



Tokyo International Progressive School Registration Package

It is our pleasure to offer you the opportunity to have your child attend Tokyo International Progressive School (TIPS).

Should you wish to move forward with an enrollment, please first complete these Registration Forms. Receipt of The Registration Package and Registration fee, 350,000 yen (plus tax), will confirm the student's place in the school. The family has two weeks to submit the forms and fee.

The registration forms include:

- ☐ Service Agreement
- ☐ Liability Waiver Form
- ☐ School Policies
- ☐ TIPS Medication Policy
- ☐ Billing Information
- ☐ Lunchtime Open Campus Permission
- ☐ Student Photo Release Form
- ☐ School Bus Policy and Agreement
- ☐ Annual Field Trip Release Form
- ☐ Physical Education T-Shirts Form
- ☐ PSA
- ☐ TIPS Parent Directory

Please kindly make the payment of 350,000 yen plus tax (350,000 yen for government payers) for your registration to our bank account below. The registration fee is not refundable.

Bank Transfer Information

Bank of Mitsubishi UFJ (0005)
Kyobashi Branch (023)
Futuu (ordinary) 0019157
Tokyo International Progressive School
トクテイヒエイリカツト ウホウジ ソトウキョウインターナショナルプログ レッシブスクール
("トクテイヒエイリカツト ウホウジ ソ" is not necessary to write down in the transfer)

Foreign Remittance Information

Account Holder: Tokyo International Progressive School
Account Holder Address: 1 Chome-5-20 Kamata, Setagaya City, Tokyo Japan, 157-0077
Phone Number: 03-5717-0511
Account Number: 0019157
Account Type: Savings
Bank Name: Bank of Mitsubishi UFJ
Bank Code: 0005
Branch Name and Code: Kyobashi Branch (023)
Branch Address: 1-7-3 Ginza Chuo-ku Tokyo Japan
Swift Code: BOTKJPJT

If you need any assistance completing the registration process, please do not hesitate to contact Office Manager, Junko Nakamura.

Email Address: jnakamura@tokyoips.com

Registration Form Mailing Address:
Tokyo International Progressive School
1-5-20 Kamata Setagaya-ku,
Tokyo 157-0077 Japan
TEL: (+81) 3-5717-0511 FAX: (+81) 3-5717-0512



Service Agreement 2023 - 2024

Initial Fees for New Students

	Before Tax	After Tax 10%
Application Fee (one-time, non-refundable)	¥ 30,000	¥ 33,000
Registration Fee (one-time, non-refundable)	¥ 350,000	¥ 385,000
School Development Fee (one-time, non-refundable)*	¥ 600,000	¥ 660,000

* **School Development Fee** is designated for facility management and maintenance, external facility costs, improvement of school resources, and upgrading of technology.

Annual Tuition and Fees

	Before Tax	After Tax 10%
Tuition (annual)	¥ 2,689,600	¥ 2,958,560
Educational Enhancement Fee (annual)**	¥ 200,000	¥ 220,000
Bus (optional) (annual)	¥ 340,000	¥ 374,000

** **Educational Enhancement Fee** is designated for Learning Support resources, maintaining student - teacher ratio, Teacher Professional Development resources, and external educational services and consultants.

Note: Scholarships (Discount for tuition/educational enhancement fee) are available for students whose parents are solely responsible for education expenses and require financial assistance to meet these expenses. Please contact the office for more details.

Payment Structure

Invoices will be mailed one month prior to the deadline. Payment must be made by bank transfer. **Please refer to the following payment terms and schedule of the tuition:**

- A) **Annual** tuition payment due by May 31st.
- B) **Semester** tuition payment due by May 31st and January 1st.
(Amount including tax: ¥1,479,280 for Semester 1 / ¥1,479,280 for Semester 2.)
- C) **Quarterly** tuition payment due by May 31st, October 15th, January 1st, and March 15th.
(Amount including tax: ¥739,640 for Qtr 1 / ¥739,640 for Qtr 2 / ¥739,640 for Qtr 3 / ¥739,640 for Qtr 4.)

