

## Okinawa Christian School International Fee Conduct Policy

Please review the supplied OCSI Schedule of Tuition and Fees carefully before making your elections for payment of Tuition and Fees. Annual Tuition, Busing Fees, and Lunch Fees may be billed and paid on an installment basis (see below), while all other fees must be paid in full and on or before the specified date that it is due.

**NOTE: Due to changes in guidelines regarding foreign currency and credit card transactions with Japanese financial institutions, OCSI will no longer be accepting US Dollar Checks, US Dollar Payments, or Credit Card Payments for tuition. All payments must be made in JPY (Japanese Yen), inclusive of Electronic Transfers.**

**ANNUAL FEE PAYMENT:** All Annual Fees will be considered due and payable no later than July 10th\*. These fees consist of Facility/Capital Improvement Fees, Technology Fees (if applicable), and Books and Materials Fees (if applicable) and PTF Fee. **All Annual Fees are considered non-refundable once paid to OCSI.**

\*If the 10th falls on a weekend, holiday or other school closure, the next working day per OCSI calendar will be the adjusted due date.

**TUITION AND SERVICES PAYMENT:** Billing for Tuition, Busing, Lunch, and After School Care services shall commence in the month of August and shall continue for up to ten (10) months through May, depending upon the installment election chosen:

- 1-Full Payment** (This payment must be received PRIOR to August 10th. Selecting this option will provide a *3% Discount* to the Annual Tuition).
- 2-Installment Payment Plan** (Total tuition and services will be divided into two (2) equal payments. Your first payment must be received PRIOR to August 10th, and your second payment must be received PRIOR to January 10th. Selecting this option will provide an overall *2% Discount* to the Annual Tuition.)
- 10-Installment Payment Plan** (Total tuition and services will be divided into ten (10) payments. Your first payment must be received PRIOR to August 10th and will continue on approximately the 10th day of each subsequent month (depending on weekends and holidays). Your last payment for the school year will be collected on May 10th. There is *no discount* for this Payment Plan.)

Note: For students enrolling in the middle of the school year, only 1 pay or 10 pay is available.

### PAYMENT METHOD:

- Cash Payments:** For any payment(s) conducted in person with the OCSI Business Office, we accept cash in the form of Japanese Yen (JPY). We cannot perform any transaction in any currency other than Japanese Yen (JPY).
- Bank Withdrawal:** For any payment(s) conducted as a local Okinawa bank withdrawal (More Specifically through: **Okinawa Bank, Ryukyu Bank, or Kaiho Bank**), withdrawal for school fees and tuition currently due will be automatically made on the 10th of each month. If the 10th falls on a weekend, Japanese holiday, the withdrawal will occur on the first business day following. If you have a bank account with one of the three institutions above, please visit the OCSI Business Office to fill-out and sign the required bank withdrawal form. If you wish to switch between these institutions, a new form will need to be executed. Changes between local banks will incur an additional ¥3,000

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processing surcharge from OCSI. You may cancel your local bank withdrawal election at any time and at no additional charge.

- ❑ **G.I.Bill Pay Service:** For the purposes of any payment(s) conducted via the G.I.Bill Pay Service, transfers will be initiated on the 1st day of each month. If the 1st falls on a weekend or US holiday, the transfer will occur on the first business day PRIOR to the 1st.
- ❑ **Bank Deposit / International Wire Transfers:** Any payments made to OCSI through Domestic Bank Deposit/Transfer or International Wire Transfers (aka Electronic Funds Transfers) must be received in Japanese Yen (JPY). Please note that banks routinely charge both sending and receiving fees on a per transaction basis. Any bank transfer fees or handling charges are the responsibility of the sending party. Wire transfers shall bear the name of the applicable Student(s) in the notes section and must be received at least three (3) business days before the date on which it is due. Detailed wire transfer instructions can be obtained upon request to the OCSI Business Office by email to: [info@ocsi.org](mailto:info@ocsi.org)
- ❑ **Corporate Payers** may request an official invoice to be prepared in advance by the OCSI Business Office (Please allow 3-5 business days from the date of the request). OCSI requires any such request to be provided on corporate letterhead, along with acknowledgement of the student names AND charges for which the Corporate Payer is assuming financial responsibility. The request must be dated and signed by a legally authorized executive of the corporation. Payments are due within thirty (30) days from the date the OCSI Invoice is issued. Prepaid tuition discounts do not apply to corporate payers.

### ONLINE INVOICE SERVICE

OCSI uses an online invoice service, Rakuraku Meisai, to send invoices to parents. By default, we use the first parent or guardian's email address registered in the OCSI system during admission. Parents may request a change in the email address through this form:

<https://forms.gle/NcQYnjqJ2TxAaZd7>

OCSI sends invoices by the end of the previous month and families should receive the invoice by the first day of each month. If you have not received an invoice by the first day of the month, please contact the OCSI accounting team at [accountingteam@ocsi.org](mailto:accountingteam@ocsi.org).

**BILLING CYCLE** Accounts are charged monthly on the 10th\* for the upcoming billing cycle.

- A. The billing cycle is from 16th of one month to the 15th of the next month.
  - a. 1st billing cycle: First Day of the School - September 15th (due on August 10th)
  - b. 2nd billing cycle: September 16th - October 15th (due on September 10th)
  - c. 3rd billing cycle: October 16th - November 15th (due on October 10th)
  - d. 4th billing cycle: November 16th - December 15th (due on November 10th)
  - e. 5th billing cycle: December 16th - January 15th (due on December 10th)
  - f. 6th billing cycle: January 16th - February 15th (due on January 10th)
  - g. 7th billing cycle: February 16th - March 15th (due on February 10th)
  - h. 8th billing cycle: March 16th - April 15th (due on March 10th)
  - i. 9th billing cycle: April 16th - May 15th (due on April 10th)
  - j. 10th billing cycle: May 16th - Last Day of the School (due on May 10th)

\*If the 10th falls on a weekend, holiday or other school closure, the next working day per OCSI calendar will be the adjusted due date.

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### **LATE PAYMENT OF FEES POLICY:**

A Late Fee of ¥2,500 will be assessed on each invoice issued after the date charges are marked due. For Installment Plan payments, this will occur after the 10th of each month. If the 10th falls on a weekend, holiday or other school closure, the late payment will apply one (1) day past the adjusted due date. All Student Report Cards and Transcript Requests will be withheld until the payment is received.

Any account that remains unpaid past the due date for a period of thirty (30) days or more will be considered "Delinquent". Under OCSI policy, a delinquent account means that:

- An additional ¥2,500 fee will be assessed (total of ¥5,000)
- Re-enrollment/Enrollment of any of the family's students will be suspended until such time that the account is brought current.
- An "In Person" meeting at OCSI with the Head of School and/or Business Manager will be required to discuss a Payment Plan.

Any Delinquent account that remains unpaid past the due date for a period of sixty (60) days or more (and not currently under a Payment Plan) will be considered in a state of suspension and:

- Student(s) of the Family will be deemed "persona non grata" on the OCSI campus and will not be allowed to attend classes and/or participate in any school activities.
- Student(s) email accounts (if applicable) will be shut-off.
- Discontinuation of 2 and 10 Payment Installment Option; the remaining balance for the academic year must be paid in full.

Beyond ninety (90) days, all business between the School and Suspended Family will be deemed Terminated and the school shall (at its sole discretion), turn the account over to a collection agency and/or pursue further legal action to seek remuneration.

### **WITHDRAWAL POLICY:**

Withdrawal of your student(s) from OCSI can occur at any time during the course of the school year by submitting OCSI withdrawal form thirty (30) days in advance. Please use this official OCSI Student Withdrawal Form. Withdrawal Form URL: <https://forms.gle/aMf33PBKYNJBtdzm6>

Annual fees paid to OCSI along with Enrollment, Re-Enrollment Fees and ESL fee are non-refundable. Any unused portions of the student(s) Bus, Lunch, After-School Care, and Tuition that were pre-paid will be prorated and calculated based upon thirty (30) days following the date the withdrawal form was received by OCSI.

