant is given untruthful information or is coerced into signing the contract, for example), the applicant must submit a document requesting said cancellation within eight calendar days of having applied.

The applicant must submit a document requesting for cancellation of the contract within 8 calendar days from the date of application.

Applicants must return any unwanted materials free of damages or marks. Refund of material fees will depend on the condition of the materials or uniform. The applicant is responsible for the timely arrival of this document. The contract will be canceled upon the receipt of the aforementioned cancellation request. The registration fee, building fee and application fee will not be returned.

The refund will be made after charges (e.g. for classes attended) incurred in by the applicant are deducted.

4.9 Clause 9: Cancellation of Contract in Middle of Contract Term

Any cancellation request received after the cooling-off period mentioned in clause 8 will be handled on a case-by-case basis and the refund amount, if any, will be computed as per the terms and

1. The refund of the deposit, if paid, will be computed based on the month for which tuition fee is not paid and difference will be returned.
2. Any cancellation requests must follow the procedure stated in clause 6 or at least 30 days before cancellation is to take place.
3. If the request for cancellation is not given before 30 calendar days period, the amount will be computed considering the administration charges and classes planned during the 30 day period from the day of request for cancellation is received by Tathva.
4. The refund amount will be computed based on the payment terms of Tathva. If there is to be any refund amount from Tathva, it will be returned to the applicant within 45 days from the receipt of a cancellation request.
5. Tathva will send an invoice for any amount pending from the applicant and applicant must make the payment within 45 days from the date of receipt. An invoice will be sent in any one of the modes of communication mentioned in clause 6 of this contract. Only after the pending dues are made, Tathva will be able to release the withdrawal documents for the student.

4.10 Clause 10: Personal Information Protection

Tathva, Applicant and student are bound by the Personal Information Protection Act of Japan and must abide by the policies defined by the school. A separate policy document signed by the parent clearly states the school policy and Tathva will notify parents about new policy implementation using communication mode mentioned in Clause 6.

4.11 Clause 11: Medical Insurance

1. Student must be covered for medical expenses by insurance and applicant must hand over a copy of the insurance card to the school.
2. Applicant gives consent for the school to treat children for any illness or injury (not caused by negligence of Tathva staff) during school hours using the insurance card.

4.12 Clause 12: Termination Policy

1. Tathva can terminate the contract, if applicant or student does not follow the rules set forth by Tathva or does not comply with the rules, after issuance of notice by Tathva. The school policy document will be updated from time to time. A printed copy will be sent to parents for signed consent.
2. In the event of violation of school policy by the applicant or the student, Tathva will issue a notice to applicant in any one of the accepted modes of communication mentioned in clause 6 of this contract to relevant communication information mentioned in the application form.
3. In case of serious violation of school policy, Tathva will immediately cancel the contract and will send a notice to this effect in any one of the accepted modes of communication mentioned in clause 6 of this contract.

4.13 Clause 13: Attendance

The responsibility of attending class is with the applicant and the student. If the student is absent from the class, Tathva is not responsible for conducting the lesson again. If a student does not come to class on a regular basis and attendance falls less than 50% continuously for 2 months, Tathva will discuss with the applicant and can decide to terminate the contract

**4.14 Clause 14: Non Payment of Fees**

Tathva may cancel the contract with the applicant with immediate effect, if tuition fees is not paid by the applicant within 30 days from the date of issue of the invoice.

4.15 Clause 15: Extra Programs and Classes

Tathva conducts programs that are not covered under the contract.

These programs will be conducted anytime of the year and is not included in the contract. Applicant can join the classes by making a separate application to join these classes. These activities may incur additional cost.

4.16 Clause 16: Payment Terms

Our goal is to provide best education to our students and make a positive difference in their lives at an affordable fee structure. While we take each and every commitment from our side seriously, we would like all parents to adhere to rules concerning payments of our school.

Tuition Fee: Tuition fees for single child admission will be in Term Installment, in case of sibling admissions there is an option of Monthly installment.

Annual fee will be divided into 3 portions and an invoice will be raised as follows		
1 installment – Feb	2 installment - June	3 installment – December

Transport Fee: Transport fee will be charged term wise.

After-school club Fee: After school club fee will be charged on a monthly basis depending on the actual usage of the class.

Separation In case of separation from the school, school need to be notified by the parents by email or a letter at least 1 month in advance.

School will compute the refund, if any, based on fee paid and will provide refund based on the notification given and remaining working days in the calendar year

*Please refer to the school fee policy at the end of this document.

