

SAIS Enrollment Process

● Step #1: Submit the Enrollment Application and Registration fee.

To guarantee that a place will be available for your child, after submitting the enrollment application, the school requires that the registration fee (+ 8% tax) be submitted to one of the accounts listed below **within 5 working days**.
(NOTE: The registration fee is non-refundable.)

- Sumitomo Mitsui Bank: 【Yokohama Chuo Branch】 【Regular Savings】 7456580 【Account Holder】 St. Annie Ltd.
- 三井住友銀行【支店名】横浜中央支店【口座番号】(普通)7456580【口座名義】(有)セントアニー
- Post Office Bank: 【Prefix】 10230 【Account#】 94530451 【Account Holder】 St. Annie Ltd.
- ゆうちょ銀行【記号】 10230 【番号】 94530451【名義】(有)セントアニー
- Payment by Credit Card: All payments are billed through PayPal, and a 3.9% processing fee will apply.
- クレジットカード払いをご利用の場合は、3.9%の手数料がかかります。PayPal アカウントの登録が必要です。(登録が無料です)

● Step #2: Register for the Extended Childcare Service. (*Optional Service)

If you are a working parent, and would like to use Saint Annie's Extended Childcare Service, we ask that you register your child at the time of signing the enrollment contract, or as soon as possible thereafter. Space is very limited, and some restrictions do apply. For fees, rates, and other information, please see the Extended Childcare Registration form.

● Step #3: Contract: Reserving a date to contract and select a tuition payment option.

After confirming that the registration fee has been submitted, the school will draft your child's enrollment contract. Once it is ready for your review, we will ask you to come to the school to read and sign it. Please select a payment option, "1-Year, Full-Payment" or "Term-Payments, 3 installments". Be sure select an option that best fits your budget.
NOTE: Once the contract is signed and agreed on by both parties, the payment option cannot be changed for 1 year.

● Step #4: Place an order for your child's uniforms.

We ask that all students "size" and "order" their uniforms at least 3 weeks before starting school.

※If you do not submit your order at least 3 weeks in advance, there is a chance that your child's uniforms will not arrive in time for the school start date.

NOTE: Some children grow faster than others, therefore, we ask that you order a bigger size to allow for growth. If you order a "just-fit" size, chances are you will be re-ordering uniforms before the end of the school year. For reorders, the standard uniform fee will apply.

● Step #5: Make your child's tuition and associated fees payment.

1. For all new students registering in June-July to start school in August, we ask that you remit your child's tuition and associated fees payment **no later than the 25th of July**.

2. If your child is to start school mid-term or two or more months later, we ask that you remit your child's tuition and associated fee payment **within 10 working days** of signing the enrollment contract.

NOTE: Due to the increase in enrollment, resulting in a limited number of places available, the school cannot guarantee that a place will be available if the tuition and associated fees payment is not paid within the prescribed time as requested.