

Okinawa Christian School International  
Enrollment Packet



# Enrollment Checklist for Parent/Guardian

## STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Entering Grade: \_\_\_\_\_

### Enrollment Requirements 入学必須書類:

Please indicate completion by putting a checkmark in the appropriate boxes:

<input type="checkbox"/> Enrollment Checklist for Parent/Guardian *Page 2 チェックリスト *2ページ目
<input type="checkbox"/> Tuition and Annual Fee Payment Plan Selection (see Fee Conduct for helpful information) *Page 5 授業料、年会費の支払いプラン *5ページ目
<input type="checkbox"/> Enrollment Agreement (which includes agreeing to abide by the handbook) *Page 10 入学に関する同意書 *10ページ目
<input type="checkbox"/> Annual field trip release form *Page 11 課外活動許可証 *11ページ目
<input type="checkbox"/> Health Insurance: I have included a copy of policy for my child 健康保険証のコピー
<input type="checkbox"/> Proof of residence and family relationship (provide 1 of the following): residence certificate (Juminhyo tohon) or copy of SOFA status travel order. As appropriate, proof of guardianship. 沖縄県内の住所が記されている住民票謄本 (住居確認の為) またはトラベルオーダー

### As appropriate 該当する方のみ:

Please come to the school office to receive forms.

<input type="checkbox"/> Bus Application (see Bus Routes for helpful information)/ バス申し込み用紙
<input type="checkbox"/> Custody documents/ 親権文書
<input type="checkbox"/> Notice/Letter of Admission for Japanese citizen 日本国籍の生徒へのお知らせへの署名
<input type="checkbox"/> School Lunch request form (Only Kindergarten and Elementary students) スクールランチ申し込み用紙 (幼稚園、小学生のみ)

# Schedule of Tuition and Fees, 2017-2018

## ANNUAL TUITION 年間学費

Kindergarten (幼稚園)	¥638,500
Elementary (小学部)	¥740,500
Middle School (中等部)	¥791,000
High School (高等部)	¥816,000

For your convenience, the annual tuition may be paid using the 10-month installment plan that begins in August 2017 and ends in May 2018. Early-payment discounts are available. For those who pay the full year's tuition by August 10, a discount of ¥10,000 applies. For those who pay the first semester's tuition by August 10 and the second semester's tuition by January 10, a ¥5,000 discount applies.

ご希望であれば、2017年8月から2018年5月までの10回払も可能です。8月10日迄に全額お支払いの場合は ¥10,000の割引があります。2回払 (8月10日迄に年間半額のお支払い、1月10日迄に残金額お支払い)の場合は、 ¥5,000の割引があります。

<b>ADMISSION FEES 申込費</b>	All admission fees are non-refundable. *払戻不可
Application Fee 申請費	¥10,000 Per student
Testing Fee 受験費	¥10,000 Per test
Registration Fee 登録費	¥62,500 For the first student in a family ¥42,500 Each additional student in a family

## ANNUAL FEES 年会費

All annual fees are to be paid no later than July 10 for Okinawa Bank, Ryukyu Bank, and Kaiho Bank; and June 30 for GI Bill Service Bank Transfer Program. Registration fees are non-refundable under any circumstance. 年会費の引落日は、沖縄銀行、琉球銀行、海邦銀行をご利用の場合は7月10日、G.I.Bill Serviceをご利用の場合は6月30日です。

<b>Re-registration Fee 再登録費</b>	All re-registration fees are non-refundable. *払戻不可
	¥12,500 (February 21 - March 3)
	¥17,500 (March 6 - June 9)
	¥32,500 (from June 12)

<b>Family Fee 家族費</b>	Refundable before the first day of classes.
	¥35,000 For the first student in a family
	¥17,500 Each additional student in a family

<b>PTF Fee (Parent Teacher Fellowship) PTF費</b>	Refundable before the first day of classes.
	¥1,000 Per family

<b>Student Council Fee 生徒会費</b>	Refundable before the first day of classes.
	¥1,000 Per student in grades 6-12

<b>PE UNIFORM 体育着</b>	PE uniforms required for grades 3-12. 3-12年生は体育着が必要です。
	¥3,000 / set • ¥1,500 / shorts only • ¥1,500 / shirt only

## LUNCH FEES 給食費

Those requesting school lunch for kindergarten to grade 5. 幼稚園から5年生までの給食費（希望者のみ）

	Kindergarten	Grades 1-2	Grades 3-5
Regular Monthly	¥5,000	¥6,000	¥7,000
December	¥2,500	¥3,000	¥3,500

Lunch card for secondary student (the minimum we sell is 5)

中高等生のランチカード(希望者のみ・最低5日分)

Days	Price	Unit Price
5 days	¥2,000	¥400 per day
10 days	¥4,000	¥400 per day
15 days	¥6,000	¥400 per day
20 days	¥8,000	¥400 per day
25 days	¥9,500	¥380 per day

## BUS FEES バス料金

	Zone 1	Zone 2	Zone 3	Zone 4
From OCSI	~4km	~10km	~14km	14km~
Per Ride	¥400	¥600	¥800	¥1,000
Regular Monthly	¥8,000	¥11,000	¥14,000	¥16,000
December	¥4,000	¥5,500	¥7,000	¥8,000

There is a ¥1,000 fee charge for any bus changes and for when you cancel then re-apply for bus service.

No charge for cancellation and change of address.

途中変更の場合、又は一度キャンセルして再度申込み場合は一律¥1,000の手数料が発生します。

(但し、住所変更による変更とキャンセルを除く)

All students who participate in any OCSI sports will be exempted from paying the bus change fee after the coach has confirmed his/her active participation on the team. Students who wish to resume bus service must re-apply.

There is no charge to resume bus service. Please be informed further that there is no guarantee of a ride when you re-apply for bus service after the sport season.

OCSIのスポーツ等の部活動に参加する為バスをキャンセルした場合、部活動終了後の再申込み手数料は発生しません。但し、スポーツ期間中の座席の確保はできませんのでご了承ください。

# Tuition and Annual Fee Payment Plan Selection

Please read carefully. You must select the payment plan you prefer at the time of registration.  
注意深くお読み下さい。登録時に支払方法を選択していただきます。

## STUDENT DATA

ID# \_\_\_\_\_

Last Name姓 \_\_\_\_\_

First Name生徒名 \_\_\_\_\_ 名 \_\_\_\_\_ 名 \_\_\_\_\_ 名 \_\_\_\_\_

## TUITION AND ANNUAL FEE PAYMENT METHOD

Please put a checkmark in the appropriate space. 支払方法を一つ選択してください。

- Okinawa Bank 沖縄銀行
- Okinawa Kaiho Bank 沖縄海邦銀行
- Ryukyu Bank 琉球銀行
- G. I. Bill Pay Service G.I.ビルペイサービス
- US Dollar Check (based on monthly exchange rate 当月為替レートによる)
- Company Invoice 会社払: Please submit the Invoice Confirmation Form and official letter from the company or missions office:
  - 1 Time 1回払 paid by July 10, 2017 2017年7月10日
  - 2 Times 2回払 paid by July 10, 2017 & Jan. 10, 2018 2017年7月10日 & 2018年1月10日

## TUITION INSTALLMENT PLAN

Please select one from the following 支払回数一つ選択してください。

- 1 Full Tuition Payment: This payment must be received by August 10, 2017.  
一括払 2017年8月10日迄に支払います。
- 2-Installment Tuition Payment Plan: Annual tuition will be divided into 2 equal installments. Payment will be withdrawn from your designated account.  
2回払 年間学費を2回(均等)に分けて指定口座から支払います。
- 10-Installment Tuition Payment Plan: Annual tuition will be divided into 10 equal installments. Payment will be withdrawn from your designated account.  
10回払 年間学費を10回(均等)に分けて指定口座から支払います。