4.17 Clause 17: Refund policy

We hope the information provided herewith should take care of any doubts with regards to refunds. However, for any queries regarding specific refunds you can ask for a meeting with the head of school through email.

Application Fee: Application fee is non-refundable

Registration Fee: Registration fee is non-refundable.

Building Fee: Building fee is non-refundable.

Materials, Worksheets, Craft materials Fee: Materials or notebooks or worksheets or Craft materials fee is nonrefundable.

As these are perishable items and are purchased for use by group of students, these items will not be returned.

Notebook Fee: Notebook fee is non-refundable

Transport Fee: Cancellation of Transport service must be notified prior to the start of the term. If a cancellation request is given after the start of the term, the fee will not be refund.

After School Club: Service must be requested by the parent prior to the next month.

*Please refer to the fee policy.

Tuition Fee: Parent must notify the school about Separation date 30 days prior to the actual date as per the school rules. If Separation date given by the parent is less than 30 days from the notice given by the parent, school will consider Separation date as 30th day from the notice date given by the parent. For new admissions, the tuition fee [by term or monthly] will be refunded if enrollment is canceled prior to the first day of school.

Term Tuition Fee: For existing students who pay tuition fees by term, the term fee will be returned only if a separation notice is issued 30 days prior to the start of the new term for which the fee was paid. There will be no partial refund of Term tuition fees.

5. FEE STRUCTURE AND MONTHLY FEE PAYMENT PLAN

OUR FEE STRUCTURE FOR 2017-2018			
At the time of Admission (One time)	Amount	Tax [8%]	Total
Registration Fee	¥ 40,000	¥3,200	¥ 43,200
Building Fee +	¥ 60,000	¥ 4,800	¥ 64,800
Annual Tuition Fee	Amount	Tax [8%]	Total
Kindergarten	¥ 612,000	¥ 48,960	¥ 660,960
Primary (Grade 1 to 5)	¥ 645,000	¥ 51,600	¥ 696,600
Secondary [Grade 6 – Grade	¥ 696,000	¥ 55,680	¥ 751,680
8] IGCSE [Grade 9 – Grade 10]	¥ 870,000	¥69,600	¥ 939,600

INSTALMENT FEE PAYMENT PLAN

INSTALMENTS PLAN – TUITION FEE PAYMENT STRUCTURE & DEADLINES FOR 2017-2018				
Section	1 st instalment	2 nd installment	3 rd installment	TUITION FEE (excluding tax)
	26 March 2017	26 June 2017	26 October 2017	
Kindergarten	¥ 204,000 + tax	¥ 204,000 + tax	¥ 204,000 + tax	¥ 612,000 + tax
Primary (grades 1 to 5)	¥ 215,000 + tax	¥ 215,000 + tax	¥ 215,000 + tax	¥ 645,000 + tax
Secondary (grades 6 to 8)	¥ 232,000 + tax	¥ 232,000 + tax	¥ 232,000 + tax	¥ 696,000 + tax
IGCSE (grades 9 and 10)	¥ 290,000 + tax	¥ 290,000 + tax	¥ 290,000 + tax	¥ 870,000 + tax

INSTALMENTS PLAN – TRANSPORT FEE PAYMENT STRUCTURE & DEADLINES FOR 2017-2018				
Pick-up areas	1 st instalment	2 nd instalment	3 rd installment	TRANSPORT FEE (excluding tax)
	26 March 2017	26 July 2017	26 November 2017	
Higashi Ojima, Ojima, Nishi Ojima	¥ 31,500 + tax	¥ 31,500 + tax	¥ 31,500 + tax	¥ 94,500 + tax
NishiKasai, Seishincho	¥ 42,000 + tax	¥ 42,000 + tax	¥ 42,000 + tax	¥ 126,000 + tax
Gonobashi, Kameido, Kasai, Kiyosumi	¥ 52,500 + tax	¥ 52,500 + tax	¥ 52,500 + tax	¥ 157,500 + tax
Myoden, Gyotoku, Shinozaki	¥ 70,000 + tax	¥ 70,000 + tax	¥ 70,000 + tax	¥ 210,000 + tax
Okachimachi	¥ 87,500 + tax	¥ 87,500 + tax	¥ 87,500 + tax	¥ 262,500 + tax
Funabori	¥ 31,500 + tax	¥ 31,500 + tax	¥ 31,500 + tax	¥ 94,500 + tax

MONTHLY FEE PAYMENT PLAN

Monthly fee payment option is only for families with 2 or more children enrolled/registered with Tathva International School. This facility is given with a security deposit of 1 month fee (both transport and tuition). Failure of 2 transactions within 6 months will lead to change of this plan to installment plan from following term.