We consider a student to be enrolled 30 days after the date of submitting the withdrawal form. For 1 time and 2 time payers, we refund the prepaid payment for the periods (billing cycles) in which a student is not enrolled.

Payments of any refund due to Family shall, by default, be made using the above selected Payment Method unless acceptable alternative arrangements can be agreed upon by OCSI and the Family. In cases where

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there remains a balance outstanding on the Family Billing Account, final payment must be remitted prior to issuance of final withdrawal clearance.

Additionally, textbooks and/or school property in students' possession, including Chromebook, must be returned. Fees for any damaged, lost or stolen books and materials will be assessed to your Family Billing Account.

**I understand and acknowledge that my OCSI Account will be charged in accordance with the Schedule of Tuition and Fees and based on the payment method selections I have made in connection with this Fee Election and Conduct Policy. Further, I understand and acknowledge that this Fee Conduct Policy Agreement shall represent and be deemed the prevailing agreement by and between myself and OCSI, which can only be superseded in writing between the Parties.**

日本語の翻訳は次のページから

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\*これは英文からの翻訳です。日本語と英語の解釈に相違が生じた場合、英文に準じます。

## 学費納入と退学手続きの手引き

「OCSI 授業料と諸費用」をよくご確認いただき支払い方法を選択してください。授業料、バス、ランチは分割払いができますが、その他の費用は期日までに全額お支払いください。

日本における外国通貨、クレジットカードの使用に関するガイドライン変更により、OCSIでは  
米国ドル小切手、米国ドル支払およびクレジットカードによる学費支払いは出来ません。  
支払いは日本円(振込を含む)のみとなります。

年次費:7月10日\*迄にお支払いください。施設費、テクノロジー費(該当者のみ)、教材費(該当者のみ)、PTF費及びESL費(該当者のみ)。年次費の払戻しはありません。

\*10日が土日・祝祭日の場合は翌営業日が支払い期日となります。

授業料及びその他費用:学費、バス、ランチ、アフタースクールケア費の支払いは、ご希望の支払方法によって変わりますが、お支払いは8月開始、翌年5月終了です。

- 1回払い:(8月10日迄にお支払いください。年間授業料の3%割引があります。)
- 2回払い:(授業料及びその他費用を2分割します。8月10日迄に1回目をお支払いいただき、翌年1月10日迄に 2回目をお支払いください。年間授業料の2%割引があります。)
- 10回払い:(授業料、その他費用を10分割します。8月10日迄に1回目をお支払いをいただき、その後は毎月10日(週末や祝日にあたる場合は日程変更あり)迄にお支払いください。5月10日が最終支払日となり 割引はありません。)

注意:年度途中でのご入学の場合は、1回払い、10回払いのみとなります。

支払方法:

- 現金払い:学校会計窓口でお支払いください。(日本円のみ)
- 銀行引落し:沖縄銀行、琉球銀行、海邦銀行の口座から、毎月10日の自動引落をご利用いただけます。10日が土日、日本の祝日の場合、銀行の翌営業日に引き落としされます。預金口座振替依頼書は学校会計窓口でお渡します。引落口座変更も可能ですが、OCSIの手数料として3,000円が加算されます。引落手続き解除に手数料は発生しません。
- G.I. ビルペイサーサービス:G.I. ビルペイサーサービスをご利用の場合は毎月1日に引落されます。1日が土日、アメリカの祝日の場合、前営業日に引落になります。
- 銀行振込/海外送金: 国内の振込、海外送金を利用した支払いも日本円のみです。送金手数料は送信元負担となります。生徒名の記載をお願いします。支払期日3日前までに送金受取確認ができるよう手続きをしてください。送金に関する詳細はinfo@ocsi.orgまでメールでお問い合わせください。
- 会社払い:ご希望があれば会計より会社宛請求書を発行いたします(準備に3~5営業日を要します)。支払元となる会社からの正式な書面で担当上司の署名又は捺印をしていただき、生徒名と会社が負担する項目を明記してください。請求書発行日より30日以内にお支払いください。会社払いの場合、割引は適用されません。

オンライン請求書:

OCSIでは楽楽明細オンライン請求書を保護者へ送信しております。この請求書は学校に登録されている保護者の第一メールアドレスに送られます。送信先メールアドレスの変更をご希望される方は、こちらからお願いします。

<https://forms.gle/MqWuxVcxrZXofL5F6>

月末にOCSIから請求書を送りますので、楽楽明細から毎月1日迄に保護者へ届きます。メールが届かない場合はお手数ですが、会計にメール[accountingteam@ocsi.org](mailto:accountingteam@ocsi.org)、でお問い合わせください。

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## 支払適用期間:

- A. 毎月10日\*期日の支払いが発生します。
- B. 適用期間は、16日から翌月の15日までです。
- 第1回 適用期間: 当校初日 - 9/15(支払期日8/10)
  - 第2回 適用期間: 9/16 - 10/15(支払期日 9/10)
  - 第3回 適用期間: 10/16 - 11/15(支払期日10/10)
  - 第4回 適用期間: 11/16 - 12/15(支払期日 11/10)
  - 第5回 適用期間: 12/16 - 1/15(支払期日12/10)
  - 第6回 適用期間: 1/16 - 2/15(支払期日 1/10)
  - 第7回 適用期間: 2/16 - 3/15(支払期日 2/10)
  - 第8回 適用期間: 3/16 - 4/15(支払期日 3/10)
  - 第9回 適用期間: 4/16 - 5/15(支払期日 4/10)
  - 第10回 適用期間: 5/16 - 最終登校日(支払期日 5/10)

\*10日が土日・祝祭日の場合は翌営業日が支払い期日となります。

## 延滞金に関する規則:

支払日を過ぎた全ての請求額に2,500円の延滞金が加算されます。分割払いの場合、支払期日の翌日に加算されます。10日が週末、祝日、休校日にあたる場合、それぞれの期日の翌日から延滞金が発生します。成績表、成績証明証等の発行は未払金が精算されるまで発行できません。

支払期限日を30日以上すぎた場合、滞納と見なされます。OCSI規則に準じる滞納とは:

- 2,500円の延滞金が再度加算される(合計5,000円)
- 延滞金が支払われるまで、その家族の再登録、登録は保留される。
- 学校長またはビジネスマネージャーと面談をもち、支払計画を話しあう必要がある。

支払期限日を60日以上すぎた場合、停学処分とみなされ:

- パルソナングラータ(注意喚起)とされ、授業及び学校行事に参加できない。
- 生徒用メールアドレスは停止される。
- 分割(2、10回)払いの選択はなく、滞納額を全額支払わなければならない。

支払期限日を90日以上すぎた場合、学校と滞納家族間のやりとりは終了し、学校は負債を債権取立代行業者へ回収委託し、法的処置をとる場合もある。

## 退学に関する規則:

退学希望30日前迄に学校へ報告して下さい。学年度を通いいつでも退学を希望する事ができます。

退学届はOCSI Student Withdrawal Formを記入してご提出下さい。

Withdrawal Form URL: <https://forms.gle/aMf33PBKYNJBtdzm6>

年次費、登録費、再登録費、ESL費の払い戻しはありません。未充当のバス費、ランチ費、アフタースクールケア費及び授業料は、退学届(Withdrawal Form)提出日から30日以降の費用を月割にて返金いたします。

退学届け(Withdrawal Form)ご提出後30日間は在学とみなします。1回払いと2回払いのご家族には退学月以降の適用期間を基に返金致します

OCSIとその家族間でそれぞれに同意した支払選択方法に準じて確認し、学費及び諸費用に未払いがある場合、退学手続きを完了することができません。

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教科書及び学校備品(クロムブックを含む)を返却してください。破損、紛失、盗難に関する費用はそれぞれに応じて請求されます。

授業料等は私が選択した支払方法に準じて、請求される事を理解しました。このFee Conduct(学費納入と退学手続きの手引き)の内容を理解しました。この内容は、私とOCSIの間で合意したものである事を理解し、双方の書面による合意のみ変更されると理解します。

\*これは英文からの翻訳です。日本語と英語の解釈に相違が生じた場合、英文に準じます。