Full payment of the Educational Enhancement Fee (annual), the school development fee (for new students) and the bus fee (optional) are required with the first tuition payment.

Late Fees, Rolling Admissions, Withdrawal, and Expulsion

- Payments delayed by more than one month will prohibit the school from issuing any official documentation. Payment that is delayed beyond two months will result in cancellation of enrollment.
- In the case of early withdrawal, if a student has been registered for more than two weeks, the applied quarter's full tuition and Educational Enhancement Fee will NOT be refunded. If a student is registered for less than two weeks, the applied quarter's full quarter tuition and Educational Enhancement Fee will be refunded. The School Development Fee and the Registration Fee are non-refundable after the first day of registration. Bus fees will be refunded on a pro rata basis using a ten-month period. This is regardless of payment schedule.
- As families receive notice of relocation of assignments or job transfers, it is necessary to write a notice to inform the office of a child's last day of attendance. We should receive this at least two weeks prior to departure.

Technology Requirement

Families provide laptop computers for students to use at TIPS. Our recommendation is a MacBook Air 13 inch, for student purposes. Non-Macintosh laptops, while acceptable, are not ideal. All laptops must have Google Classroom capabilities.

I fully understand and agree to the terms of this agreement.

Student Name:

Parent/Guardian Signature:

Date:



Liability Waiver Form 2023 - 2024

I understand and agree with the following terms and conditions:

I understand that there are risks and dangers inherent in participating in curricular activities and extracurricular activities taken at Tokyo International Progressive School and any other outdoor activities related to or generated from Tokyo International Progressive School. I also understand that in order to be allowed to participate, I must give up my rights to hold Tokyo International Progressive School liable for any damage that my son or daughter may suffer while participating in activities. Knowing this, and in consideration of being permitted to participate, I hereby voluntarily release Tokyo International Progressive School from any liability resulting from or arising out of my child's participation in activities.

I understand and agree that this release will have the effect of releasing, discharging, waiving, and forever relinquishing any and all actions or causes of action that my child may have or have had, whether past, present, or future, whether known or unknown, and whether anticipated or unanticipated by my child, arising out of my child's participation. This release constitutes a complete release, discharge, and waiver of any and all actions or causes of action against Tokyo International Progressive School and its officers, agents, or employees.

I understand and agree that this release applies to personal injury, property damage, or wrongful death which my child may suffer, even if caused by the acts or omissions of others.

I understand and agree that by signing this release, I am assuming full responsibility for any and all risk of death or personal injury or property damage suffered by my child while participating in activities. I understand that and agree that this release will be binding on me, my spouse, my heirs, my personal representatives, my assigns, my children and guardian ad litem for said children.

I understand and agree that by signing this release, I am to release, indemnify and hold Tokyo International Progressive School and its officers, agents, or employees harmless from any and all liability or costs, including attorney fees, associated with or arising from my child's participation in school activities.

Student Name: _____

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

(Signature required for students 18 years and older only)

**** PERMISSION FOR EMERGENCY TREATMENT ****

If I cannot be reached, TIPS personnel can seek emergency treatment for my child.

Parent Signature: _____

Date: _____

*** Emergency Contact in Japan (other than parents) ***

Name: _____

Relationship: _____

Phone # _____



School Policies

The TIPS Student Handbook is a document that is well referenced in the course of the school year. It explains important school policies on the topics of attendance, dress code, and behavior. In addition, the handbook outlines procedures in case of emergencies such as earthquake, fire and inclement weather.

As enrolling families form a partnership with TIPS to create the best learning environment possible for the student, full understanding and compliance of the Student Handbook is necessary. As part of our registration process, parents are obliged to read and understand the Student Handbook. Teachers do ensure students understand the contents in our Teacher Advisory Program time.

After reading the handbook, if you have any questions or concerns, do not hesitate to contact the principal of TIPS for clarification.

For reference, a copy of the current Student Handbook can be found at our website here:

Student handbook: <http://www.tokyoips.com/studenthandbook/>

☐ I have read and understood the TIPS Student Handbook and agree to its terms. As a parent or guardian, I do support Tokyo International Progressive School's discipline and academic policies.

