



RUGBY SCHOOL  
JAPAN

# Finance and Fees Policy

Version 1.0

## 1. Fees

1.1 As the school is operated on an annual basis, all fees at Rugby School Japan (RSJ) are subject to annual review. An updated Schedule of Fees will be published and circulated before 31 May each year. RSJ reserves the right to update and renew this Finance and Fees Policy.

1.2 The Schedule of Fees for the 2023-24 and 2024-25 Academic Years, which are also published on the school website ([www.rugbyschooljapan.com](http://www.rugbyschooljapan.com)), are as follows:

| RSJ Fee Category            |                                 | Fees (2023-24)<br>JPY | Fees (2024-25)<br>JPY |
|-----------------------------|---------------------------------|-----------------------|-----------------------|
| <b>Annual Tuition Fees</b>  | Year 7                          | 4,500,000             | 4,500,000             |
|                             | Year 8 & Year 9                 | 4,750,000             | 4,750,000             |
|                             | Year 10 & Year 11 (IGCSE)       | 5,300,000             | 5,300,000             |
|                             | Year 12 & Year 13 (A-Level)     | 5,500,000             | 5,500,000             |
| <b>Annual Boarding Fees</b> | Full (7-day) Boarding Fee       | 2,600,000*            | 3,200,000*            |
|                             | Weekly (5-day) Boarding Fee     | 2,000,000*            | 2,900,000*            |
| <b>Other Fees</b>           | Application Fee                 | 40,000                | 40,000                |
|                             | Enrolment Fee                   | 500,000               | 500,000               |
|                             | School Development Fee          | 500,000               | 500,000               |
|                             | Annual Facility Maintenance Fee | 500,000               | 500,000               |

\*For the first group of boarding pupils entering RSJ in 2023, a special discount will be applied to the Annual Boarding Fees for the 1st Academic Year (2023-24) only:

- Full (7-day) Boarding Fee 2023-24 is JPY 2,600,000 (JPY 600,000 discount)
- Weekly (5-day) Boarding Fee 2023-24 is JPY 2,000,000 (JPY 900,000 discount)

1.3 A Security Deposit may be payable at the time of enrolment and, if payable, is to be remitted together with the Enrolment Fee in order to secure the pupil's place of offer.

1.3.1 This deposit will be held by RSJ throughout the pupil's time at RSJ, does not bear interest, and will be refunded when the pupil leaves the school (either on or before graduation).

1.3.2 RSJ reserves the right to use part or all of the deposit against all or part of to offset any unsettled fees the parents/guardians of a pupil may have when the pupil leaves the school. The parents/guardians of the pupil are required to further settle any remaining unsettled amount unable to be fully paid for with the Security Deposit.

1.3.3 Enrolment at RSJ means that the school will invest in academic resources for that pupil. If parents/guardians cancel their child's enrolment after the Enrolment Fee and Security Deposit has been paid but before their child joins RSJ, the Security Deposit will not be refunded.

### 1.4 One-Time Fees

#### 1.4.1 Application Fee

Application for admission is conducted through RSJ's [Open Apply Portal](#). The one-time Application Fee is to cover administrative costs associated with processing a candidate pupil's admission to RSJ.

Proof of payment of the Application Fee, which is not refundable under any circumstances, must be provided prior to the application being processed.

#### 1.4.2 Enrolment Fee

Subject to successful application, and acceptance of Offer for Admission to RSJ, which is conducted through RSJ's Open Apply Portal, the one-time Enrolment Fee is to cover administrative and educational resources costs associated with a candidate pupil's enrolment at RSJ. Proof of payment of the Enrolment Fee, which is not refundable under any circumstances, must be provided prior to the pupil's enrolment being processed.

#### 1.4.3 School Development Fee

Subject to successful application, and acceptance of Offer for Admission to RSJ, which is conducted through RSJ's Open Apply Portal, the one-time School Development Fee is directed to the on-going growth and development of the educational and co-curricular range of provision at RSJ. Proof of payment of the School Development Fee, which is not refundable under any circumstances, must be provided prior to the pupil's enrolment being processed.

