



June 17th to July 5th, 2019

Registration Fee (20,000 yen) will be 50% discount for application before May 24th!

** If you apply 3 programs or more, 5 % discount will apply to the total tuition.*

Early Morning Programs		Time	Fee (tax excluded)
Fitness & Wellbeing		9:00-10:50 (110min)	72,000 yen
Arts & Craft		9:00-10:50 (110min)	72,000 yen
Thinking and Communication with Board Games		9:00-10:50 (110min)	72,000 yen
Introduction to Guitar		9:50-10:50 (60min)	52,500 yen
Academic Programs			
1	Middle School Program Humanities Skills Math Skills	11:00-12:20 (80min) 12:20-13:00 (Lunch Break) 13:00-14:20 (80min)	157,500 yen
2	High School Program Humanities Skills Math Skills	11:00-12:20 (80min) 12:20-13:00 (Lunch Break) 13:00-14:20 (80min)	157,500 yen
3	EAL Program Reading /Writing Speaking /Listening	11:00-12:20 (80min) 12:20-13:00 (Lunch Break) 13:00-14:20 (80min)	157,500 yen
Afternoon Programs			
Painting		14:30-15:30 (60min)	42,000 yen
Exam Prep for SAT		14:30-15:30 (60min)	52,500 yen
Exam Prep for TOEFL & IELTS		14:30-15:30 (60min)	52,500 yen
Japanese Language		14:30-15:30 (60min)	52,500 yen
Occupational Therapy		14:30-15:30 (60min)	52,500 yen

Customized Courses	Term & Time	Fee / hour (tax excluded)
Private Session	Coordinated as needed	6,500 yen/ hour
Group Session	Coordinated as needed	3,500 yen /hour
UNHS Course	Coordinated as needed	140,000 yen (Group) + Materials Fee * * approximately 30,000 yen

Descriptions of Programs

Early Morning Complementary Programs		
Fitness & Wellbeing	Summer Physical Education is an opportunity to gain fitness and health in a relaxed, positive training environment. Participants will do a two-hour daily class of fitness to help get into shape and feel great!	
Minimum number of student: 4		
Arts & Craft	Students will be guided in creative activities working independently and in small groups. Products will include key chains made of resin, pendants and origami.	
Minimum number of student: 4		
Thinking and Communication with Board Games	Participants get to take part in a wide range of exciting board games that help to improve thinking and communication, as well as social skills.	
Minimum number of student: 4		
Introduction to Guitar	This course aims to introduce the fundamentals of guitar. Participants will learn the basics of tuning, strumming and some singing. Along with fundamentals, participants will be able to learn some songs.	
Minimum number of student: 3		
Academic Programs		
1	Middle School Program Humanities Skills Math Skills Minimum number of student: 3	The Middle School Humanities and Math programs are designed to assist participants in building or refining their current knowledge in areas such as English Language Appreciation, Social Studies, Math, and Science.
2	High School Program Humanities Skills Math Skills Minimum number of student: 3	The High School Humanities and Math programs are designed to assist participants in building or refining their current knowledge in areas such as English Language Appreciation, Social Studies, Math, and Science.
3	EAL Program Reading /Writing Speaking /Listening Minimum number of student: 3	The English as an Additional Language Program aims to assist those who find the English language challenging. Participants may choose between writing/speaking or reading/listening and, with an experienced teacher, build on their previous knowledge and improve their skills in the language.
Late Afternoon Complementary Programs		
Painting	Students will use watercolor paints to practice shading, line control and composition. Fun projects will allow students to explore color mixing and shape comparison.	
Minimum number of student: 4		
Exam Prep for SAT	Students will practice the SAT exam skills in both math and language categories. Students will be supported on an individual basis as required.	
Minimum number of student: 3		
Exam Prep for TOEFL	The Exam Prep course of TOEFL aims to prepare participants for the TOEFL test. Participants will actively engage with all aspects of the exam, and gain the skills needed to improve on previous results.	
Minimum number of student: 3		
Japanese Language	Japanese Language class allows participants to develop their language skills and learn about the arts and traditions of Japan.	
Minimum number of student: 3		
Occupational Therapy	Improve strength, power, eye-body coordination and flexibility as well as getting a sense of and control of one's own body in a group class. The class will be a mix of games, partner activities and exercises.	
Minimum number of student: 3		

TIPS Summer School Information and Policy

Payment/Cancellation Policy

Payment Policy

Payment for instruction, fees, services, and material cost are required by bank transfer and paid in full by the deadline indicated on the registration confirmation email.

