



ADMISSIONS POLICY AND PROCEDURES

2024 - 2025

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For additional information visit www.marist.ac.jp

Purpose

- Define for prospective families, as well as all MBIS community members, the MBIS Admissions Policy and Procedures
- Outline the admissions process and procedures, including purpose, document procurement, evaluation, and information retention
- Ensure a clear link between the school's Admissions Policy and its Guiding Statements
- Support a mutual-choice, mission-driven admissions process, designed to recruit and retain students eligible for admission
- Define an on-going review and evaluation of the admissions policy in the context of the school's evolution and application of its Guiding Statements

Scope

This policy applies to all members of the MBIS community – all students, staff and parents, faculty and staff, alumni, and Board as well as all prospective and future members of the MBIS community.

Definitions

MBIS Mission - We educate students in a nurturing environment based on Catholic values and the traditions of the Marist Brothers. We provide a rigorous program of study that prepares our students for higher education, internationally and in Japan. Our students will gain knowledge, communicate effectively, develop good character and become responsible citizens of a global society.

MBIS Vision - Marist Brothers International School will make students our utmost priority and encourage them to achieve their full potential by fostering spiritual growth, appreciating cultural diversity, and developing a life-long love of learning. We will provide the opportunity for all stakeholders to develop a sense of community, spirit and pride in our school.

The admissions process requires coordination across a number of departments in the school. The Academic Leadership Team will make recommendations to the Head of School regarding all admissions. The final decision on all applications rests with the Head of School. The Business Manager, the Admissions Team (Admissions, Communications and Marketing Executive and Administrative Assistants) and pedagogical and learning specialists support the admissions process.

Policy Statement

MBIS is a private, college-preparatory school, catering to students from Pre-Kindergarten to Grade 12. Since opening our doors in 1951, our graduates have consistently achieved placements in universities and colleges around the world. MBIS has been accredited by the Western Association of Schools and Colleges (WASC) since 1972 and became an IB World School in 2017. We are committed to excellence in education but believe that excellence means more than a rigorous and stimulating curriculum. Our holistic approach includes a focused dedication to character – developing skills and attributes that prepare our students for their future. Character and community are at our heart – the foundation of the Marist 'difference'.

Our primary language of instruction is English, but we also offer Japanese courses from Early Years to Grade 12, ranging from beginner to native level. Our curriculum is adapted from the Common Core State Standards except in Social studies where Aero Standards are used and in Science where Next Generation Science Standards are used. Our Grade 11 and 12 students finish their high school studies by undertaking the world-recognized International Baccalaureate Diploma Programme.



MBIS seeks to actively recruit and retain students for whom an international education will address and provide growth for their unique learning profile. The school places a heavy emphasis on the importance of character development and the role of student well-being in embracing change and developing new tools and resources needed to live productively and sustainably. This is especially pertinent in community relations as well as in coordination with our local host city and country in Kobe, Japan.

The school's Admissions Policy is driven by its Guiding Statements, which align with its program design for learning within a diverse and highly connected global world. It is the mission of the admissions department to support recruitment, enrollment, and retention in a professional manner, and to ensure that prospective and returning families understand the MBIS Mission, Vision and Guiding Statements for our global learning community.

- We strive to give each family a thorough initial understanding of the educational programs and to respond to individual enquiries for additional information. Visits to the school campus are scheduled on an individual appointment basis and are highly encouraged. These visits are available during school hours and in-session days and should be arranged as early as possible through our admissions department. We also offer virtual meetings with a member of the Admissions Team and this can be arranged upon request.
- All prospective families are encouraged to familiarize themselves with the school through the school website, <https://marist.ac.jp/> and the official IBO website, www.ibo.org, and social media.
- We accept applications throughout the year. However, we only accept applications from students applying for our Early Years Program 12 months prior to the start date. All application details, as well as this admissions policy, can be accessed from the school website at <https://marist.ac.jp/>.
- We accept applications throughout the year. However, we only accept applications from students applying for our Early Years Program 12 months prior to the start date. Priority will be given to applicants applying for the start of the academic year. Applicants who intend to apply for a start date later in the year may be placed in the wait pool.
- Applicants for the MBIS Early Years Program will be invited to a trial morning in the classroom.
- MBIS actively encourages applicants from a variety of educational, linguistic, cultural, and learning backgrounds. While inclusive and celebratory of differentiation throughout its programs, the school has chosen to offer a dynamic and rigorous academic college preparatory curriculum. Such programs demand a high level of enthusiasm, motivation, and perseverance from students. Depending on certain factors, but especially in later grades where a student may be changing from a different education model or language of instruction, the school reserves the right to refuse admission should it be determined that a student's needs will not be adequately supported throughout their time at MBIS.
- MBIS is determined to offer a program of study which specifically emphasizes English language learning, experiential and service learning, character development, problem solving, and creativity.
- The school is designed to serve the needs of an international community and offers an alternative education model to local families in the Kansai area.



- Admission to MBIS is through an application process and the submission of application documentation implies acceptance of the general terms and conditions of the school mission, vision, and admissions policy. When otherwise demand may outweigh space availability, resulting in some successful candidates being placed in a waiting pool, the school may take into consideration various factors, such as a family's length of stay in Kobe, or the student's background/experience in an international school setting, their linguistic profile, and/or ability to learn in English in attributing the spaces that may become available in the future.
- All other aspects of the admissions process being equal, siblings of students already enrolled at MBIS are given a priority in space attribution. To ensure that MBIS can meet a student's learning needs, additional information may be requested. An interview with the student and parent(s) is conducted for entry to Early Years - Grade 6. To ensure that additional information is obtained as part of the admissions process. When an in-person interview is not possible, a virtual interview may be arranged.
- For students seeking entry to Grades 7 - 12 , an interview is arranged to ensure clear communication regarding school and family expectations, and to discuss the IB preparation for higher education.
- The individual learning needs of all students are taken into consideration when considering class placement. In addition, grade placement is based on the student age as of the school cut-off date of 1 September (please see Grade Placement Table in Appendix A).
- In the exceptional case that a student's age, development, or previous school experience or performance supports compatibility with a grade outside of that determined by the school cut-off date, this decision is evaluated by the Academic Leadership Team and promptly communicated to the family.
- Students whose age at the time of application exceeds 19 years old would not normally be enrolled in the school.
- Applicants are required to submit grade reports from the past 3 years, and Students applying for grades 9-12 are required to submit academic transcripts that clearly indicate completed courses and academic credits.
- Diploma pathways offered at Marist Brothers International School:
 - MBIS Diploma + IB Subject Certificate(s): the student takes 1-6 IB subjects of their own choice at either HL or SL.
 - MBIS Diploma + IB Diploma: the student takes 6 subjects, 3 at HL & 3 at SL, and fulfills the requirements of the core (TOK, EE, CAS)
 - MBIS Diploma + IB Bilingual Diploma: the student takes 6 subjects, 3 at HL & 3 at SL, and fulfills the requirements of the core (TOK, EE, CAS); the student takes 2 subjects from Group 1 (English A & Japanese A)
 - The students are thoroughly informed of the options when they are in Grade 10 (or during the admissions process) and are advised on their course selections. The students are asked to carefully review the requirements for their target universities and make their selections accordingly. The student's academic performance in the previous years and achievements on the standardized tests (WIDA, PSAT) will also be taken into consideration in the process.



- MBIS will make every effort to ensure that the students have all the opportunities to succeed in their selected paths. Depending on their performance in grade 11, students have the option to change their pathway at the end of the academic year; the school might also advise the student to change their pathway if another option is a better fit.
- Students applying to grade 11 will be provided with information about the pathways and course selections during the interview; they will be guided to make the best-fit choice.

The MBIS IB Diploma Programme is a two-year course of study, beginning in Grade 11. As a result, we do not accept applications for entry into Grade 12. IB DP transfer students may be considered if their course selections match those available at MBIS.

Applications to Grade 11 after the fourth week of the academic year will be reviewed by the Head of Upper School and the IB Coordinator. Acceptance at that time of the year is possible only if the student's course selections match the courses available at MBIS; IB DP official online courses and/or Literature SSST courses may also be offered as options.

Students who are candidates for the Early Years section (Pre-Kindergarten and Kindergarten) will not be granted exceptions based on age or prior school experience. All Early Years candidates must be fully and reliably toilet trained before school begins, and able to feed and dress themselves reasonably independently.

Proficiency in English is not a criterion for entry, except for candidates applying for Grades 3 and above, in which cases a minimum level of English is required. The number of students with minimum prior exposure to English may be limited at any one grade level. To be successful, students should demonstrate a level of English proficiency to operate with limited support from the classroom teacher(s) at their grade level. To assess and support the language proficiency of students and determine individual strengths, MBIS uses the WIDA MODEL (World – Class Instructional Design and Assessment Measure of Developing English Language.) The assessment may be given to students during the admission process for students applying for Grade 3 through Grade 11.

- The WIDA MODEL is utilized to assess the English language proficiency of applicants. Those applying for grade 3 or higher may be evaluated using the assessment. The proficiency level of a student's WIDA, along with previous school reports, interviews, references, family background, and expression of interest and willingness to work hard, are taken into consideration when making a final decision regarding the applicant. The results and the WIDA's "CAN DO" descriptors can also be used by classroom teachers to understand the student's strengths and areas for improvement in their language proficiency, and to develop appropriate support and interventions.
- The WIDA MODEL is a tool that gives a snapshot of a student's language proficiency. Combined with other forms of assessment, it provides a complete understanding of the student's abilities. Teachers use WIDA data to provide targeted support for English Language Learners, such as scaffolding, differentiated instruction, and language-specific support, to ensure that students can access the curriculum and improve their proficiency. After admission, teachers will need to gather more information about the student to understand them in-depth, identify their strengths and areas for growth to ensure their success in the program.

MBIS welcomes all applicants, however, parents/guardians should note that MBIS personnel and facilities cannot accommodate the entire range of student needs. Admissions and placement will therefore be determined on an individual basis. The Admissions Team will make recommendations to the Academic Leadership Team regarding any academic support required. The Head of School, in consultation with the Academic Leadership and Admissions Teams,



makes all decisions regarding acceptance and additional support required. MBIS facilities do not include ramps or elevators, therefore limiting access to students with special access requirements. Any identified learning needs or related, relevant issues must be fully disclosed during the application process. Failure to do so may result in a denial or revocation of enrollment.

Enrolment and Re-enrolment Information

Re-enrolment at MBIS is an annual process, and families must inform the school during the online registration period (taking place in April each year) of their intention to re-enroll their child(ren) for the upcoming academic year. Re-enrolment is contingent upon:

- the school being able to continue to adequately address a student's needs
- student behavior in accordance with the school values and guidelines
- all financial accounts current and in good standing

Should a family not inform the school of their intention to re-enroll a student by the deadline for the re-enrolment period, the school reserves the right to offer the space to a prospective family seeking enrolment.

Disclosure Statement

MBIS believes in a virtuous cycle of transparency, support and constructive collaboration amongst its faculty and staff, students, and parents. The admissions process is an opportunity to share accurate and meaningful information with our transition specialists to support student academic, social, and emotional well-being. On the rare occasion where key information is knowingly withheld or obscured, the school reserves the right to refuse admission or withdraw a place already offered. If student or parent behavior directly violates the values of the community as stated in our Handbooks, the school reserves the right to request the withdrawal of the individual(s) or family(ies) concerned. MBIS will review annually its Admissions Policy to ensure alignment and coherency with the school's Guiding Statements and reserves the right to modify the policy, as appropriate. Subject to internal governing by laws, all modifications will be subject to review and approval by the MBIS Board of Directors and Trustees.

MBIS adheres to international best practices regarding General Data Protection and the protection of personal information. Through written request, a family or student may request removal of personal details from the school database or revoke photo permissions previously accorded during the registration process. All members, prospective or current, are encouraged to contact the school with any questions or concerns about how MBIS processes and protects personal data.

Procedures

Before a student may be admitted to MBIS, they must complete and submit a full set of application documents for review. The application process and submission of materials is available through the MBIS online application portal located on our website. The application requirements will vary slightly depending on the age of the child. Families should direct any questions or concerns in regards to the application materials, status of application evaluation or process to our admissions department.

The application documentation must be accompanied by the Application Fee (unless the applicant's company is paying)), as defined on the Fee Schedule (available for consultation on our website) for the current or upcoming academic year. In the event a student's application is denied, the application fee will not be refunded.



In addition to the non-refundable application fee, application materials include:

Application Checklist Kindergarten to Grade 12

- digital application form
- school reports from the past 3 years
- confidential school recommendation(s)
(Report cards and previous teacher recommendations in English or Japanese are preferred. If a recommendation in another language is submitted, a certified translation will be requested by the school).
- a scanned copy of the student's passport(s) (used only for verification of date of birth and legal name).

Enrolment is conducted on a rolling admissions basis and continuing throughout the academic year, subject to space availability. Applications will be reviewed by the Admissions Team on an on-going basis and in order of completion, and formal notification of the decision (acceptance, waiting pool, denial) communicated within approximately 10 days after the interview or English proficiency testing, whichever comes later.

Interview

Families will have an interview with the Head of Section. This interview serves as an opportunity for the family to share more about themselves, their interest in our school, and to provide necessary information regarding the potential enrollment of the child. It's a chance for open dialogue to ensure alignment between the family's goals and our educational values. During the interview, the Head of Section will determine language assessment requirements (WIDA and Japanese Language Assessment if the child has indicated a particular Japanese language use) and may ask the child to return for an English Language Assessment.

Early Years and Kindergarten

Primary Years

Middle Years

Diploma Programme

Application Checklist Early Years

- digital application form
- school reports (if applicable)
- confidential school recommendation(s)
(Report cards and previous teacher recommendations in English or Japanese are preferred. If a recommendation in another language is submitted, a certified translation will be requested by the school).(If applicable.)
- a scanned copy of the student's passport(s) (used only for verification of date of birth and legal name).

Enrolment is conducted on a rolling admissions basis and continuing throughout the academic year, subject to space availability. Applications will be reviewed by the Admissions Team on an on-going basis and in order of completion, and formal notification of the decision (acceptance, waiting pool, denial) communicated within approximately 10-15 business days, beginning in mid- February of the upcoming academic year.



Morning Observation and Interview with Head of Lower School

Morning observation provides an interactive setting where our Early Years applicants engage in playful activities, encouraging social interaction, curiosity, and creativity. Teachers observe for school-ready behaviors such as sharing, listening, and following simple instructions. Children explore materials, participate in group games, and share stories, allowing us to assess their readiness for our learning environment.

Simultaneously, families will have an interview with the Head of Lower School. This interview serves as an opportunity for the family to share more about themselves, their interest in our school, and to provide necessary information regarding the potential enrollment of the child. It's a chance for open dialogue to ensure alignment between the family's goals and our educational values.

Wait Pool

To optimize the learning environment, MBIS places limits on class sizes (excluding staff and faculty children). As a result, successful applicants may be wait-pooled. Wait pools are not organized on a first-come first-placed basis. Priority within wait pools may be determined by the following factors:

- Children who have previously been enrolled (i.e. returning students)
- Children with siblings currently enrolled at the school
- Children of MBIS alumni
- English Language proficiency
- Diversity (background and experience of learning in an international setting)
- Availability of alternate enrollment opportunities

The Admissions Team will issue a "wait pool" notification to inform the family that their child has been placed in a wait pool. The school will contact the family if a space becomes available.

Wait Pool Process

- First of all, wait-pool applicants are required to complete the admission procedure and be admitted.
- Wait-pool applicants are required to pay the full amount of the application and registration fees (not the development fee)
- They will be informed whether we have spaces or not at the end of each quarter, then they can decide to continue to be on the wait-pool, or decline offer of place (we will then archive application)
- In case of decline, MBIS will refund the registration fee.

Capacity

Maximum class sizes at a glance:

EY 3-4	1:8 (*18)
K	1:12 (*24)
1 - 12 *25	*25

**class sizes may be adjusted to accommodate faculty children and siblings of current / prospective students. Sibling shall mean natural child or child of a current marriage. Applications for a broader interpretation of the definition of sibling shall be referred to the Head of School.*



Applying to MBIS

1	Make an inquiry
2	Apply Online
3	Interview (trial morning for Early Years)
4	Testing
5	Acceptance (Offer of Place)
6	Post Enrollment Process (Student Orientation)

Contract of Enrolment

Enrolment is subject to the availability of places within the School. If the School reserves a place for a student and offers enrolment, then, subject to payment of the Registration Fee and Development Fund, this Contract of Enrolment is binding as a contract on the School and the applicant/s. Additionally, parents and students should be familiar with the content in the Student and Parent Handbook.

Payment of Fees

Application fees (non-refundable) are payable upon submission of the complete online application form. Registration fees (non-refundable) and the Development Fund (non-refundable) are payable within 14 days of receiving the invoice. Tuition fees are payable no later than three weeks prior to the commencement of class. Monthly payments are approved for special cases only. The School may cancel the enrolment of any student enrolled if tuition fees, course fees and other fees have not been paid by the dates specified.

Upon request, the following payment options are available:

- Early Bird Payment Deadline - Upon receiving invoice and by 31 May
- Annual Tuition - Upon receiving invoice
- Semester Tuition - Upon receiving invoice
- Monthly - by approval from the Head of School

Annual tuition fees and other fees can be paid in the following ways:

- Bank Transfer
- Credit Card Payment (surcharge of 5%)

Visit [marist.ac.jp/tuition-fees-2024-2025](https://www.marist.ac.jp/tuition-fees-2024-2025) or scan the QR code for more information.



Cancellation/Withdrawals

All notices of cancellation/withdrawal should be advised in writing to the Head of School (or head of section). Advice of cancellation/withdrawal should be given at the earliest possible time and in any case at least six school weeks before it is effective. Tuition fees are payable until the end of the six school weeks' notice period.



In semester two, notice of cancellation/withdrawal must be received at least six weeks prior to the end of the semester. Where no notice is given, a fee to the amount of 25% (twenty-five percent) of the annual tuition fees and any applicable fees will be charged, payable to the School in lieu of notice.

Withdrawal Procedure

Parents contact the school by phone, email or in person and inform the school of intention to withdraw.

The school then provides instructions about completing a withdrawal form via OpenApply or a hard copy form that is scanned and uploaded to OpenApply.

The Admissions Team will then notify the Head of Section about the student(s) who has completed the withdrawal process and arrange an exit meeting with the Head of Section.

Exit meetings with the Head of Section should clarify reasons for withdrawal and discuss any specific requirements related to document requests.

Document Requests

Transcript and report card requests will be processed within 14 days.. Requests for over 5 sets of documents require a 21 day notice period (not including school vacations).

Types of documents to be requested:

- Report Card Grade(s): M, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
- Transcripts Only for Grade 9 and above.
- Leaving Certificate
- Health Records

School/Teacher Recommendations (Provided recommendation forms will be sent directly to the new school.)

If parents would like the documents mailed, they will need to indicate the delivery method. The postage is charged by weight. If there is a price difference the school will contact the parents.

The following must be completed by parents / students prior to receiving any documents:

- Outstanding tuition and fees paid
- Library books returned
- Lunch money returned
- Textbooks returned



Refunds

If written notice is received at least six school weeks prior to cancellation/withdrawal, a prorata refund on tuition fees is made according to school policy.

Please note that the Application Fee, Registration Fee, Development Fund and mandatory fees are non-refundable.

The School will not refund the tuition fees of any student whose offer of place is withdrawn because of incorrect and/or fraudulent documentation, from a period beginning six school weeks prior to school commencement.

The School will not refund the tuition fees of any student who is removed from the School roll through non-attendance or expulsion.

The School may cancel the enrolment of any student who is absent for twenty-one school days (in any one year) with no satisfactory explanation.

Infringement of Rules

If a student does not comply with the School rules, as amended from time to time, the School reserves the right to suspend or expel the student. No refund of fees will be made.

Liability

To the fullest extent permitted by law or in fairness, the School shall under no circumstances be liable to the student or the applicant/s or any other person, for direct or indirect, or consequential loss or damage of any kind, arising out of, or attributable to any breach by the School of its obligations under the Contract of Enrolment, negligence on the part of the School, or any act or thing done or not done by the School. For this Contract of Enrolment, consequential loss shall include (without limitation) loss of income or profit and damage to persons or property.

Obligation by the School

The School undertakes to provide tuition as set down from time to time in the prospectus (website). The School may decline to offer a subject if there are insufficient students wishing to study it, or there is no staff member available to teach the course. In such cases, every effort will be made to find a replacement teacher or to offer other courses. At times, it may also be necessary to close the roll in a subject if it is deemed to be full by the Head of School.

Privacy

The information collected by the School during the Admissions and Enrollment processes and during the period in which the student is enrolled at the School is intended for use in connection with the education and wellbeing of the student and may be used by any of the staff or faculty of the School or consultant to the School in connection with that purpose. Information may be retained to enable the School to contact former students. Students have the right of access to and correction of personal information collected by the School.