MONTHLY PLAN – TUITION FEE PAYMENT STRUCTURE & DEADLINES FOR 2017-2018				
Section	26 of every previous month	No fee for this month	Reduced fee for this month	TUITION FEE (excluding tax)
	April, May, June, July, Sept., Oct., Nov., Jan., Feb., Mar.	August 2017	December 2017	
Kindergarten	¥ 58,285 + tax	¥ 0	¥ 29,150 + tax	¥ 612,000 + tax
Primary (grades 1 to 5)	¥ 61,430 + tax	¥ 0	¥ 30,700 + tax	¥ 645,000 + tax
Secondary (grades 6 to 8)	¥ 66,285 + tax	¥ 0	¥ 33,150 + tax	¥ 696,000 + tax
IGCSE (grades 9 and 10)	¥ 82,860 + tax	¥ 0	¥ 41,400 + tax	¥ 870,000 + tax

MONTHLY PLAN – TRANSPORT FEE PAYMENT STRUCTURE & DEADLINES FOR 2017-2018				
Pick-up areas	26 of every previous	No fee for this month	Reduced fee for this month	TUITION FEE (excluding tax)
	April, May, June, July, Sept., Oct.,	August 2017	December 2017	
Higashi Ojima, Ojima, Nishi Ojima	¥ 9,000 + tax	¥ 0	¥ 4,500 + tax	¥ 94,500 + tax
NishiKasai, Seishincho	¥ 12,000 + tax	¥ 0	¥ 6,000 + tax	¥ 126,000 + tax
Gonobashi, Kameido, Kasai, Kiyosumi, Myoden, Kinshicho	¥ 15,000 + tax	¥ 0	¥ 7,500 + tax	¥ 157,500 + tax
Gyotoku, Shinozaki, Toyosu	¥ 20,000 + tax	¥ 0	¥ 10,000 + tax	¥ 210,000 + tax
Okachimachi, Shin-Urayasu	¥ 25,000 + tax	¥ 0	¥ 12,500 + tax	¥ 262,500 + tax
Funabori	¥ 9,000 + tax	¥ 0	¥ 4,500 + tax	¥ 94,500 + tax

Guidelines for filling up the BANK TRANSFER FORM

委託者用 預金口座振替申込書 (預金口座振替依頼書控)
自動払込利用申込書 (控)

年 月 日

銀行
金 庫 御 中
組 合

私は、下記の収納企業から請求された金額を私名義の下記預金口座から、預金口座振替によって支払うこととしたいので、預金口座振替規定を確約のうえ依頼します。

収納企業名 三菱UFJファクター株式会社 (収納代行会社)

三菱UFJファクター株式会社 (収納代行会社) は、委託者 (収納企業) から委託を受けた代金回収代行業務を適切に遂行する為、委託された個人情報を取り扱います。

フリガナ

預金者名 Write Account Holders Name in Full

金融機関 お届出印 Registered Seal or Signature

※ゆうちょ銀行以外の金融機関ご利用の場合

Bank Name Bank Branch

コード 4-digit bank number 4-digit branch number 7-digit account number

※ゆうちょ銀行ご利用の場合

種目コード 契約種目コード 記号 (8桁目がある場合は※欄にご記入ください) 番 号 (右つめてご記入ください)

1 6 6 3 0 1 0 ※

払込先口座番号 00140-9-654553 払込先加入者名 三菱UFJファクター株式会社 開始年月 年 月

振替日 (払込日) 6日・12日・20日・26日・27日・月末日 (金融機関休業日の場合は翌営業日)

一預金口座振替規定一 ※ゆうちょ銀行を除く。

- 銀行、金庫、組合等 (以下銀行という) に請求書が送付されたときは、私に通知することなく、請求書記載金額を預金口座から引当のうえ支払ってください。この場合、種目規定または当座振替規定にかかわらず、預金通帳、同払戻請求書の提出または小切手の振出しはしません。
- 振替日において請求書記載金額が預金口座から払戻することのできる金額 (当座預金を利用できる範囲内の金額を含む) をこえるときは、私に通知することなく、請求書を返却していただきたくありません。
- この契約を解約するときは、私から銀行に書面により届出ます。なお、この届出がないまま長期間にわたり会社から請求がない等相当の事由があるときは、とくに申出をしない限り、銀行はこの契約が終了したものとして取扱って差しつかえありません。
- この預金口座振替について十分に協議が生じても、銀行の責めによる場合を除き、銀行には迷惑をかけません。

