



## UIA International School of Tokyo

### After Care Student Payment Regulations

#### Article 1 Purpose

These Regulations establish necessary details concerning extended day care fees, admission fees, and necessary fees pertaining to education and childcare in relation to the after-care service at UIA International School of Tokyo (hereinafter referred to as “UIA”).

#### Article 2 Extended Day Care Fees, and Admission Fees

Extended day care, admission, and other fees charged by UIA shall be as set forth in the attached Fee Table.

#### Article 3 Breakdown of fees

The breakdown of extended day care, admission, and other fees charged by UIA shall be as follows:

1. Admission fees (1-time payment at the time of admission).
2. Extended day care fees indicate the following two fees:
  - (1) Extended day care fees (cost of using the day care service for one month, or the cost of using the day care service on a temporary basis)
  - (2) Other fees (fees may be charged for teaching materials, recitals, and other activities.)

#### Article 4 Payment of Extended Day Care Fees

The extended day care fees set forth in item (1) of paragraph 2 of the preceding Article shall be paid in full each month, and the fees set forth in item (2) of paragraph 2 of the preceding Article shall be paid whenever UIA requests payment.

#### Article 5 Due date

The due dates for payment of extended day care fees shall be as follows:

1. Extended day care fees should be paid by the 26th day of the month prior to the month in which intending to use the after-care service; provided, however, that if using the after-care service on a temporary basis, and in the event of increasing the number of times the service is used per week, fees shall be paid each time UIA requests payment.  
If a due date set forth in this paragraph falls on a day banks are closed such as Saturdays, Sundays and national holidays, the due date shall be the next day the banks are open.
2. An invoice for extended day care fees will be issued by e-mail around the 10th day of the

payment month.

## Article 6 Payment method

The payment method for extended day care fees shall be as follows:

1. Extended day care fees shall be paid by manual or automatic bank account transfer.
2. If choosing to pay by manual bank account transfer, payment shall be made by bank transfer to the MUFG or Mizuho bank account designated by UIA. The bank accounts designated by UIA are indicated on invoices issued by UIA.
3. If choosing automatic bank transfer and if automatic bank account transfer is not possible on the transfer date, payment shall be made by manual bank account transfer into the bank account designated by UIA, regardless of the reason.
4. The payer (student or parent/guardian) shall bear bank transfer fees when paying extended day care fees.

If UIA refunds extended day care fees for any reason, any bank transfer fees to be paid by UIA shall be deducted from the amount refunded. If the amount to be refunded is less than the bank transfer fee, UIA shall not refund the amount.

## Article 7 Payment of Admission and Extended Day Care Fees in the First Month of Using the Service

Admission fees shall be as follows:

1. Admission fees and extended day care fees for the first month in which using the service shall be paid by manual bank account transfer into the bank account designated by UIA by the due date designated by UIA after passing the admissions assessment. If payment cannot be confirmed by the due date specified by UIA, admission permission may be withdrawn.
2. Students already enrolled at UIA who wish to use the after-care service shall be exempted from paying admission fees.

## Article 8 Calculation of Extended Day Care Fees If Starting to Use the Service During the Academic Year

Extended day care fees if a student is admitted to UIA and starts using the after-care service during a month shall be charged from the month in which admitted, and shall not be prorated.

## Article 9 Late Payment Charges

If UIA is unable to confirm payment of extended day care fees by the due date, an amount calculated according to the number of days payment is delayed, from the day immediately following the due



date to the day payment is credited into the bank account designated by UIA, must be paid as a late payment charge, calculated at a rate of 0.04% per day on the total amount invoiced.

In the case of automatic bank account transfers, if payment fails to be transferred due to insufficient funds, a late payment charge shall be charged in accordance with this Article; provided, however, that if the transfer failed due to reasons other than insufficient funds, payment shall be made within 10 business days from the due date by manual bank transfer to the bank account designated by UIA, and late payment charges shall not be charged. However, if payment is not made within 10 business days of the due date, a late payment charge must be paid calculated from the 10th business day after the due date, in accordance with this Article.

### Article 10 Failure to Pay Extended Day Care Fees

Handling if unable to confirm payment of the full amount of extended day care fees by the due date shall be as follows:

1. UIA may suspend use of the after-care service or expel a student if a part of the extended day care fees is paid more than one month late.
2. No privileges shall be granted to students who have been expelled due to failure to pay extended day care fees and who re-enroll (in the kindergarten or school) at a later date.

### Article 11 Changing Usage Frequency, Terminating Use

If wishing to increase the number of times the after-care service is used a week or to terminate use, notice must be given using a form prescribed by UIA as soon as possible, and no later than 14 days prior to the date on which making such changes. If usage frequency is increased before 14 days have elapsed after notifying of the increase in the number of times the after-care service is used a week, the increase shall be treated as temporary use.