### 1.5 Mandatory Periodic Charges

#### 1.5.1 Annual Tuition Fees

Annual Tuition Fees include RSJ's academic tuition, curriculum trips to domestic destinations, events and sports fixtures, and all other core academic provisions within Japan.

1.5.1.1 Annual Tuition Fees are inclusive of School Clubs and co-curricular programmes delivered by RSJ staff.

1.5.1.2 External Co-curricular Programmes arranged by RSJ but provided by third parties and that take place on or off campus during/after school and at weekends and/or holidays are optional and may incur additional fees payable to third party service providers directly.

#### 1.5.1.3 Learning Support

Pupils may sign up for additional Learning Support programmes (including English as a Foreign Language (EFL)). A pupil may be deemed by RSJ's Senior Leadership Team (SLT) to require additional Learning Support. Additional Learning Support will only be provided after confirmation and approval by the parent/legal guardian of the pupil, and may incur additional fees.

#### 1.5.2 Annual Boarding Fees

Annual Boarding Fees include a boarding pupil's lodging, tutoring and supervision outside school lessons, room cleaning, linen changes and laundry.

#### 1.5.3 Annual Facility Maintenance Fee

The Facility Maintenance Fee is directed to the on-going maintenance, repair and improvement of the RSJ campus and learning environment.

1.6 Where applicable, the fees for the following items will be charged separately from the fees listed in 1.2:

- By RSJ
  - Learning Support Fees
  - Externally Assessed Tests and Examinations (including IGCSE and A levels)
  - Holiday Schools
  - Special Programmes and Workshops
  - Optional domestic and international co-curricular activities
  - Optional school arranged events
  - Insurance (e.g. travel, etc.)
- By Respective Vendor

- External Co-Curricular Programmes
- Meals (lunch for day pupils, and breakfast, lunch and dinner for boarding pupils)
- All compulsory and optional school uniforms garments and items

## **2. Contribution**

2.1 As an educational institution, RSJ welcomes donations or in-kind support to further the growth and development of the school from both corporations and individuals.

## **3. Due Dates**

3.1 Due dates for different fee categories are as follows:

### 3.1.1 Upon Application via RSJ's Open Apply Portal

- Application Fee

### 3.1.2 Upon Acceptance of Admission Offer via RSJ's Open Apply Portal

- Enrolment Fee
- School Development Fee

### 3.1.3 Within three (3) weeks of invoice date

- Annual Tuition Fees
- Annual Boarding Fees
- Annual Facility Maintenance Fee
- External Co-Curricular Programmes
- Learning Support Fees
- Externally Assessed Tests and Examinations (including IGCSE and A levels)
- Holiday Schools
- Special Programmes and Workshops
- Optional domestic and international co-curricular activities
- Optional school arranged events
- Insurance (e.g. travel, etc.)

3.2 Parents are responsible for all bank transfer/remittance fees, whether domestic or international.

3.3 It is expected that all One-Time Fees and Mandatory Periodic Charges invoices are paid in full in a single payment to ensure the healthy financial operation of the school.

3.4 Termly payment of Annual Tuition Fees and Annual Boarding Fees is available and is subject to a 2% surcharge.

## **4. Payment Methods**

4.1 There are two (2) payment methods accepted at RSJ - Bank Transfer and Credit Card.

### 4.1.1 Bank Transfer is accepted for the following:

- Application Fee
- Enrolment Fee
- School Development Fee
- Annual or Termly Tuition Fees
- Annual or Termly Boarding Fees
- Annual Facility Maintenance Fee
- External Co-Curricular Programmes
- Learning Support Fees
- Externally Assessed Tests and Examinations (including IGCSE and A levels)
- Holiday Schools

- Special Programmes and Workshops
- Optional domestic and international co-curricular activities
- Optional school arranged events
- Insurance (e.g. travel, etc.)