※ゆうちょ銀行をご利用の場合は自動払込み規定が適用されます。

私は、下記の料金等を預金口座振替により支払うことといたし、上記の内容を金融機関に対して依頼したので、請求書は上記の金融機関に送付してください。

委託者番号・契約者番号 6 4 4 5 8

委託者名 Tathva International株式会社 料金等の種類 学 費 等

住所 電話 ()

フリガナ

氏名

(委託者使用欄)

お客様からの受付日

三菱UFJファクター宛て発送日

データ入力日

6. GENERAL RULES

1. We believe both the school and the parents/guardians are responsible for the children's education. A close working relationship between the parents and school ensures the best outcome of children's education and welfare. We, therefore, ask parents not to hesitate to forward any suggestions that you think may improve our teaching standard.
2. We encourage parents/guardians to discuss their children's progress when there is any concern. A face to face discussion with the class teacher is always welcome. If you prefer, you can address your concerns to the principal in writing. We are here to help our youngsters to enjoy and learn.
3. Parents/guardians who are responsible for picking up a child need to be registered with the school. If the registered person cannot pick up the child, please inform the class teacher in advance. Otherwise, the child may not be allowed to leave the school.
4. Please pick up the student on time. If parents/guardians cannot reach the school on time, please telephone the school emergency telephone number 03-6808-9090 or 080-4166-5830 to inform the school.
5. Parents/guardians are only allowed to stay on the school premises with the principal or management's permission. Parents/guardians who stay on school premises with permission are responsible for their own health and safety.
6. Parents can visit the school for discussion with teachers, the principal or the management only with a prior appointment of the concerned personnel.
7. Parents cannot come in group for a meeting without prior approval of the management, as group discussions will interfere with the school's Privacy Protection Policy.
8. Whenever there is an appointment request for a meeting with a teacher, the principal or the management, please clearly define an agenda along with expected duration of the meeting in an email. The school will respond to such request within five school working days.
9. Any vacation taken outside of school calendar is parent's responsibility. Fees will not be waived under these circumstances.
10. Any changes to service tax or any other tax by Japanese government will impact the fee, and Tathva International School will make changes accordingly.
11. The school will define any breach of rules (as defined by the school) with the parent, and in some cases may initiate appropriate action (e.g. termination), by notifying the parent by email or post.

The school reserves the right to implement new rules at any given time based on the needs of the school or the students, or due to any external factors any changes to the policy will be notified to parents in an email. Such communication will be emailed to all parents and the same will be available in the School Management System {<http://tathva.moodle.webanywhere.co.uk>}.

Please write to inquiry@tathva.ed.jp in case of any queries or concerns .



7. SCHOOL'S POLICIES

7.1 PRIVACY POLICY

The School's Commitment to You

Safeguarding personal information of parents and students is a fundamental concern of Tathva International School. The school is committed to meeting or exceeding the privacy standards established by Japan's Personal Information Protection Act (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy describes the policies and practices of Tathva International School regarding the collection, use and disclosure of personal information about students and parents, including the Steps the school has taken to ensure personal and financial information is handled appropriately and securely. Tathva International School may add, modify or remove portions of this Personal Information Privacy Policy when it is considered appropriate to do so. Any such changes will be effective once notice of the revised policy has been given. It is possible to request the most recent update of this form at the school office. This Personal Information Privacy Policy may be supplemented or modified by agreements entered into between Tathva International School and an individual from time to time.

Ten Privacy Principles

As part of Tathva International School's commitment, the Ten Privacy Principles govern the actions of the school as they relate to the use of personal information. This Personal Information Privacy Policy describes the Ten Privacy Principles and provides further details regarding Tathva International School's compliance with the principles.

Definitions

In the Personal Information Privacy Policy, the following terms are defined here:

"Personal information" means any information about an identifiable individual, as further defined under Japan's Personal Information Protection Act or other applicable laws. Personal information excludes a person's name, the name or title of his/her position and any publicly available information (such as information available in a public telephone directory or a public registry) as designated under applicable laws. "Parent" means the parent, guardian, or other legal representative of a student. "Student" means a prospective, current, or past student of Tathva International School.

7.1.1 Principle 1 – Accountability

Tathva International School is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates (an) individual(s) who is/are accountable for the school's compliance with the Ten Privacy Principles.

