



Fees and Financial Policy for the Academic Year 2025-26

One-Time Fees

Application Fee

A non-refundable application fee of **22,000 JPY** to cover the cost of all administrative activities is payable upon submission of your application.

Registration Fee

A non-refundable, non-transferable registration fee of **300,000 JPY** is payable for each child and must be paid within 5 business days upon receipt of the admissions result to confirm acceptance of the offer for the child.

Building Development Fee

A non-refundable fee of **700,000 JPY** is payable per pupil together with the Registration Fee upon acceptance of offer. (This fee was waived for founding pupils enrolled in the 2023-24 academic year)

Emergency Kit

A non-refundable fee of **17,600 JPY** is payable per pupil upon joining Malvern College Tokyo.

Annual Fees

Tuition

Year Groups	Starting	Annual Tuition Fee
Pre-Prep (Pre-Primary Programme)	August 2025	2,645,000 JPY
Prep 1 to 6 (Primary Programme)	August 2025	2,645,000 JPY
Foundation Year 1 to 3 (Secondary Programme)	August 2025	2,751,000 JPY
Remove (Secondary Programme)	August 2025	2,751,000 JPY
Hundred (Secondary Programme)	August 2025	2,751,000 JPY



PAYMENT OPTIONS AND DEADLINES

Tuition fees are payable in full or in two instalments (instalment amount to be 50% of the total tuition; applicable to personal accounts only). Announcement together with our bank details is made when payment is ready to be received for Tuition, Bus and Lunch fees.

1. Payment in Lump Sum - Payment Deadline: 31 May 2025

2. Payment by Instalments (Personal Accounts only) -

Year Groups	1 st Payment Deadline: 31 May 2025	2 nd Payment Deadline: 31 October 2025
Pre-Prep (Pre-Primary Programme)	1,322,500 JPY	1,322,500 JPY
Prep 1 to 6 (Primary Programme)	1,322,500 JPY	1,322,500 JPY
Foundation Year 1 to 3 (Secondary Programme)	1,375,500 JPY	1,375,500 JPY
Remove (Secondary Programme)	1,375,500 JPY	1,375,500 JPY
Hundred (Secondary Programme)	1,375,500 JPY	1,375,500 JPY

Capital Assessment Fee - Continuing Pupils Only

Parents/guardians of all enrolled pupils must complete an online re-enrolment agreement. An annual fee of **250,000 JPY** is payable in full around January 2026 to guarantee a place for the following school year. This fee is mandatory and will not be refunded in whole or in part for any reason.

Bus Fee

Malvern College Tokyo provides transportation to and from the Kodaira Campus for families who live in areas served by our bus programme. An annual bus fee applies to all pupils who register for the regular fixed route bus service. Shuttle buses to and from JR Kokubunji station is free of charge but application is still necessary. A complimentary shuttle bus service between JR Kokubunji Station and the school is available for pupils from Pre-Prep to Prep 3 upon application.

Route	Bus Stop	Annual Fee Both ways	Annual Fee One way
A	Hiroo	465,750 JPY	232,875 JPY
A	Roppongi	465,750 JPY	232,875 JPY
A	Azabu Juban	465,750 JPY	232,875 JPY
B	Futakotamagawa	433,750 JPY	216,875 JPY
B	Chitose Funabashi	433,750 JPY	216,875 JPY
C	Meguro	460,750 JPY	230,375 JPY



Route	Bus Stop	Annual Fee Both ways	Annual Fee One way
C	Shibuya	455,750 JPY	227,875 JPY
C	Shinjuku	455,750 JPY	227,875 JPY
D	Yurakucho	465,750 JPY	232,875 JPY
D	Yotsuya	455,750 JPY	227,875 JPY

*Bus routes are subject to change based on the needs and number of users. Details are available separately.

In the case of your route change during a term, additional fee may be required depending on the routes concerned. In the case of your route bus cancellation, a portion of the fee may be refunded in line with the withdrawal & refund policy below.

Lunch Fee

Community dining is a way to educate social etiquette and is at the heart of Malvern College's family ethos. Pupils are expected to take part in the school lunch program unless there are special circumstances (e.g., medical conditions).

The amount stated below is to be paid in one lump sum.

Year Groups	Annual Fee
Pre-Prep to Prep 2	185,000 JPY
Prep 3 to Hundred	195,000 JPY

Other Miscellaneous Fees

Other fees such as annual stationery charge, etc. will also be payable at the beginning of the school year. Payment request will be announced when details of such fees are confirmed. In addition, ad-hoc expenses for excursions, co-curricular activities etc. will be invoiced primarily on a termly basis retrospectively, and occasionally as and when required.

<Study Materials>

2025/26 Year Group	Current Pupils	Breakdown		Pupils joining 2025/26	Breakdown	
		Stationery & Supplies	Calculator		Stationery & Supplies	Calculator
Pre-Prep	-	-	-	3,410	3,410	-
P1	5,340	5,340	-	5,860	5,860	-
P2	5,510	5,510	-	6,030	6,030	-
P3	5,840	5,840	-	6,360	6,360	-
P4	5,840	5,840	-	6,360	6,360	-
P5	5,840	5,840	-	6,360	6,360	-
P6	5,840	5,840	-	6,360	6,360	-
FY1	7,520	4,550	2,970	7,520	4,550	2,970
FY2	4,550	4,550	-	7,520	4,550	2,970
FY3	4,550	4,550	-	7,520	4,550	2,970
Remove	27,550	4,550	23,000	27,550	4,550	23,000
Hundred	27,550	4,550	23,000	27,550	4,550	23,000

* Calculators: FY1-3 Scientific calculator, Remove & Hundred Graphing calculator



Friends of Malvern Annual Membership Fee

As MCT continues to grow exponentially over the years, the Friends of Malvern (FoM) will play an important part in helping to build the school community and creating an inclusive environment. To support the FoM activities, an annual membership fee of JPY5,000* is payable along with the annual tuition fee every year. (*Japanese Consumption Tax is not applicable.)

Mid-Year Entry

Tuition

For pupils enrolled after the school year commences, the following tuition will be invoiced based on the date of entry.

Entry during Term 1: A full year tuition is to be either paid in one lump sum or in two instalments.
Entry at the beginning or during Term 2 and 3: The amount stated below is to be paid in one lump sum.

Year Groups	Term 2 Entry	Term 3 Entry
Pre-Prep	1,512,000 JPY	814,000 JPY
Prep 1 to 6	1,512,000 JPY	814,000 JPY
Foundation Year 1 to 3	1,572,000 JPY	847,000 JPY
Remove	1,572,000 JPY	847,000 JPY
Hundred	1,572,000 JPY	847,000 JPY

*Attendance for any portion of a term will necessitate payment for the entire term.

Lunch and Bus Fees

Lunch and bus fees will be calculated based on academic terms and should be settled in one lump sum upon application.

Lunch

Fee	Term 2 Entry	Term 3 Entry
Pre-Prep to Prep 2	107,700 JPY	65,100 JPY
Prep 3 to Hundred	113,600 JPY	68,600 JPY

Bus

Route	Bus Stop	Term 2 Entry Both ways	Term 3 Entry Both ways
A	Hiroo	266,150 JPY	143,310 JPY
A	Roppongi	266,150 JPY	143,310 JPY
A	Azabu Juban	266,150 JPY	143,310 JPY
B	Futakotamagawa	247,860 JPY	133,470 JPY
B	Chitose Funabashi	247,860 JPY	133,470 JPY
C	Meguro	263,290 JPY	141,770 JPY
C	Shibuya	260,430 JPY	140,240 JPY



Route	Bus Stop	Term 2 Entry Both ways	Term 3 Entry Both ways
C	Shinjuku	260,430 JPY	140,240 JPY
D	Yurakucho	266,150 JPY	143,310 JPY
D	Yotsuya	260,430 JPY	140,240 JPY

*Bus fee for one-way use will be 50% of the above stated amount.

Re-enrolment (Continuing Pupils Only)

Parents/guardians of all enrolled pupils must complete an online re-enrolment agreement and, as referred to as part of Annual Fees above, pay the Capital Assessment fee of **250,000 JPY** around January 2026 to guarantee a place for the following school year. This fee is mandatory and will not be refunded in whole or in part for any reason or offset against Tuition or any other fees. Any outstanding charges must be settled before the stated deadline for the re-enrolment to be recognized. If parents/ guardians decide not to re-enrol their children for the following school year, please submit the Withdrawal Notice accordingly.

Sibling Discount (Pre-Prep application only)

A sibling discount will be offered at 5% to the second enrolled child and 10% to the third enrolled child or onwards. This discount is only applicable to Pre-Prep fees. Once the pupil moves up to Prep 1, the regular tuition fee will be charged.

Withdrawal and Refund

If a pupil will be withdrawn during any term, parents/guardians should notify the school by submitting a Withdrawal Notice, which must reach the school office (either by post or by uploading to OpenApply) at least 2 full calendar months prior to the date of withdrawal.

If Withdrawal Notice is submitted to the College during a Public Holiday, it will be deemed to have been received by the College on the first day of school following the Public Holiday.

Tuition, Lunch and Bus fees for the unattended term(s) shall be refunded, provided that the Withdrawal Notice is submitted by 2 full calendar months before the start of the term. For Tuition, please see the table below for the amount to be refunded depending on the payment preference you choose.

Tuition Refund Summary

A lump sum paid by 31 May 2025

Refund for Term 2 & 3

Withdrawal Notice submitted two months prior to the first day of Term 2

Pre-Prep	1,512,000 JPY
Prep 1 to 6	1,512,000 JPY
Foundation Year 1 to 3	1,572,000 JPY
Remove, Hundred	1,572,000 JPY

Refund for Term 3

Withdrawal Notice submitted two months prior to the first day of Term 3

Pre-Prep	814,000 JPY
Prep 1 to 6	814,000 JPY
Foundation Year 1 to 3	847,000 JPY
Remove, Hundred	847,000 JPY

First instalment paid by 31 May 2025

Refund for Term 2

Withdrawal Notice submitted two months prior to the first day of Term 2

Pre-Prep	189,500 JPY
Prep 1 to 6	189,500 JPY
Foundation Year 1 to 3	196,500 JPY
Remove, Hundred	196,500 JPY

Second instalment paid by 31 October 2025

Refund for Term 3

Withdrawal Notice submitted two months prior to the first day of Term 3

Pre-Prep	814,000 JPY
Prep 1 to 6	814,000 JPY
Foundation Year 1 to 3	847,000 JPY
Remove, Hundred	847,000 JPY



Refund Administration Fee

A fee of **22,000 JPY** to cover the cost of refund administration is applied and it will offset against any amount to be refunded.

(Notes)

*10% consumption tax is included in all the fees stated in this document.

*All fees are payable in Japanese yen and can be settled by bank transfer. All bank charges related to the transfer shall be borne by the payer ('Our' should be selected for wire transfer's bank charge).

*Changes to various fees may be proposed when social factors such as rapid inflation have a significant impact on the College. All other information on this document is under review regularly and subject to change.