## FEE CONDUCT

I understand that payments must be made in accordance [OCSI's Fee Conduct](#)に従って支払いを行います。

Printed Parent/Guardian Name 保護者 氏名 \_\_\_\_\_

Parent/Guardian Signature 保護者 署名 \_\_\_\_\_

Date 日付 \_\_\_\_\_

Printed Parent/Guardian Name 保護者 氏名 \_\_\_\_\_

Parent/Guardian Signature 保護者 署名 \_\_\_\_\_

Date 日付 \_\_\_\_\_

<b>OFFICE USE ONLY:</b> _____ Cashier _____ Assistant Bookkeeper
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# Fee Conduct 学費納入と退学手続きの手引き

## TUITION AND FEES

In accordance with the Tuition and Annual Fee Payment Plan Selection, your monthly installment and school fees will be automatically transferred by the bank from your designated direct debit account to the OCSI account. Please submit a completed Direct Debit Account Arrangement Request form to the OCSI office.

Your designated bank transfers the school fees and tuition charges on the 10th of each month (Okinawa Bank, Ryukyu Bank, or Kaiho Bank).

- If the 10th falls on a weekend or holiday, it will be transferred on the first business day following.
- For those who are using G. I. Bill Bank Transfer system, bank transfer will be on the 1st of each month, and if the 1st falls on the weekend or holiday, it will be transferred on the day before.

Tuition will be charged as a one-time payment, as two payments, or in 10 installments per year:

- The tuition billing cycle (August - May) starts from the 16th of a month to the 15th of the following month.
- Your first tuition payment must be at least 1 full installment. For those being charged for 1st to 15th (½ of an installment), the first tuition payment will include the first full installment as well.

**Returned checks:** A fee of ¥2,500 or \$25 (corresponding to the currency of the returned check) will be charged for returned checks.

**Late fees:** Late fee of ¥2,500 will be assessed after the due date which is on the 10th of each month. All late payments should be paid at the bank using the bank transfer form to be deposited into an OCSI bank account or you may also pay at the OCSI office. If the 10th falls on the weekend or holiday, it will be due on the business day following.

- Monthly bus and lunch fees are prepaid on the same basis as tuition. However, the month of December is a special case in which bus and lunch fees are reduced to account for Christmas vacation.
- Report cards and transcripts will be withheld and re-registration not permitted until accounts have been settled.
- Anyone not paying tuition by the 10th of the month shall be given a written letter as a reminder and assessed a ¥2,500 late fee. If there is no response to the written letter by the 20th, the school will send out the 2nd reminder letter.
- Families with tuition accounts that remain delinquent until the 11th of the following month will be requested to make an appointment with the Superintendent or his/her designee.
- Families not paying tuition and not discussing with the school for more than 2 months will be suspended.

## **WITHDRAWAL**

All fees must continue to be paid until the proper withdrawal measures are taken. Not attending classes does not constitute withdrawal.

### **In the event of withdrawal, each of the following steps must be taken:**

1. Give two weeks advance notice to the office by submitting a student withdrawal form to the office receptionist and have an appointment with the principal.
2. Withdrawal forms for elementary and secondary students are available in the school office.
3. Turn in all books and clear all classes by having the teacher's signature on the form. You will be charged for any items lost or damaged.