7.1.2 Principle 2 – Identifying Purposes

Tathva International School will, before or at the time personal information is collected, indicate the purposes for which the information is collected, used and disclosed.

What Information is collected?

Tathva International School collects and uses personal information to provide students with the best possible educational services, as declared in the Mission statement of the school. Most of the information the school collects comes to the school directly from parents and students, or is information regarding the student's school activities, performance or behavior (such as



Attendance records or grades For example, when a student applies to register in the school, the school will ask for information that enables a satisfactory completion of the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs. Tathva International School also collects information in connection with the use of its computer systems.

[Personal information may also be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems.]

7.1.3 Principle 3 – Consent

Tathva International School will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed.

In determining whether consent is required and, if so, what form of consent is appropriate, Tathva International School will take into account both the sensitivity of the personal information and the purposes for which Tathva International School will use the information. Consent may be expressed, implied (including through use of “opt-out” consent where appropriate), or deemed. For example, if an individual provides his/her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied.

On giving reasonable written notice to Tathva International School, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, Tathva International School will notify the individual of the likely consequences of withdrawing his or her consent, and except where otherwise required or permitted by law, Tathva International School will stop collecting, using or disclosing the personal information as requested.

If a person provides Tathva International School, its service providers or agents with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable Tathva International School to collect, use and disclose such personal information for the purposes set forth in this Personal Information Privacy Policy.

7.1.4 Principle 4 – Limiting Collection

Tathva International School will limit the personal information collected to that information necessary for the purposes identified by the school.

7.1.5 Principle 5 – Use, Disclosure and Retention

Tathva International School will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

How is Information Used?

Tathva International School uses personal information as follows:

To communicate with parents and students, process applications and ultimately to provide students with the educational services and co-curricular programs you expect.



To enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.

Health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.

To conduct school events or request parents to volunteer for any school related activities

To obtain permission from any local authority, government organization, any educational institution or board

If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify and ask for consent before the school proceeds.

Tathva International School may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve the school.

When May Information Be Disclosed?

* Tathva International School may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how Tathva International School may disclose personal information.

When Authorized by You

* Other educational institutions routinely contact the school for personal information about students. For example, if a student moves to another school, college or university, student records are requested by the enrolling institution. Your permission to pass on these records is at the time of registration, as you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student.

* Contact information may be used as needed to provide the para-educational and administrative services usually operated by the school. These services include, among others, committee communication, participation groups, parent meetings, fundraising activities, events, and annual general meetings. In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained verbally. In other cases, such as when communication takes place through e-mail, your consent will be obtained electronically.

When Required by Law

* The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Only the information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

When Permitted by Law

*The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities. Only pertinent information is disclosed. The school does not sell, lease or trade information about its students or parents to other parties.

Outside Service Suppliers

* At Tathva International School, the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing. [For example, the school gives its yearbook publisher the information required to produce the annual yearbook.] Suppliers of specialized services are given only the information



Necessary to perform those services, and Tathva International School takes appropriate steps to ensure that such information is securely transferred and stored, and is used only to fulfill the purposes for which it was disclosed to the service provider.

Restricting Sharing Information

* If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. (Please remember that certain agencies, by law, have access to specific types of personal information. In case of such a request, the school may choose not to allow the student to continue in school, as limiting how information is shared might interfere with the operations of the school.

How Long Is Personal Information Retained?

* Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once this time has passed and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

7.1.6 Principle 6 – Accuracy

Tathva International School will take appropriate steps to ensure that personal information collected by Tathva International School is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

How may I Update Outdated or Incorrect Information?

* An individual may, upon written request to Tathva International School, request that Tathva International School correct an error or omission in any personal information that is under Tathva International School's control and Tathva International School will, as appropriate, amend the information as requested and send the corrected personal information to each third party to which it has disclosed the information during the preceding year.

7.1.7 Principle 7 – Safeguarding Personal Information

* Tathva International School will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

The School's Employees

* In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to students' personal information, but not your account with the school.

Employees are appropriately educated about the importance of privacy, and they are required to follow the school's policies and procedures regarding handling of personal information.

The Parents

* The school will not share any information pertaining to any student to any other parents. It is responsibility of parents to ensure private information [including academic, social, health] of their children is protected. With appropriate consent from the parent, the school may share contact details of parents or may request parents to share their contact details with other parents for the purpose of any school event or in case of any emergency. Parents must understand and follow the privacy policy of the school for any contact information of other parents, either obtained from the school or directly from the parents due to their association



with Tathva International School. Any complaint on misuse of any private information will lead to action including termination of their association with the school.

