



RUGBY SCHOOL
JAPAN

Finance and Fees Policy

Version 1.3

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 Academic Year, which are also published on the school [website](#), are as follows:

RSJ Fee Category		Fees in JPY
Annual Tuition Fees	Year 7	4,500,000
	Year 8 & Year 9	4,750,000
	Year 10 & Year 11 (IGCSE)	5,300,000
	Year 12 & Year 13 (A-Level)	5,500,000
Annual Boarding Fees	Full (7-day) Boarding Fee	3,200,000
	Weekly (5-day) Boarding Fee	2,900,000
Other Fees	Application Fee	40,000
	Enrolment Fee	500,000
	School Development Fee	500,000
	Annual Facility Maintenance Fee	500,000

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. Should a pupil re-enrol after withdrawing from RSJ, the one-time fees will be required to be paid again.

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 ongoing 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 Early Payment Discount Programme

As part of its commitment to providing financial flexibility for families, RSJ offers an Early Payment Discount Programme to encourage early payment of Annual Tuition and Boarding Fees as follows.

- A 5% discount on the Annual Tuition Fee and Boarding Fee only, when full payment is made between 1 January and 31 March prior to the commencement of the Academic Year. A written application must be made by 1 March.
- A 3% discount on the Annual Tuition Fee and Boarding Fee only, when full payment is made between 1 April and 31 May prior to the commencement of the Academic Year. A written application must be made by 1 May.

1.5.1 The discount applies to full Annual payment only; Termly payments plans are not eligible.

1.5.2 Parents of new pupils can sign up when they accept their child's offer of admission. Parents acknowledge that the discount chosen shall remain in effect, subject to the conditions of the Programme, in subsequent academic years until the pupil leaves RSJ.

1.5.2.1 Scholars and recipients of other financial aid or discounts can make a written request to join the Early Payment Discount Programme when they accept their Scholarship, financial aid or discount, no less than two weeks before the applicable payment deadline. The percentage discount shall be effective on their net Annual Tuition Fee and Boarding Fee payable after the Scholarship, financial aid or discount has been applied.

1.5.2.2 For pupils enrolling after the commencement of an academic year, where the fees payable for the first year are less than the full Annual Tuition Fee and Boarding Fee, the discount shall take effect from the following Academic Year, subject to Annual payment and other conditions of the Programme.

1.5.3 Parents of currently enrolled pupils can sign up, or switch to a higher percentage, via written application by the applicable deadline, provided all conditions are met. Parents acknowledge that the discount chosen shall remain in effect, subject to the conditions of the Programme, in subsequent academic years until the pupil leaves RSJ.

1.5.4 Withdrawal from the Programme or a switch to a lower discount percentage is not permitted, except in cases of significant changes to family financial circumstances, which must be discussed with and approved by RSJ's Senior Leadership Team (SLT).

1.5.5 Failure to make payment by the applicable deadline will result in loss of the discount, and regular fees shall be invoiced. In such cases, parents shall not be eligible to re-enrol in the Programme in any future year.

1.5.6 For those families receiving a Sibling Fee Remission (see Section 11), the discount can only be applied to child(ren) not receiving the Remission.

1.5.7 RSJ reviews the Programme from time to time, and reserves the right to discontinue it or revise percentages in a future year. By signing up, parents accept that no objection may be made in respect of such changes.

1.6 Mandatory Periodic Charges

1.6.1 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.

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

1.6.1.2 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.

1.6.1.3 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 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.

1.6.2 Annual Boarding Fees

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

1.6.3 Annual Facility Maintenance Fee

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

The Annual Facility Maintenance Fee is payable in full for pupils enrolling at any time during Autumn Term. 67% of the Fee is payable (33% is waived) for those joining at the start of, or during, Spring Term. 33% of the Fee is payable (67% is waived) for those joining at the start of, or during, Summer Term.

1.7 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 An invoice is sent upon Acceptance of Admission Offer via RSJ's Open Apply Portal and payment is due in two weeks, or the day before enrolment, whichever is earlier.

- Enrolment Fee
- School Development Fee

3.1.3 Termly Payments (Tuition and Boarding Fees Only): To align with RSJ's withdrawal notification period and ensure financial stability, Termly payments for Tuition and Boarding are due one full term in advance. Invoices will be sent to parents at least four weeks before the payment deadline. The payment deadlines are as follows:

- Autumn Term (Term 1) Fees: Due before the start of the preceding Summer Term (Term 3 of the prior academic year).
- Spring Term (Term 2) Fees: Due before the start of the Autumn Term (Term 1).
- Summer Term (Term 3) Fees: Due before the start of the Spring Term (Term 2).

(Note: For newly enrolled pupils, the first applicable term's fees are due upon enrolment if the standard advance deadline has already passed).

3.1.4 Annual Payments and Additional Charges

For families paying their Tuition and Boarding fees once a year, as well as for all other yearly or extra charges, invoices are sent to parents at least four weeks before the end of the previous Term. **The payment deadline is the end of the previous Term.** This applies to the following fees:

- 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.)
- Out-of-pocket medical expenses (including transportation expenses, if any) when a school nurse accompanies a pupil to receive medical care at a medical centre outside of school
- Other expenses that may arise

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. The breakdown by Term is as follows.