### **Withdrawal clearances are provided based on the following:**

1. Registration and re-registration fees are non-refundable.
2. Other annual fees will be refunded only if withdrawal occurs before the related expense is incurred. The following guidelines will apply:
  - a. Family Fee: first day of school
  - b. PTF Fee: first day of school
  - c. Student Council Fee: first student activity
3. Calculation of tuition fees for student withdrawal will be based on the date of the request for withdrawal as determined by school officials.
  - a. For 1-time payers, there is a refund for any of the 10 installment periods in which a student is not enrolled.
  - b. For 2-time payers, there is a refund for any of the 10 installment periods in which a student is not enrolled.
  - c. For 10-time payers, there is no refund for any installment period in which a student is enrolled.
4. Calculation of bus fees and lunch fees for student withdrawal will be based on the date of the request for withdrawal as determined by school officials, except for the month of December which is already discounted.
  - a. If the withdrawal date is on during the first half of the installment period (16th through the last day of the month), there is a 50% refund for the payment made on the previous installment.
  - b. If the withdrawal date is during the second half of the installment period (1st through the 15th), there is no refund for the payment made on the previous installment.
  - c. As a reminder, there is no refund for the month of December.
5. All outstanding balances should be paid before the withdrawal date.

## 授業料と諸費用

口座振替による授業料支払いプランに基づき、毎月の授業料等の校納金は指定の預金口座より自動的に引落しされます。口座振替依頼書を記入し、沖縄クリスチャンスクールインターナショナル（OCSI）事務所へ提出してください。

- 沖縄銀行、琉球銀行、海邦銀行の場合、毎月10日に授業料等の校納金を指定銀行口座より引落としさせていただきます。10日が土日、祝祭日の場合は、銀行の翌営業日に引き落としされます。
- G.I.ビルペイサーサービスの場合、毎月1日が引落日です。1日が土日、祝祭日の場合は前営業日に引き落としされます。

学費は1回払、2回払、又は10回払です。10回払いの場合は下記の表をご覧ください。

不渡小切手: 支払いの小切手が不渡りとなった場合、手数料として¥2,500 又は \$25が追徴されます。

延滞金: 毎月10日以降は延滞金2,500円が加算されます。延滞金を含む支払いは当校の指定口座へ振込むか事務所にてお支払いください。10日が土日、祝祭日にあたる場合は翌営業日になります。

- バス料金と給食費は学費の支払いと同様で前払いです。  
12月はクリスマス休暇のため金額が減額されます。
- 未納金がある場合、成績証明書は発行できず、未納金が精算されるまで再登録も認められません。
- 毎月10日までに学費が未払いの場合、督促状が発行され2,500円の延滞金が加算されます。  
20日までに何ら返答がなければ20日に2回目の督促状が発行されます。
- 翌月11日までに未払いの場合、学校長又は学校長より指名された者と面談予約を取らなければなりません。
- 2ヶ月の学費支払延滞がありながら学校に何の連絡もない場合、停学処分となります。

## 退学手続き

退学の正式な手続きが全て終了するまでは学校の諸費用を支払わなければなりません。授業に出席していないというだけでは退学とはみなされません。

### 退学する場合は、下記の手続きが必要です：

1. 事務所に2週間前迄に退学届を提出し、校長との面接予約をとってください。
2. 小学部、中高等部それぞれの退学届は事務所にあります。
3. 教科書や図書等を全て返却し、各教科担任から承諾サインをもらいます。紛失及び損傷がある場合、その請求額を支払わなければなりません。



## 退学に関わる精算方法：

1. 登録費、再登録費の払い戻しはありません。
2. その他の年会費は下記の日程前までに退学した場合のみ払い戻しします。
  - a. 家族費 学校始業日
  - b. PTF費 学校始業日
  - c. 生徒会費 始業後最初の生徒活動の日
3. 退学する生徒の授業料は学校側が判断した退学日をもとに計算されます。学費納入と退学手続き手引きの「学費支払期日及び期間」の表に基づきます。
  - a. 1回払の方 10回払に換算され退学月以降の払い戻しをします。
  - b. 2回払の方 10回払に換算され退学月以降の払い戻しをします。
  - c. 10回払の方 生徒が在籍していた月の払い戻しはありません。
4. 退学する生徒のバス費と給食費は、すでに減額されている12月を除いて、学校側が判断した退学日をもとに計算されます。
  - a. 退学日が1日から15日の間であれば、前月支払済み分の払い戻しはありません。
  - b. 退学日が16日から月末までの間であれば、当月支払分の50%が払い戻されます。
  - c. 12月分の払い戻しはありません。
5. 未納金は退学日までに全額精算して頂きます。

# Enrollment Agreement 入学に関する同意書

**Enrollment at Okinawa Christian School International (OCSI) includes understanding and abiding by the following:**

1. As a Christ-centered school, OCSI strives to carry out its mission, vision, philosophy, values, and expected student outcomes.
2. Attendance at OCSI, a private school, is voluntary and by invitation.
3. Parents/guardians and students are expected to...
  - a. Work cooperatively with OCSI.
  - b. Make sure OCSI is a safe and positive educational environment.
  - c. Abide by board policies and by school policies and practices, including those in the handbook.
4. Parents/guardians are expected to...
  - a. Support their children's education at OCSI.
  - b. Pay all accounts by the due date, recognizing that having a delinquent account is unhelpful to OCSI and will eventually result in the suspension and possible withdrawal of the student.
  - c. Recognize that failure to fulfill responsibilities may result in termination of enrollment at OCSI.

**沖縄クリスチヤンスクールインターナショナル（OCSI）に入学するにあたり次の事を理解し厳守します。**

1. OCSIはキリストを中心とする学校です。  
OCSIは 使命, ビジョン, 人生観, 価値観, 生徒に期待される事を遂行するように努めます。
2. OCSIは私立学校であり生徒及び保護者の意思により、又許可された者が入学することができます。
3. 父母、保護者、生徒に期待されること。
  - a. OCSIと協力する。
  - b. OCSIが安全で教育に適切な場所である事を確認する。
  - c. 理事規則、学校規則、ハンドブックに準ずる。
4. 父母、保護者に期待されること。
  - a. OCSIでの学習を支援する。
  - b. 支払期日を守る。延滞は停学及び退学処分を受ける場合もある事を理解する。
  - c. 責任を怠った場合は強制退学処分となる場合がある事を理解する。

\_\_\_\_\_  
Printed parent/guardian name

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date (mm/dd/yy)

\_\_\_\_\_  
Printed parent/guardian name

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date (mm/dd/yy)



# Field Trip Release Form, Annual

Please view and print in Chrome. Please download as a PDF. Type or print clearly in ink.  
ChromeでPDFとしてダウンロードし、印刷した書類に読みやすいように記入してください。

FOR SCHOOL YEAR: \_\_\_\_\_ - \_\_\_\_\_

I/we give permission for \_\_\_\_\_, grade \_\_\_\_\_, to participate in all sports and school-sponsored trips away from the school premises throughout the designated 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 field trips away from the school premises.
- I further understand that I may revoke permission for a specific field trip by written notice hand delivered to the teacher more than one day prior to the trip.

**Although the school desires to provide a safe and enjoyable time for all students, accidents can happen:**

- I/we understand that there are risks/dangers involved with participation in off-campus trips and their associated activities.
- In consideration of my child being allowed to participate in these events, I/we agree to assume responsibility for those ordinary and reasonable risks associated with the travel and activities.
- I/we agree to hold harmless Okinawa Christian School International, its affiliated organizations, employees, representatives, and agents, 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. If such circumstances are proved in a court of law, I/we acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.
- In case of accident, illness, or other emergency, I/we request that the school contact me/us. If school personnel cannot reach a parent/guardian after conscientious effort, I/we give permission for school staff to call any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for school staff to obtain medical treatment immediately and then contact me/us as soon as possible thereafter.
- I/we agree to assume the financial responsibility for expenses incurred as a result of services being provided. I/we also agree to be financially responsible for emergency medical transportation.

**This form will be on file at the school office for the current school year. An additional permission to participate form or notification will be sent home prior to each off-campus trip.**

_____	_____	____/____/____
Parent's/Guardian's Signature	Name Printed	mm/dd/yy

_____	_____	____/____/____
Parent's/Guardian's Signature	Name Printed	mm/dd/yy

# Student Drop Off / Pick up Instruction & Parking Area Map

