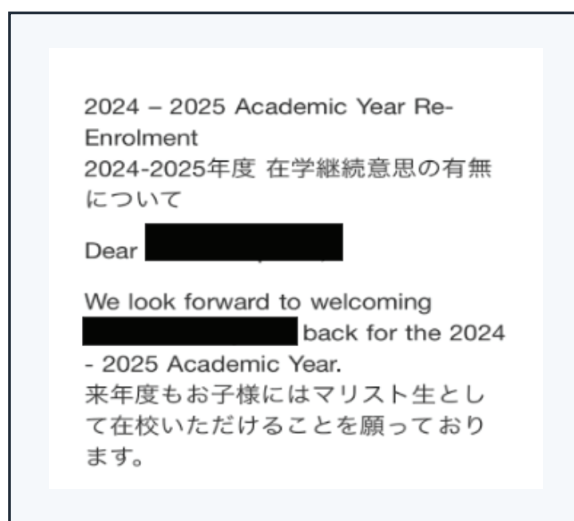
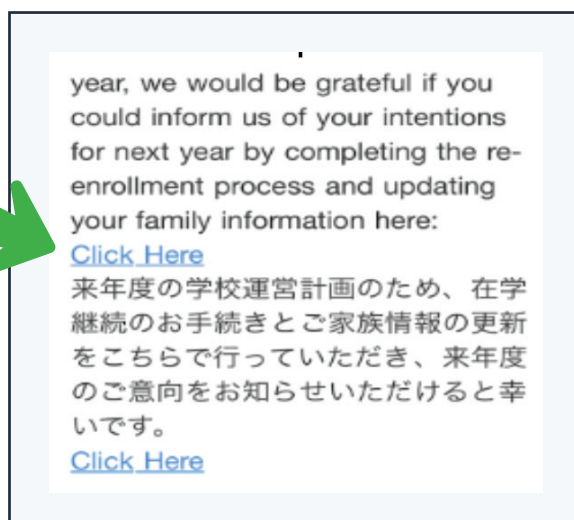


PARENT RE-ENROLMENT TUTORIAL

Step 1) You will receive a Re-enrolment notification. Read through the instructions and click the link to log in.

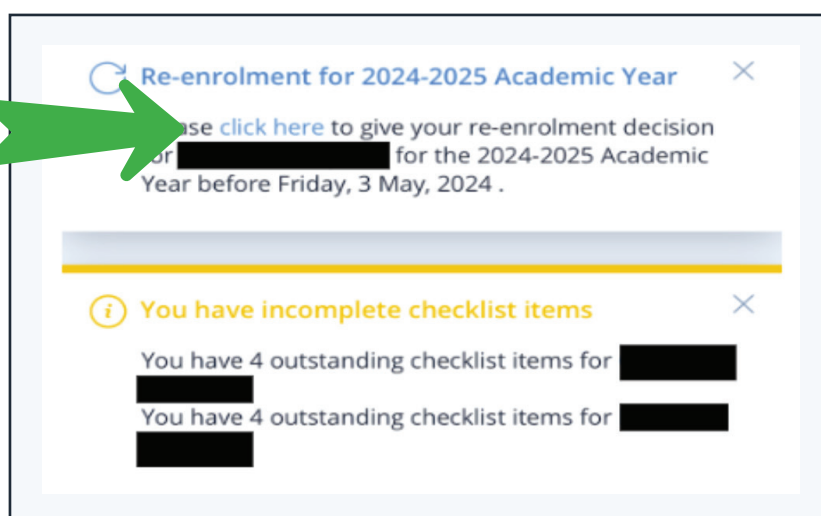


CLICK HERE



Step 2) Click on the link to proceed to the re-enrolment process.

CLICK HERE



Step 3) Make your re-enrolment decision and click **Save & Next**.

The screenshot shows a web form titled '1. Make Re-enrolment...'. At the top left, there is a red tab labeled 'Re-Enrol...'. Below the title, there is a section for 'Grade' with a dropdown menu. Below this, there are three buttons: a green button with a checkmark and 'YES', a red button with an 'X' and 'NO', and a blue button with a circular arrow and 'Undecided'. At the bottom right, there are two buttons: a red 'Cancel' button and a blue 'Save & Next' button.


Step 4) Continue re-enrolment process by completing the necessary details.

The screenshot shows a web form titled '2. 2024-2025 Re-Enrolment'. At the top left, there is a red tab labeled 'Re-Enrol...'. Below the title, there is a section for 'Student Information | 生徒情報'. Below this, there is a blue box with a message: 'Please confirm your re-enrolment for the 2024-2025 academic year and ensure that your information is accurate and up-to-date. 来年度の在学継続意思をお示してください。また、連絡先は最新のものが正確に登録されていることをご確認ください。'. Below the message, there is a dropdown menu for 'Nationality / 国籍 *' with a red asterisk.

The screenshot shows a web form titled 'Parents/Guardian Information | 保護者情報'. Below the title, there is a blue box with a message: 'Please confirm your re-enrolment for the 2024-2025 academic year and ensure that your information is accurate and up-to-date. 来年度の在学継続意思をお示してください。また、連絡先は最新のものが正確に登録されていることをご確認ください。'. Below the message, there is a section for '1. Parent/Guardian' with a label 'First / 名 *' and a red asterisk, followed by a text input field.

Step 5) Select payment option.

Payment Option

 Please confirm your re-enrolment for the 2024-2025 academic year and ensure that your information is accurate and up-to-date.
来年度の在学継続意思をお示してください。また、連絡先は最新のものが正確に登録されていることをご確認ください。

Please choose one of the payment options below. *

- ☐ Early Bird Tuition Payment - Due 31 May 2024 (早期支払-2024年5月31日までに支払い)
- ☐ Annual Tuition Payment upon receiving invoice (期日までに1年分を支払い)
- ☐ Semester Tuition Payment upon receiving invoice (期日までに前期・後期分を分けて支払い)
- ☐ Monthly Tuition Payment by approval from the Head of School (月払い-ただし学校長の承認を要します)

Step 6) Complete your child's health information.

Health Information | お子様の健康についての情報

Student Health Record / お子様の健康について *

Are there any medical conditions/concerns that affect program participation or require school intervention suggested by a doctor? *

☐ Yes ☒ No

Does the child take prescribed medication on a regular basis? *

☐ Yes ☒ No

Does your child have any diagnosed medical conditions? *

☐ Yes ☒ No

Step 7) Complete Contract of Re-enrolment.

i Please confirm your re-enrolment for the 2024-2025 academic year and ensure that your information is accurate and up-to-date.
来年度の在学継続意思をお示ください。また、連絡先は最新のものが正確に登録されていることをご確認ください。

I/We declare that the information provided in this re-enrolment application is true and correct.

☒ I agree.

I/We agree to the use (including disclosure) of the above information by the staff of the School for any purpose related to the education or wellbeing of the student concerned (including use of email for communication purposes).

☒ I agree.

I/We agree to guarantee the payment of tuition and fees by the due date.

☒ I agree.

Cancel or **Submit**

Step 8) After submitting your re-enrolment, please proceed to complete the checklist.

Re-enrolment for 2024-2025 Academic Year ✕

Please [click here](#) to give your re-enrolment decision for [REDACTED] for the 2024-2025 Academic Year before Friday, 3 May, 2024 .

i You have incomplete checklist items ✕

Go to Checklist

CLICK HERE

Upcoming Events

There are no upcoming events

Application Checklist ⌵

Please ensure that these key items are completed.

1	Health Questionnaire 健康に関する質問	✎
2	Student Technology Usage Policy テクノロジー使用に関するポリシー	✎
3	Application for Student Discount for Transportations 通学証明書発行依頼 (定期券購入用)	✎
4	Application for School Bus	