

**KIST Enrollment Deferral Application Form****入学時期延期申請書**

As outlined in the KIST Admissions Handbook, it is possible to apply for an enrollment deferral after receiving an Offer of Enrollment. If you wish to apply for a deferral, please submit this form to the office **before the first day of school** for which your child was accepted as indicated on your offer letter.

入学許可が下りた後、入学時期の延期を申請することができます(KIST Admissions Handbook 参照)。希望者は、Offer of Enrollment に記載された**登校初日前までに**、この申請書を提出して下さい。

**Conditions:**

- Applications for enrollment deferral received after the date of your child's scheduled first day at school are not accepted.  
予定された登校初日以降の入学時期延期の申請は受け付けません。
- Deferrals may be granted from **one month** up to a maximum period corresponding to the main school vacation periods (i.e. August – December; January – March; or April – June) only. Applications for deferrals longer than this are not accepted.  
入学時期の延期は **1 か月** から最大で学校の長期休暇に合わせた期間(8 月～12 月、1 月～3 月、または 4 月～6 月)のみとなります。これら期間以上の延期は認められません。
- Deferrals are valid only within individual curriculum programs. They are not transferable across programs.  
入学延期は各カリキュラムプログラム内のみ有効で、プログラムをまたいで適用されません。
- There are two types of deferral 入学延期には 2 種類あります:
  1. **Secured deferral:** You pay the required school fees for the deferral period. This guarantees that a place will be kept for your child until the end of the deferral period. The invoice will include tuition fees as well as general annual fees (excluding school bus and school lunch).  
**席を確保した上での入学時期延期:** 入学延期期間中の授業料等をお支払いください。その間はお子様の席を確保します。授業料とその他の費用(スクールバスとスクールランチは除く)を含みます。
  2. **Unsecured deferral:** You do not pay the required school fees for the deferral period. A place will not be kept for your child. Other new enrollments may be added to the class in place of your child. Enrollment will be dependent on class availability at the end of the deferral period. If no places are available, your child will be added to the waiting list, if requested, until the end of the school year.  
**席を確保しない上での入学時期延期:** 授業料未納の入学時期延期希望者に対しては、席を確保できません。延期期間中、他に合格者が出た場合は、その時点でお子さんの席は新たな合格者に移ります。入学希望の時点で空きがない場合は入学できません。その際、希望があればお子さんをウェイトिंगリストに載せることは可能です。ウェイトिंगはその学年度末まで有効です。
- After receiving an application, a decision will be sent by e-mail to the address you provide on this form. If you apply for a secured deferral and it is approved, you are required to pay the school fees for the deferral period. The acceptance will remain valid until the due date for fees as indicated on the invoice. If payment is not received by the due date, your application will be cancelled.  
申請入学延期の承認結果は、この申請書に記入した E メールアドレス宛てにお送りします。席を確保した上での入学時期延期が許可された場合は、欠席期間中の学費をお支払頂きます。請求書に記載された締切日までにお支払いください。締切日までにお支払いがない場合は入学許可が取り消されます。
- If you apply for an unsecured deferral before the first day of school, after having already paid school fees, the amount paid will be refunded in full, excluding the initial enrollment fee which is non-refundable.  
登校初日前に席を確保しない上での入学時期延期を申請され、すでに学費をお支払いいただいている場合は、全額を返金いたします。ただし、入学金は返金いたしません。
- For both secured and unsecured deferrals, you are required to contact the school at least **two weeks** prior to the end of the deferral period to re-confirm your intentions. Failure to do so may result in your child's enrollment being cancelled at the end of the deferral period.  
席を確保する、しないにかかわらず入学時期延期をした場合は、延期期間終了の最低 **2 週間前までに** スクールに連絡し、入学の意思確認を必ずしてください。この確認を怠るとお子様の入学は延期期間終了と同時にキャンセルとなります。
- For both secured and unsecured deferrals, as your child is not considered to be officially enrolled at KIST until the first date of attendance, the deferral period is not counted as part of your child's overall period of enrollment.  
席を確保するかしないにかかわらず、お子様が最初の出席日を迎えるまでは、KIST に正式に入学したとはみなされません。そのため、延期期間はお子様の在籍期間には含まれません。

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*For new students who have been offered a place at KIST but have not yet started school.*

KIST への入学を許可された新入生でまだ登校を始めていない者のみ対象

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Given name/s) (Family name/s)

<ul style="list-style-type: none"> <li>Proposed date of enrollment (as indicated on your Application for Admission) 入学希望日 (Application for Admission に記入されたもの)</li> </ul>	(e.g. Jan./1/2000)
<ul style="list-style-type: none"> <li>Start date (as indicated on your Offer of Enrollment) 当校初日 (Offer of Enrollment に記載されたもの)</li> </ul>	(e.g. Jan./1/2000)
<ul style="list-style-type: none"> <li>Proposed new start date 新たに希望する入学日</li> </ul>	(e.g. Jan./1/2000)

★I wish to apply for an enrollment deferral for my child as indicated below (Please select one):

以下の通り私の子供の入学時期延長を申請いたします。(どちらかを選ぶ):

☐ **Secured deferral** 席を確保した上での入学時期延期: I will pay the required school fees for the deferral period. I understand that a place for my child will be kept until the end of the deferral period.

私は、私の子供の入学時期延期期間中の学費を支払います。延期期間中も私の子供の席が確保されていることを理解しています。

☐ **Unsecured deferral** 席を確保しない上での入学時期延期: I will not pay the required school fees for the deferral period. I understand that a place will not be kept and enrollment will be dependent on class availability at the end of the deferral period.

私は、私の子供の入学時期延期期間中の学費を支払いません。延期期間中、私の子供の席は確保されず、入学できるかどうかは、延期期間終了時のクラスの空き状況によることを了承しています。

★Please explain the reason for your deferral application in detail. 詳細な申請理由

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★Please provide a contact e-mail address for the deferral period. 延期期間中に連絡の取れる E メールアドレス

E-mail: \_\_\_\_\_

★Please tick (☑) the box below. 以下の☐にチェックを入れて下さい。

☐ By submitting this form, I certify that I have read, understood and agree to comply with the above conditions.  
上記事項を承諾し、本申込みを提出します。

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(e.g. Jan./1/2000)

Office use only

Received	Decision	Decision by	Notification	Input
	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved			