



Summer School 2020

Monday, June 22nd to Friday, July 10th, 2020

Registration Fee (20,000 yen) will be 50% discount for application before June 8th!

All courses will be taught face to face in our building as health conditions shows.*

Online options are also available for those prefer them.*

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

Course available for face-to-face: ● / Course available for online: ★

Early Morning Complementary Programs			
	Location	Time	Fee (tax excluded)
Fitness & Wellbeing	●	9:50-10:50 (60 min)	54,000 yen
Painting	●	9:30-10:50 (90 min)	54,000 yen
Coding: Scratch for Beginners	●★	9:50-10:50 (60 min)	54,000 yen
Academic Programs			
Preparation Program Writing Skills Reading Skills Math Skills <i>The classes will be divided based on student levels/grades.</i>	●★	11:00-11:50 (50 min) 11:50-12:30 (Lunch Break) 12:30-13:20 (50 min) 13:25-14:15 (50 min)	150,000 yen
Late Afternoon Complementary Programs			
Wordsmith	●★	14:20-15:20 (60 min)	54,000 yen
Exam Prep for SAT	●★	14:20-15:20 (60 min)	54,000 yen
Exam Prep for TOEFL	●★	14:20-15:20 (60 min)	54,000 yen
Japanese Language	●★	14:20-15:20 (60 min)	54,000 yen
Occupational Therapy	●	14:20-15:20 (60 min)	54,000 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	140,000yen(Group) + Materials Fee of approximately 30,000 yen

Descriptions of Programs

Early Morning Complementary Programs Minimum number of students: 3	
Fitness & Wellbeing (●)	Summer Physical Education is an opportunity to gain fitness and health in a relaxed, positive training environment. Participants will do an hour daily class of fitness to help get into shape and feel great!
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. Material fee is included in the fee.
Coding: Scratch for Beginners (●★)	In this online course, students will learn how to use Scratch, a visual programming language that students can use to design and create their own games! All they need is a computer with an Internet browser.
Academic Programs Minimum number of students: 3	
1	Reading (●★) 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	Writing (●★) 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	Math Skills (●★) 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.
Late Afternoon Complementary Programs Minimum number of students: 3	
Wordsmith (●★)	Students practice writing in a variety of styles to prepare for the challenges at the next grade level. Styles include creative writing, descriptions, critiques, and expository writing, all taught in a supportive environment.
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. Course fee includes the materials fee.
Exam Prep for TOEFL (●★)	The Exam Prep course for 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. Course fee includes the materials fee.
Japanese Language (●★)	Japanese Language allows participants to develop their Japanese languages skills in areas of reading, writing, speaking and listening.
Occupational Therapy (●)	Improve strength, power, eye-body coordination and flexibility as well as getting a sense of 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. This therapy is conducted face-to-face, using best practices for good health including facemasks, good ventilation and frequent hand washing.

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 week 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 cases of exceptional circumstances such as illness and 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 10 minutes early on the first day only to allow time to find the classroom.

Lunch

During lunch hour, students are allowed to go out to get lunch at convenience stores or shops near TIPS. The sign out and sign in procedures are 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.

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

TIPS Summer School 2020 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 June 8th will receive a 50% discount on the registration fee.**

◆ 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)	(/), 2020
---	----------------------------

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 June 8th.) (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 st day of class	100% Refund (Registration fee will be charged.)
2 weeks prior to the 1 st day of class	50% Refund (Registration fee will be charged.)
1 weeks prior to the 1 st day of class	15% Refund (Registration fee will be charged.)
Less than 1 week 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 _____