Student Name: _____

Parent/Guardian Name (printed): _____

Parent/ Guardian Signature: _____



TIPS Medication Policy

Medical Care at School:

There are legal restrictions on the handling of both prescription and over-the-counter (OTC) medications by non-medical professionals. Therefore, Tokyo International Progressive School staff members cannot provide oral medications or other medical procedures for students.

We *can* provide the following:

- Napkins for young women who are menstruating.
- Heat pads for menstrual pain.
- Basic first aid, which our staff is trained for.
- Rest on a cot for up to 30 minutes.

In general, if a student is not well enough to attend class, after a 30-minute rest, parents are required to either pick up or dismiss students when their conditions do not improve enough to continue attending classes.

Bringing Medication to School

In order to prevent accidental ingestion of medication, in general, TIPS prohibits students from bringing *any* medication, either prescription medicine or OTC medicine, into the school, including ointments and eye drops.

If your child has a contagious condition that requires medication, please keep them at home.

For non-contagious health conditions for which a student can attend school but a dosage is required during the school hours, we ask families to choose one of the options below:

1. Consult with your doctor to adjust the timing of dosages of the medication to avoid taking a dose during school hours. For example, change the dosage from three times to twice a day. If medication must be taken three times a day, consult your doctor about the possibility of a morning dose, an after-school dose, and a bedtime dose.
2. Parents/guardians come to school to administer the medication themselves.
3. If the above two options are not feasible, in unavoidable circumstances, obtain authorization from the office for a student to self-medicate, described below.

Unavoidable Circumstances

If options 1 and 2 above are not possible and it is deemed necessary by your doctor that medication be brought to school, preauthorization must be obtained from the school office in advance. This includes all types of medicine and medical devices, including asthma inhalers and EpiPens. Please contact the office by telephone or e-mail to explain your situation.

When the approval is granted, a parent or guardian will complete and submit the TIPS form "In School Medication Authorization and Release of Liability " to our office.

Students will:

- Bring the medication to the school office upon arrival for filing and storage.
- Come to the school office at the correct time to self-administer the medicine under the staff's supervision. Students will take responsibility for arriving at the correct time and taking the correct dosage.

With the school's knowledge, a student may keep life-saving emergency medication such as an EpiPen or an inhaler for easy and quick access, as well as it being stored at the school office.

Authorization for Medication to be Taken at School

Moving forward with medications taken at school, we require parents and students to understand and agree on the following points:

- Parents will provide medication details on the form, "In School Medication Authorization and Release of Liability ".
- For prescription medicine, provide a copy of the prescription. Separate single doses into individual bags and label each bag with the student's name.
- OTC medicines will be in the original container with the manufacturer's dosage, and labeled with the student's name and date, with the safety seal intact.
- At TIPS, school staff can only store medicine and supervise self-medication.
- It is the student's responsibility to come to the office to self-medicate in the office. For outdoor school events, a designated staff member will carry the dose.
- TIPS does not take responsibility for the amount of dosage, or any medical problems including side effects.

☐ I understand that if a student is found with non-approved medication, they may face disciplinary actions.

☐ I have understood and agreed on the TIPS medical policy.

Parent Name: _____ Parent Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____



Billing Information 2023 - 2024

Responsible for educational expenses (check one):

☐ Father's company

☐ Mother's company

☐ Parent(s) or Guardian

Please choose a payment schedule:

☐ Quarterly

☐ Semester

☐ Annual

< For Company payers only >

Name of Company or Person:

Billing Address:

Contact Person:

Title:

Tel: Fax:

Email:

Type of Business:

Company Annual Income:

Main Bank Name:

Branch Name:

Bank Transfer Information: MUFG Bank, Ltd. (0005)

Kyobashi Branch (023)

Futuu (ordinary) 0019157

Tokyo International Progressive School

トクテイエイリカツト ウホウジ ヌ トウキョウインターナショナルプログ レッシブ スクール

("トクテイエイリカツト ウホウジ ヌ" is not necessary to write down in the transfer)

Information completed by:

Date:



Lunchtime Open Campus Permission

(Only for Grades 9 to 12)

Tokyo International Progressive School has an open campus during the lunch hour for students in grades 9-12. While many students bring a packed lunch from home or order lunch through our student council class, one option for lunch is to go out and get a meal from neighborhood shops unsupervised. Additionally, students may walk outdoors for relaxation and additional exercise during the lunch hour unsupervised.