Cancellation Policy –Program Withdrawal and Refund–

Refund will only be provided if the student withdraws before the first day of the session. The percentage of the refund follows the list below.

3 weeks prior to the 1st day of class	100% Refund (Registration fee will be charged.)
2 weeks prior to the 1st day of class	50% Refund (Registration fee will be charged.)
1 weeks prior to the 1st day of class	25% Refund (Registration fee will be charged.)
Less than 1 weeks prior to the 1st day of class	0% Refund (Registration fee will be charged.)

TIPS School Policy

Attendance information

Attendance and punctuality are critical for successful completion of any course taken in the TIPS Summer School. Attendance is taken by minutes missed. If a student misses more than 10% of the class minutes for any reason, no grade or certificate will be issued. However, we consider the case of exceptional circumstances such as illness, family emergencies. (You may be requested to submit a proof of your reason for absence.) Please notify the school as soon as possible for any absence.

Class Make-Up

We do not provide make-up classes for students of group classes. However, we can try to arrange a private make-up class if requested at an additional cost. For private classes, we will make an effort to arrange make-up classes without charge for unavoidable exceptional circumstances. Please notify us at least 24 hours prior to the class if you would like to request a make-up. Because of the tight schedule of summer school, there are no guarantees for make-up classes.

Sign-in and Sign-out

Students are required to sign-in and sign-out at the entrance counter.

First Day of Class & Enrollment Receipt

Classroom locations will be posted at school site entrance. Students should arrive 15 minutes early on the first day only to allow time to find the classroom.

Lunch

During the lunchtime, students are allowed to go out to get lunch at convenience stores or shops near TIPS. The Sign-out and Sign-in procedure is required. In the school building, the lunch area will be the student common room. Students are allowed to eat outside as long as they are on time for the next class.

School Rules

All students are expected to adhere to the TIPS Policy and Procedures.

TIPS Summer School 2019 Application Form

Family Information

Parent/Guardian Name	Passport Country	Occupation
Name of Company		
Home Address	Postal Code	
Home Telephone	Home Fax	
Email Address		
Mobile Phone number		

How to Apply:

Please choose the course(s) you wish to apply for our summer school options. Please send the completed application form to TIPS via FAX or email. You will receive an email to confirm your registration from us within a few business days.

◆ **Registration Fee: 20,000 yen (tax excluded) will be charged per student who is registered for TIPS Summer School. Those who register before May 24th will receive a 50% discount.**

◆ There are no deadlines for applications. We accept applications as long as there is space in the desired class or an available teacher.

Application Submitted (Month/Date)	(/)
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Please fill out the courses you wish to apply from the course option sheet.

Registration Fee: 20,000 yen (10,000 yen for application before May 24^h.) (tax excluded)

· A materials fee may be charged for each UNHS credit courses in addition to its tuition, which costs approximately 30,000 yen.

Early Morning Programs: _____

Academic Programs: _____

Late Afternoon Programs: _____

Other: _____

If you are not sure of the course, please let us help you to find the course most suitable for your child.

** If you apply 3 programs or more, 5 % discount will apply to the total tuition.*

**The Summer program assessment will be issued upon completion of programs.*

Enrollment Form

First Name	Middle Name	Family Name
Age/Date of Birth (MM/DD/YY)		
Current Grade		
Current School		

- Male
 Female
 TIPS student

TIPS Summer School 2019 Application Form

Billing Information

Student Name(s): _____

Parent/Guardian Name(s): _____

Responsible for educational expenses (check one):

Father's company

Mother's company

Parent(s) or Guardian

Name of Company or Person: _____

Billing Address: _____

<For Company payers>

Contact Person:	
Title:	
Tel:	Fax:
Email:	
Type of Business:	Company Annual Income:
Main Bank Name:	
Branch Name:	

Payment Policy

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Less than 1 weeks prior to the 1 st day of class	0% Refund (Registration fee will be charged.)

Thank you very much for your time in completing the application form.

Application to be sent to:
 Email: tips@tokyoips.com
 FAX: 03-6894-0056

Information completed by _____

Date _____