



Application Booklet

KAIS International School

KAIS High School Entrance Requirements

Students planning to enter KAIS High School must:

1. Successfully complete all grades prior to intended grade of entry;
2. Complete the necessary application forms and submit them along with the required application essays (see below);
3. Achieve a passing score on mathematics and English entrance examinations administered by KAIS High School. Please note that the English examination will include a brief interview;
4. Submit attached Confidential Recommendation and Mathematics Placement Recommendation.

Application Essays

Student candidates must write three application essays—a longer essay written in response to Prompt A explained below and two shorter essays based on any two of the three options (Option 1, Option 2, Option 3), also explained below. All three essays must be completed at home. Students may ask teachers or parents for advice regarding the essays, but the actual writing, proofreading, and polishing of the essays must be done by the students on their own. All three essays must be handwritten on the essay sheets provided.

Prompt A (approximately 350 words)

Write a well-organized (introduction, body, conclusion) essay that answers the following questions:

1. What kind of high school life are you looking forward to? What do you expect high school life to be like? Is there anything about high school that you are looking forward to or nervous about?
2. What goals do you hope to achieve over the next four very important years?
3. To ensure that you succeed in KAIS High School, what changes, if any, do you think you will need to make in your attitude toward school and in your study habits?

Option 1 (approximately 200 words)

Write a brief essay about a particular story, poem, or other work of literature that you have read and studied at EMS. After offering a few pertinent details about the work (but avoiding giving a detailed summary), explain how the work has affected or changed you in a significant way.

Option 2 (Approximately 200 words)

Write about a school activity that you took part in or a lesson that you learned in a social studies or science class at your previous school. After giving a brief description of the activity or lesson, explain how it inspired you as a student of science or influenced you as a citizen of the world.

Option 3 (Approximately 200 words)

Choose and submit any assignment from any class that you have taken at KAIS EMS and write a short essay describing what you learned while completing the assignment and why you are proud of the work you did on it. The submitted assignment can be: a work of art you have created; the data from a Keynote presentation you have given; a recording you have made; photographs you have taken; a story or poem you have written—anything of your own that you have done that you think others should be aware of.



Application Form

KAIS International School
3-10-60 Kami-Osaki, Shinagawa-ku, Tokyo 141-0021, Japan
Tel: +81-(3)-5421-0127

Please attach 2
passport-size photos

Student Information

Please print legibly in block letters.

Student Name: _____
Family Name First Name Middle Name

Grade to which Your child is applying: _____ Planned Date of Entry into KAIS: _____

Sex: Male / Female

Birth Date: _____ (MM/DD/YY) Citizenship: _____

Age: _____ Passport Number: _____

Country of Birth: _____ Student's Email: _____

Religion: _____ Student's Cell Phone: _____

Schools Attended

Name of School	City/Country	Language of Instruction	Years Attended	Grade Completed
			to	
			to	
			to	

Family Information

	Father	Mother
Name:	(Last, First, Middle)	(Last, First, Middle)
Nationality:		
Country of Birth:		
Employer:		
Position/Title:		
Address of Employer:	(in English)	(in English)
Home Address:		
Home Phone:		
Cell Phone:		
Email:		

Other Children in the Family

Name	Age	Sex	Current School

Language Background

First Language: _____ Language Spoken at Home: _____
 Father's First Language: _____ Mother's First Language: _____

Parent's Assessment of Applicant's Fluency in English

Please check with an X.

	Fluent	Sufficient	Beginner	None
Spoken:				
Written:				
Read:				

Please provide scores and dates from past standardized tests, if any (e.g. Eiken, SAT, PSAT, TOEFL)

Emergency Contact

Name: _____
 Address: _____
 Phone Number: _____ Email: _____

Other

How did you hear about KAIS? (Please circle)
 Family/Friends Employer Advertisement:
 Internet KAIS EMS Other (specify): _____

If there are any extenuating circumstances or important things we should know about your family life, circumstances, or student history, please add additional notes here:

Student History

It is very important for our teachers to know the educational history of our students. Please be honest and forthcoming about any relevant experiences or history. All information in this report will be kept confidential.

Personal History

Please provide any additional information that may be helpful in assisting us to understand and plan for your child's educational program at KAIS. Please comment on any:

Medical, emotional, or physical problems/conditions that could affect participation in classes or activities:

Does your child have any allergies or take any medications regularly?