Students leaving the building are required to sign out at our entrance. Returning students sign in. The school may prohibit students from leaving the building if they don't come back to school by the end of lunchtime.

Please inform us of your decision to grant permission for your son or daughter to leave the building unsupervised during the lunch hour.

☐ (YES) My son or daughter may leave the school building unsupervised during the lunch hour.

☐ (NO) I do not permit my son or daughter to leave the school building unsupervised during the lunch hour.

Student Name: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____



Student Photo Release Form

Tokyo International Progressive School occasionally publishes pictures of students involved in school activities. Publications may include the TIPS website, social media accounts such as Facebook and Instagram, emails, the monthly TIPS Journal, and school promotional materials such as brochures, flyers, magazine ads, etc.

The TIPS yearbook is a school publication and is not covered by this photo release form. Each student's photo will appear in the yearbook regardless of your selection below.

Please note the following:

- Any picture of a student posted to the website and TIPS social media accounts, whether team/group or individual, will not include personal information (name, grade, etc.).
- Some of these pictures may be action shots or candid photos taken during participation in an event. Other pictures may be staged for specific purposes.

☐ (YES) I hereby consent to authorize TIPS to use and reproduce any and all photographs taken of this student for TIPS publications without compensation to me. All digital data related to the images will be TIPS property.

☐ (NO) I withhold Permission for TIPS to use this student's photo for any TIPS publications as described above.

Student Name: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____



School Bus Policy and Agreement

School Bus Policy and Agreement

The time students spend on the bus is an extension of their school day. This includes the rides for field trips, physical education class, and school events as well as morning and afternoon regular bus service. Additionally, the school bus is an extension of the school campus. Therefore, this policy and agreement further defines the School Rules.

Student Responsibilities

All students are responsible for:

- Obeying the instructions of bus drivers, TIPS staff and chaperones.
- Keeping the bus clean (cleaning up after themselves).
- Not eating (PET bottle drinks are allowed) on the bus.
- Riding the bus safely (fastening the seatbelt at all times, keeping the entire body in the bus, not walking while the bus is in motion or stationary unless embarking or disembarking).
- Being respectful of others (not using loud and/or offensive language, not participating in physical activities that annoy or endanger other riders and the bus driver).
- Reporting the damage of the school bus (caused by themselves) to the school office immediately.
- Keeping the bus windows closed while the bus is running.

Information for Regular Bus Students

- Departure times will be strictly adhered to.
- Students will be picked up and dropped off at designated points.
- Students are responsible to directly inform the school office in advance if they will not take the return bus.

Discipline Procedure:

Infractions of the School Bus Policy and Agreement will be addressed according to their severity. Bus privileges may be revoked.

I fully understand and agree to the terms of this agreement.

Student Name: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____



Annual Field Trip Release Form

This form will be on file at the school office for the current school year. A field trip notification will be sent home prior to each off-campus field trip. This permission slip does not include permission for overnight residential trips or field trips not occurring during the regular school hours.

I give my permission for my child to participate in all sports and school-sponsored trips away from school premises throughout the current school year. Students will be accompanied by a teacher and will be under adequate supervision. I understand that I will be given at least 48 hours notice of all trips away from school premises. I further understand that I may revoke permission for a specific field trip by phone call or written notice hand-delivered to the school office more than one day prior to the trip.

Although the school desires to provide a safe and enjoyable time for all students, accidents can still happen. I/We understand that there are risks/dangers involved with participating in off-campus trips and their associated activities. In consideration of my child being allowed to participate in this event, I/we assume responsibility for those ordinary and reasonable risks associated with the travel and activities. I/We agree to hold blameless Tokyo International Progressive School, its affiliated organizations, employees, agents, and representatives, including volunteer and other drivers, from any and all claims arising from my child's participation. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees, or volunteers.