4.1.2 Credit Card payment is accepted for the following:

- School Merchandise and other items that can be purchased from the school online shop or on-campus shop

## **5. Enrolment Cancellation, Late Settlement or Failure of Payment**

5.1 RSJ reserves the right to impose a Late Payment Fee for outstanding fees in the event of failure to settle the payment by the due date. Payments beyond the due date will incur a Late Payment Fee of 14.6% per year.

5.2 In the event of late settlement or failure of payment, the pupil's place may be offered to candidates on the waiting list, and this may result in automatic dismissal.

5.3 Repeated late payment or failure to pay for fees by the due date, and/or accumulation of several periods of unsettled accounts may result in the pupil's dismissal from the school.

## **6. Refund Policy**

6.1 As the school is operated on an annual basis, after a payment has been made, regardless of fee category, fees are non-refundable.

6.2 If RSJ has made an overcharging error in fee calculations, the difference between the error amount and actual amount will be confirmed and remitted back to the parent's designated bank account without interest.

6.2 RSJ is unable to offer make-up lessons for absent days.

6.3 In the event of circumstances beyond RSJ's reasonable control, including but not limited to a state of emergency declaration, acts of government imposing travel or work restrictions, quarantines or trade embargoes, war, terrorism, earthquakes, plagues, epidemics or pandemics, extraterrestrial activity, extreme weather such as heavy rain, snow, typhoon, hurricanes or other natural disasters, the school may need to be closed temporarily. Undelivered lessons during such temporary closure will not be subject to refund or make-up lessons.

6.3.1 RSJ will carefully gather information from relevant authorities, specialists and public media, and will endeavour to resume school in the shortest possible time, and/or to maintain continuity of pupils' academic learning via Online and Remote Learning (ORL). RSJ reserves the right to make all final decisions pertaining to temporary closure and when/how to resume normal school operations.

## **7. Meals**

7.1 RSJ contracts its catering to a professional third party vendor to provide meals at school. The costs of meals will be published separately by 31 May of each year, and meal fees are payable directly to the third party vendor.

## **8. Enrichment Programmes**

8.1 RSJ may arrange several Enrichment Programmes at North Peak in Hokkaido throughout the year. Depending on the age group, the frequency of travel and the length of each Enrichment Programme may differ.

8.2 Tuition Fees are inclusive of the tuition, travel, insurance, and accommodation for these Enrichment Programmes.

## **9. Rules regarding Leave of Absence**

9.1 Rules pertaining to the granting of Leave of Absence are set out in the RSJ Parent Handbook, which will be published in the Spring of 2023.

#### **10. Financial Notice Requirements for Withdrawal**

10.1 For termly fee paying families, in the event that a family wishes to withdraw their child from RSJ, a full Academic Term's notice in writing to the Principal is required, and a full Academic Term's tuition fees are due. The following cut-offs apply:

10.1.1 Notice to withdraw given in the 1st Term (including on the day before the start of the 2nd term):  
2nd Term tuition fees are due

10.1.2 Notice to withdraw given in 2nd Term (including on the day before the start of the 3rd term):  
3rd Term tuition fees are due

10.1.2 Notice to withdraw given in 3rd Term (including on the day before the start of the next Academic Year):  
1st Term tuition fees of next Academic Year are due

10.2 For Annual Fee paying families, in the event that a family wishes to withdraw their child from RSJ, a full Academic Term's notice by the last day of the 2nd Academic Term at the latest, and in writing to the Principal, is required. If notice for withdrawal is given beyond this date, then the 1st term's tuition fees for the next academic year are due.

#### **11. Sibling Fee Remission**

11.1 A family's eldest child will receive a 15% remission of Tuition Fees and Boarding Fees (if applicable) **if two (2) other siblings are enrolled** (a total of 3 (three) siblings), and a 30% remission of Tuition Fees and Boarding Fees (if applicable) **if three (3) other siblings** are enrolled (a total of 4 (four) siblings) at RSJ. If there are only two (2) siblings enrolled at RSJ, then Sibling Fee Remission does not apply.

Date: December 2022