Extra-curricular activities (i.e. sports, music, drama, clubs etc.) this student has participated in:

Please describe any academic strengths or weaknesses that your child's teachers should know in order to assist him/her:

Educational Services History

1. Has your child ever been diagnosed with a learning disability, behavioral or emotional disability or any other disability? Yes / No
If yes, please explain below:

2. Has your child ever received any of the following special services? If yes, please explain.

- | | |
|---|---|
| <input type="checkbox"/> English as a second language instruction | <input type="checkbox"/> Speech/language therapy |
| <input type="checkbox"/> Gifted/talented/Honors program | <input type="checkbox"/> Counseling |
| <input type="checkbox"/> Learning disability program | <input type="checkbox"/> Limited vision and /or hearing program |
| <input type="checkbox"/> Other remedial program | <input type="checkbox"/> Other (please explain) |

3. Has your child ever repeated or skipped a grade in school? Yes / No
If yes, please explain below:

4. Has your child ever been asked to leave or been expelled from a school? Yes / No
If yes, please explain below:

5. What is your child's favorite subject? Why?

Enrollment Agreement

The parent's signature below constitutes agreement with the following:

1. The parent and student will abide by the school's established policies and procedures.
2. The parent understands that classes take field trips to take advantage of the cultural and environmental resources of Japan, as part of the regular educational program. All school trips will be supervised by staff members and/or other responsible adults who will exercise all reasonable caution. However, the parent agrees that the school and/or the staff cannot accept any liability for accidents either en route, or at the activity or outing itself. Please ask the KAIS office if you would like to view the safety policy.
3. The parent understands and agrees that individual academic and/or diagnostic testing may be administered as necessary to the child. Parents will be notified of such testing.
4. The parent grants permission to the KAIS to obtain emergency medical treatment for their child in the event that the parent cannot be contacted.
5. The parent grants permission to use the applicant's picture in print or digital promotions for the school.
6. The parent has provided information without omission or falsification and has provided all supporting documents to complete the application.
7. The parent grants KAIS permission to send emails and letters to them containing regular school updates and announcements.
8. The parent understands that KAIS students will have extensive supervised and unsupervised use of library books, digital equipment, computers, and laboratory equipment. Families will be held financially responsible for any destruction of school property either intentional or unintentional.
9. Each student is assigned a computer for school-related use during their attendance at KAIS. This is a privilege that can be revoked if student does not demonstrate enough maturity to use it responsibly. The student's family will be held financially responsible for any breakage or mistreatment.
10. The parent agrees to pay all tuitions and fees by the deadlines stated on the attached fee schedule.

I certify that the information given above is accurate. Failure to provide complete and accurate information is grounds for nullification of a student's enrollment at KAIS International School.

Parent Signature: _____

Date: _____

Tuition and Fees

Annual Tuition and Fees (all amounts in Japanese Yen)

Note: An 8% consumption tax is included in the fees.

Tuition	¥1,815,430
Course Materials	¥524,570
Registration Fee (one-time, non-refundable)	¥216,000
KAIS Trip	¥73,440
Event Fee	¥21,600
Total Due – First Year:	¥2,651,040

Payment Structure

Invoices will be mailed one month prior to the deadline. Payment must be made by bank transfer.

Payment of the registration fee, the trip fee, and the course materials fee is required upon sign-up to reserve a spot for the student.

Tuition Payment may be made in either one or two installments as per the following schedule:

- A) **Annual** tuition payment due by April 29th of previous school year. (¥1,815,430 x 1)
- B) **Semester** tuition payment due by April 29th and November 20th. (¥925,710x 2)

There is a slight discount for paying tuition annually, as shown in the payment schedule above.

Bank Transfer Information: KAIS INTERNATIONAL Inc.
Bank of Tokyo-Mitsubishi UFJ
Jiyugaoka Branch
(Futsu) #4700654

Late Fees, Rolling Admissions, Withdrawal, and Expulsion

1. A Late Fee of 20% will be added to unpaid tuition not received within ten days of the scheduled payment date. **No student will be allowed to begin until payment is received before his or her scheduled class-start date.**
2. Attendance for more than one calendar month will necessitate payment for the full yearly tuition. Attendance for less than one calendar month will necessitate payment for half of the yearly tuition. The Registration Fee and Course Materials fee are non-refundable. 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 one month prior to departure.
3. No refunds for expulsion or withdrawal will be granted.

Student Records Request

To be completed by parent and sent directly to previous school.

1. Official student records (transcripts / report cards, standardized test data) are required with the application
2. Official student documents should be signed, sealed, and sent to KAIS from the current school
3. Please complete the form below and forward this form to your child's current principal, headmaster, or registrar

Parent Completion

Permission for Official Student Records Release

1. Date of Request: _____
2. Student Name: _____
3. Date of Birth (MM/DD/YEAR): _____
4. I grant permission to the proper authorities at _____ to release the official student records to the school administrator at KAIS International School.
5. Parent / Guardian name (print) _____ Signature _____

School Completion

Request for Official Student Records

The parents of the above-named student have submitted an application to KAIS International School. Please send the following documents directly to the school administrator at KAIS International School.

- **Official transcript/report cards indicating student performance for the past two years and the current school year**
- **Standardized Achievement Test Scores for all students entering or in high school**
- **Optional: School Profile, School Health Records**

Please send to:

KAIS International School
3-10-60 Kami-Osaki
Shinagawa-ku, Tokyo 141-0021
JAPAN