Student Files

* Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counselors, secretaries, etc.) who, by nature of their work, are required to see them.

Electronic Security

* The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

7.1.8 Principle 8 – Openness

* Tathva International School will make information available to individuals concerning the policies and practices that apply to the management of personal information. Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer of Tathva International School.

7.1.9 Principle 9 – Individual Access

Tathva International School will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

How May I Access My Personal Information?

* Individuals may access and verify any personal information with appropriate notice, so that the office is able to supply the information required. Most of this information is available in the registration forms and others filled out.

Parent Access to Student Personal Information

* A parent may access and verify school records of the student, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to students' records in accordance with the law.

7.1.10 Principle 10 – Complaint Process

Individuals may question compliance with the above principles.

Questions, Concerns and Complaints about privacy, confidentiality and school policies and practices* concerning the handling of personal information should be directed to the school's Privacy Officer by calling the school office. If necessary, individuals will be requested to use the school's complaint procedure and appeals policies. The personal information obtained is required in order to register a child at this school and assist the school authority in making an informed decision as to the child's suitability and appropriate placement in the school. It will also allow the school to respond to an emergency in a timelier manner.

For more information, you can write to inquiry@tathva.ed.jp



7.2 SOCIAL MEDIA POLICY

7.2.1 Individual Accountability:

Tathva International School's parents are personally responsible for the content that they post, share and respond to online. When posting online, all information is considered representative of your views and opinions, and not those of Tathva International School.

7.2.2 Confidential Information:

Online postings and conversations are not private. Do not share confidential information, internal School discussions or specific information about other students or staff.

7.2.3 School Logos:

If you wish to promote a specific Tathva International School logo or activity image without a revent, please contact our administration at inquiry@tathva.ed.jp for permission or provide a link to the official Tathva International School's Facebook or Twitter or Home page.

7.2.4 Staff-Parent Relations:

We recognize that many members of our community are staff members as well as parents or alumni parents. With this in mind, we ask that parents join the social networking site of faculty and staff with discretion. Parents should keep in mind that faculty and staff members are not required to accept invitations from parents, and should discuss respect for individual sensitive staff members' preferences or other parents concerning their social media outlets. is prohibited.

7.2.5 Guidelines for Acceptable Behavior on Social Networks

7.2.5.1 Privacy:

When posting, even on the strictest settings, comments parents should have the assumption that platforms' postings (e.g. in Twitter) are in the public domain and not protected by privacy settings.

7.2.5.2 School Values:

Tathva International School encourages parents, staff, and students to maintain high ethical standards in their use of social networks and points of view. Be respectful of the opinions of others in your posts or comments. Under no circumstances should offensive responses or comments be made. Be respectful, about criticism of students, should parents or staff be constructive. The School and its members should be helpful, and unsubstantiated information should not be commented on or forwarded. Posts and comments should help build up and support the School community.

7.2.5.3 Inappropriate Content:

It is advised to be careful in regards to comments and photos related to alcohol and other age-restricted activities. Inappropriate content, such as—but not limited to—ethnic slurs, innuendos and profane and threatening language, should be avoided.



7.2.6 Social Media Guidelines for Students

School Policies Regarding Social Networks

7.2.6.1 Age Restrictions:

Tathva International's School of Annapolis acknowledges that students are encouraged to use many social network to adhere to the school's policies. Members of the school should be at least 13 years of age.

7.2.6.2 Individual Accountability:

Tathva International School's students are personally responsible for the content that they post, share and respond to online. When posting online, all information is considered representative of your views and opinions and not those of Tathva International School's.

7.2.6.3 Confidential Information:

Online postings and conversations are not private. Do not share confidential information, internal School discussions or specific information about other students or staff.

7.2.6.4 Student-Staff Relations:

Inviting staff members to join your social network is strongly discouraged. Please respect the privacy of staff members and their preferences regarding their social networks.

7.2.6.5 Inappropriate Behavior:

The core values of Tathva International School apply to student behavior both on and off campus. In the online environment, students must follow all Tathva International School's policies and conduct himself/herself as in the school. The school will work in partnership with parents to monitor behavior that negatively affects our students or reflects poorly on the values of our school. Students may face consequences for behavior that violates our values and policies.

ADMISSION APPLICATION FORM

NOTE: Download the Application form from the school website www.tathva.ed.jp and submit the filled up form to the Admission Department.