Tuition Fees	Full Academic Year	Autumn Term	Spring Term	Summer Term
Year 7	4,500,000	1,860,786	1,488,537	1,240,677
Year 8 & 9	4,750,000	1,964,163	1,571,234	1,309,604
Year 10 & 11	5,300,000	2,191,592	1,753,166	1,461,242
Year 12 & 13	5,500,000	2,274,294	1,819,323	1,516,383

Boarding Fees	Full Academic Year	Autumn Term	Spring Term	Summer Term
Full Boarding	3,200,000	1,323,226	1,058,515	882,259
Weekly Boarding	2,900,000	1,199,173	959,279	799,548

3.5 A pupil enrolling after the start of a Term will be charged pro-rata Termly Tuition, Boarding (if applicable) and meal (see section 7 below) fees based on the number of remaining weeks of the Term. Any part of a week of school attendance is calculated as one week. These fees will be invoiced Termly for any subsequent Terms of the academic year, and parents can choose Annual payment from the following Academic Year.

4. Payment Methods

4.1 There are two (2) payment methods accepted at RSJ as follows.

4.1.1 The following fees are paid through our secure payment platform, Flywire. The payment method for payers based in Japan is bank transfer; and, for payers based overseas, local payment option(s) Flywire offers in each country.

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

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, Overdue Payments, and Escalation

5.1 Late Payment Fee: 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 annum.

5.2 Escalation Protocol for Overdue Accounts: RSJ relies on timely fee payments to deliver high-quality education. If an account becomes overdue, RSJ will enforce the following escalation steps:

- Step 1 - Activity Restriction (30 Days Overdue): The pupil will be temporarily suspended from participating in all optional, fee-bearing, or external co-curricular activities, school trips, and sports fixtures until the balance is cleared.
- Step 2 - Academic and Boarding Suspension (60 Days Overdue): The pupil will be suspended from attending academic classes and accessing boarding facilities. During this time, the pupil's place at RSJ is not guaranteed and may be offered to candidates on the waiting list.
- Step 3 - Dismissal and Debt Collection (90 Days Overdue): Continued failure to settle the account will result in the pupil's automatic and formal dismissal from RSJ.

5.3 Debt Recovery: In the event of dismissal due to unpaid fees, RSJ reserves the right to offset the outstanding balance using the pupil's Security Deposit. If a balance remains, RSJ will escalate the matter for formal debt collection. In strict alignment with Japanese law, RSJ may engage licensed third-party debt collection agencies (*Servicers*) or pursue legal action through the Japanese courts to recover outstanding balances. All associated legal, administrative, and collection costs will be the liability of the parents/guardians.

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 out its catering to a professional third-party vendor to provide meals at school. The costs of meals for the upcoming Academic Year is published by RSJ each year alongside school fees. RSJ collects meal fees on behalf of the vendor, and the funds are transferred to the latter accordingly.

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. Financial Notice Requirements for Withdrawal

9.1 Termly Fee Payer Withdrawal Rules: One full term's notice is required before you withdraw your child from the school. The deadline to give notice is the same date as your next tuition payment deadline. Please note: Fees that have already been paid are strictly non-refundable.

9.1.1 Leaving in Autumn

- Last day of school: End of Term 1 (Autumn)
- Notice Deadline: The Term 2 payment deadline

9.1.2 Leaving in Spring

- Last day of school: End of Term 2 (Spring)
- Notice Deadline: The Term 3 payment deadline

9.1.3 Leaving in Summer

- Last day of school: End of Term 3 (Summer)
- Notice Deadline: The Term 1 payment deadline (for the next school year)

9.2 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.

10. Sibling Fee Remission

10.1 A family's eldest child will receive:

- 5% remission of Tuition Fees and Boarding Fees (if applicable) **if one (1) other siblings is enrolled** (a total of 2 (two) siblings) [*applicable from the 2025-26 Academic Year*];
- 15% remission of Tuition Fees and Boarding Fees (if applicable) **if two (2) other siblings are enrolled** (a total of 3 (three) siblings);
- 30% remission of Tuition Fees and Boarding Fees (if applicable) **if three (3) other siblings are enrolled** (a total of 4 (four) siblings).

10.2 Scholars and recipients of any other financial aids or discounts are not eligible for this Fee Remission.

RSJ reserves the right to periodically review and amend this Finance and Fees Policy as necessary.

Revision History

This table tracks all formal revisions, amendments, and effective dates for this document.
本文書のすべての正式な改訂、修正、および施行日を記録するものです。

Version No. 版	Effective Date 施行日	Revision Summary 改訂概要	Revised By 改訂責任者	Approved By 承認者	Approval Date 承認日
1.3	10 April 2026	Formatting, deadlines, escalation steps, withdrawal requirements, prorated fees	COO	Board of Directors	10 April 2026