In case of an accident, illness, or other emergency, I/we request that the school contact me. If the school cannot reach a parent/guardian after conscientious effort, I/we give permission for the school staff to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for school staff to call paramedics immediately and then contact me/us as soon as possible thereafter.

Father/Guardian's signature and date

Name Printed: _____

OR

Mother/Guardian's signature and date

Name Printed: _____

If the child lives with both parents, both parents must sign the release.



Physical Education T-Shirts Form

<Requirement for PE students >

All TIPS students who undertake Physical Education are required to wear the designated TIPS athletic wear to each PE class. PE uniforms are available for purchase at the beginning of each school year or at the time of enrollment for ¥1,000 per shirt. It is recommended that students enrolled in PE purchase two shirts each.

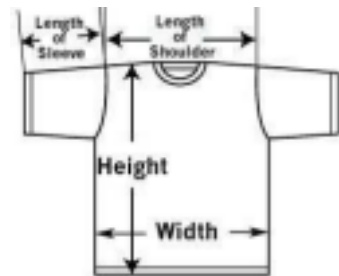


Student Name: _____

Number of Shirts: _____

Size (from the chart below): _____

Total: ¥ _____



Size	Height	Width	Length of Shoulder	Length of Sleeve
XS	63cm	46 cm	41 cm	18 cm
S	66 cm	49 cm	44 cm	19 cm
M	70 cm	52 cm	47 cm	20 cm
L	74 cm	55 cm	50 cm	22 cm
XL	78 cm	58 cm	53 cm	24 cm
XXL	82 cm	61 cm	56 cm	26 cm



Parent Staff Association (PSA)

Our Mission Statement

The mission of the Parent Staff Association is to encourage student achievement, enrich the learning environment at ISS, and build partnerships between families, TIPS and the community. The PSA and each of its members shall provide positive examples to all students through our efforts to promote the following goals.

- Provide a safe, healthy and pleasant environment for all students.
- Support a learning environment which prepares a student to become a responsible and contributing member of a changing society.
- Support and encourage the parents, staff and teachers to educate and better prepare each student for success to identify and attain their goals.
- Support a learning environment and curriculum which provides an educational program which nurtures creative and critical thinking, the development of values and lifelong learning.
- Encourage communication and a partnership between the TIPS staff, the parents and the students.

The Importance of Joining the Parent Staff Association

- Stay connected with your child's school.
- Membership provides an opportunity to improve and enhance your child's school experience.
- Meet with administrative staff and other parents from various countries - sharing ideas, concerns and various experiences.
- Volunteer your individual skills and talent or meet parents with similar interests which can enrich your experience while living in Tokyo.
- Participate in fundraising events that will help purchase needed educational materials that will benefit all students.
- Be a role model for your child. Through your participation, you are showing your child the importance you place on his or her education.

Throughout the year, PSA holds regular meetings to host various kinds of fun events for students and families. TIPS Parent Staff Association asks for your donations (10,000 yen per family per year) to support our activities.

If you would like to make a donation, please refer to the payment methods below.

a. Bank Transfer:

Note: The bank account is different from the one used for tuition payment.

Bank of Mitsubishi UFJ (0005)
Kyobashi Branch (023)
Futuu (ordinary) **0763087**
Tokyo International Progressive School
トクテイヒエイリカット ウホウジ ントウキョウインターナショナル プログ レッスフスケール
("トクテイヒエイリカット ウホウジ ン" is not necessary to write down in the transfer)

b. Cash payment at the school office

Thank you for your cooperation.



TIPS Parent Directory

At TIPS, we share the family directory to all the TIPS parents in order to enhance their communication. The directory will be in the password protected page on our website.

The directory is only provided for the personal and private use of TIPS families. It will NOT be used for any other purpose.

Please fill out the information you are willing to share.

Guardian 1 name:	
Email address:	
Language spoken (necessary):	
Guardian 2 name:	
Email address:	
Language spoken:	