### Article 12 Refunds of Admission and Extended Day Care Fees

Refunds of admission and extended day care fees shall be handled as follows:

1. Admission and extended day care fees paid to UIA shall not be refunded for any reason whatsoever.
2. Notwithstanding the provisions of paragraph 1 of this Article, extended day care fees paid prior to enrollment at UIA shall be refunded in full only if a clear manifestation of intent not to enroll is sent by e-mail to the UIA admissions officer (admissions@uia.jp) by the day prior to the enrollment date.
3. If UIA closes the kindergarten due to a force majeure (including war, terrorism, natural disasters, weather, epidemics or the like), UIA shall not provide any discount or refund of

extended day care fees.

4. UIA shall not refund any extended day care fees for the month in which a student terminates use if a student terminates use of the after-care service during a month; provided, however, that this shall not apply if UIA decides to expel a student.
5. Notwithstanding the provisions of paragraph 1 of this Article, if the after-care service is cancelled due to UIA's circumstances, the number of weeks in the month in which the service was cancelled shall be deemed to be four weeks, and an amount shall be refunded that is calculated by dividing extended day care by the [number of times extended day care was scheduled to be used per week multiplied by four] and multiplying such amount by the number of days the service was cancelled.

### Article 13 Payment and Refunds when terminating use

Payment and refunds of extended day care fees when terminating use shall be handled as follows:

1. Extended day care fees for the month in which the date of terminating use falls shall be paid. In such case, the date of termination of use shall be 14 days after UIA receives the notice of termination of use in accordance with the provisions of Article 11, or the actual date of termination of use, whichever is later (the same applies hereinafter).
2. Any extended day care fees that have been paid for the month after the month in which the date of termination of use falls shall be refunded.
3. If choosing to pay extended day care fees by automatic bank transfer, UIA shall undertake procedures to cancel the automatic bank account transfer as soon as possible after receiving a notice of termination of use. However, cancellation may not be possible due to circumstances at the financial institution. In such case, extended day care fees shall be refunded in accordance with the provisions of Article 6.4.
4. The due date for refunding extended day care fees shall be the last day of the month following the month in which the date of termination of use falls.

### Article 14 Fees for Issuing Certificates and Other Documents

The fees for issuing certificates and other documents shall be as follows:

1. Receipts for payment of extended day care fees: Bank transfer statements issued by the financial institution act as a substitute for a receipt. When using online banking, a printout of the screen showing the completion of the transfer acts as a substitute for the receipt. A fee of 330 yen (including consumption tax) shall be charged per receipt if a parent/guardian wishes to be issued with a paper receipt.
2. A fee of 1,100 yen (including consumption tax) shall be charged per copy for issuing certificates.

3. A fee of 550 yen (including consumption tax) shall be charged per card for reissuing an ID card.

### Article 15 Discounts

Discounts for extended day care fees shall be as follows:

1. Sibling discounts shall not be applied to extended day care fees, even if more than one sibling is enrolled at UIA at the same time.
2. If students enrolled in UIA’s kindergarten program use the after-care service, with the exception of temporary use, extended day care fees for such students shall be discounted generally by 30% discount as a current student discount.
3. Students who use the after-care service within one year of the date of terminating use shall be exempted from paying admission fees.

END

### Supplementary Provisions

These Regulations were revised on February 24, 2023 and come into effect on April 1, 2023.

These Regulations were originally written in Japanese and translated into English text for reference purposes only. If there is any conflict or inconsistency between these two texts, the Japanese text will take precedence.

別表-料金表 / Appendix - Fee Table

アフターケア

(単位：円)

After Care

(Unit: yen)

延長保育 Extended Day Care	利用回数	利用可能時間	入園料	月額利用料	1時間利用料
	Usage Frequency	Extended Day Care Hours	Admission Fees	Monthly Usage Fees	Hourly Usage Fees
週1日 Once a week	14:00	~ 15:30	11,000	9,900	
		~ 17:00	11,000	19,800	
		~ 18:00	11,000	26,400	
週2日 Two days a week	14:00	~ 15:30	11,000	15,000	
		~ 17:00	11,000	30,000	
		~ 18:00	11,000	40,000	
週3日 Three days a week	14:00	~ 15:30	11,000	21,000	
		~ 17:00	11,000	42,000	
		~ 18:00	11,000	56,000	
週4日 Four days a week	14:00	~ 15:30	11,000	26,000	
		~ 17:00	11,000	52,000	
		~ 18:00	11,000	69,000	
週5日 Five days a week	14:00	~ 15:30	11,000	30,000	
		~ 17:00	11,000	60,000	
		~ 18:00	11,000	80,000	
一時預り Temporary Use	14:00	~ 18:00	11,000		2,200