



**TOKYO INTERNATIONAL  
PROGRESSIVE SCHOOL**  
*Unity Through Diversity*

# Summer School 2020

**Tuesday, June 23rd to Friday, July 10th, 2020**

**Registration Fee (20,000 yen) will be 50% discount for application before May 29th!**

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

<b>Early Morning Programs</b>	<b>Time</b>	<b>Fee (tax excluded)</b>
Fitness & Wellbeing	9:00-10:50 (110min)	70,000 yen
Painting	9:00-10:50 (110min)	70,000 yen
Cooperative Games and Teamwork	9:00-10:50 (110min)	70,000 yen
<b>Academic Programs</b>		
<b>Preparation Program</b>	11:00-11:50 (50min)	140,000 yen
Writing Skills	11:50-12:30 (Lunch Break)	
Reading Skills	12:30-13:20 (50min)	
Math Skills	13:25-14:15 (50min)	
<i>The classes will be divided based on student levels/grades.</i>		
<b>Afternoon Programs</b>		
Wire Art	14:20-15:20 (60min)	45,000 yen
Exam Prep for SAT	14:20-15:20 (60min)	50,000 yen
Exam Prep for TOEFL & IELTS	14:20-15:20 (60min)	50,000 yen
Japanese Language & Culture	14:20-15:20 (60min)	50,000 yen
Occupational Therapy	14:20-15:20 (60min)	50,000 yen
<b>Customized Courses</b>		
<b>Private Session</b>	<b>Term &amp; Time</b>	<b>Fee / hour (tax excluded)</b>
Private Session	Coordinated as needed	6,500 yen/ hour
Group Session	Coordinated as needed	3,500 yen /hour
UNHS Course	Coordinated as needed	140,000yen(Group) + Materials Fee of approximately 30,000 yen

## Descriptions of Programs

<b>Early Morning Complementary Programs</b>		
<b>Fitness &amp; Wellbeing</b>		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 students: 4		
<b>Painting</b>		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 students: 3		
<b>Cooperative Games and Teamwork</b>		The Cooperative Games and Teamwork course is designed to teach students the importance of working together in a fun, engaging way. All games (video, board, and card) played in class will involve some form of teamwork.
Minimum number of students: 4		
<b>Academic Programs</b>		
Minimum number of students: 3		
1	<b>Reading</b>	A versatile program that meets learners' needs, our reading sessions will help prepare students for the reading load of their next academic year. Targeted skills include comprehension and critical thinking skills such as summarization and inference, presented in a reading circle style. The classes will be divided based on student levels/grades.
2	<b>Writing</b>	Various forms of writing structures are taught and practiced in this writing course. From mechanics of writing to polishing the writer's voice. The classes will be divided based on student levels/grades.
3	<b>Math Skills</b>	This course focuses on reviewing the previous academic year skills and previewing the next year's topics. An individual approach focuses on the gaps a student experiences in math. The classes will be divided based on student levels/grades.
<b>Late Afternoon Complementary Programs</b>		
<b>Wire Art</b>		The Wire Art course this summer will guide students to create sculpture art such as trees and dragonflies. Students will gain experience using tools to shape the wire designs and then mount the finished produce on a variety of media such as rock and wood.
Minimum number of students: 4		
<b>Exam Prep for SAT</b>		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 students: 3		
<b>Exam Prep for TOEFL</b>		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 students: 3		
<b>Japanese Language and Culture</b>		Japanese Language and Culture allows participants to develop their language skills and learn about the arts and traditions of Japan.
Minimum number of students: 3		
<b>Occupational Therapy</b>		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. An additional emphasis will be on handwriting and fine motor skills. The class will be a mix of games, partner activities and exercises.
Minimum number of students: 3		

## TIPS Summer School Information and Policy

Payment/Cancellation Policy

**Payment Policy**

Payment for instruction, fees, services, and material cost (UNHS course only) 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.

21 days prior to the 1st day of class	100% Refund (Registration fee will be charged.)
14 days prior to the 1st day of class	50% Refund (Registration fee will be charged.)
7 days prior to the 1st day of class	15% 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 2020 Application Form

## Family Information

### How to Apply:

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

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 29<sup>th</sup> 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.

<b>Application Submitted (Month/Date)</b>	( / )
---	-------

**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 29<sup>th</sup>.)** (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 2020 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

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 1 <sup>st</sup> day of class	100% Refund (Registration fee will be charged.)
2 weeks prior to the 1 <sup>st</sup> day of class	50% Refund (Registration fee will be charged.)
1 weeks prior to the 1 <sup>st</sup> day of class	15% Refund (Registration fee will be charged.)
Less than 1 weeks prior to the 1 <sup>st</sup> 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 \_\_\_\_\_