

Application Requirements

1. Application

- ① An applicant must complete 12 years of school education and meet all the requirements below.
- ② An applicant has to have clear vision and direction for the future.
- ③ An applicant has to complete 150 hours of study in a Japanese language institute OR a Japanese language certificate of N5 or higher is required.
- ④ Should be able to afford tuition and living expenses in Japan.
- ⑥ It has to be within less than 5 years from the last educational background.
- ⑦ An applicant has to be healthy mentally and physically.
- ⑧ Must respect and follow all the rules and laws of Japan,

2. Application period

- April Admission: September 1st ~ October 20th.
- October Admission: April 1st ~ May 20th

※Application entry might close if it reaches the admission capacity of students.

3. Class Schedule

We offer two class sections; class hours depend on which class you are in.

- Morning Class 9:00~12 : 50 (50min) 5 Days/Week (Mon~Fri)
- Afternoon Class 14:00~17:50 (50min) 5 Days/Week (Mon~Fri)

School closes on Saturdays/Sundays/Holidays

Holidays/Vacations in March-April, August, December-January

4. Tuition fee including application fee

【Comprehensive Course: 1 year and 6 months】 October Admission

	First Term (1 year)	Last Term(6 months)
Application Fee	10,000 yen	
Entrance Fee	100,000 yen	
Tuition	600,000 yen	300,000 yen
Miscellaneous Fee	89,000 yen	
Total	799,000 yen	300,000 yen

【Comprehensive Course: 2 years】 April Admission

	First Term (1 year)	Last term (1 year)
Application Fee	10,000yen	
Entrance Fee	100,000yen	
Tuition	600,000yen	600,000yen
Miscellaneous Fee	89,000yen	
Total	799,000yen	600,000yen

Application fee should be made when you apply for admission.

Entrance and tuition fee for the first term (1st year) should be made within two weeks after notice from school.

Miscellaneous Fee includes text books, transportation, and school events/activities fee.

As soon as payment is confirmed, a Letter of acceptance and a Certificate of eligibility will be sent to the student.

5. Student Dormitory

【Comprehensive 1 year and 6 months】 October Admission

	First Term (1year)	Last Term (6 months)
Dormitory Fee	294,000yen	147,000yen

【Comprehensive 2 years】 April Admission

	First Term (1 year)	Last Term (1 year)
Dormitory Fee	294,000yen	294,000yen

① Facility

Students share the dormitory together. A refrigerator, rice cooker, gas stove, washing machine, and a table are already equipped in the dorm. The school will offer futons to students as well.

② Water and electricity bills are not included in dormitory fee. Students split the bill and pay for themselves each month.

③ Choosing the room and roommates are not allowed by themselves. Room assignment will be done in the order students enter Japan.

④ If you don't follow the rules of dormitory (making noise, not proper way to dispose the trash, not parking the bicycles properly, getting complains

from the neighbor/owner, breaking facility, home electronics, wet areas such as kitchen and sink in a bathroom.)

You will be asked to move out if you don't follow the rules.

- ⑤ A room key should be kept by each student. Fine must be paid on loss of key.
- ⑥ Please return the key back to school when you move out the apartment. Fine must be paid for loss keys or not returning it.

6. Deposit

Usage	Comprehensive 1 year and 6 months Course October Admission	Comprehensive 2 years April Admission
Health Insurance	24,000yen ※approximate	31,000yen ※approximate
JLPT examine fee	11,000yen (2)	16,500yen (3)
Security deposit	10,000yen	15,000yen
International Student Insurance	16,900yen	19,600yen
Total	45,000yen	62,500yen

- ① Minimum deposit amount that you need is on the list above. If there is something which needed to be changed such as health insurance or price of JLPT, you will need to pay for your own.
- ② Students are required to take JLPT.
- ③ If there is any unpaid bills for water, electricity, any breakage to fix, leaving personal stuff in the apartment, payment will be made from the security deposit in those cases and remaining amount of deposit will be refunded after. However, if security deposit is not enough to cover, you need to pay extra fee to pay them off.
- ④ You are required to purchase International Students Insurance in order to live with security in Japan. The insurance covers accidents, injuries, illness (medical bill).
The insurance is included in the invoice.
There are some coverage exceptions, so if you have any questions, please contact us.

7. Refund policies (Tuition)

- ① An application fee is not refundable even if an application is either rejected or enrollment is cancelled.

- ② Visa Denial

If visa application is refused, an applicant needs to send an acceptance letter, proof of visa denial to the school in order to receive refund.

Admission fee, application fee, the dorm fee (up until the day the school receives the letter of acceptance and official proof of visa denial), cancellation charge of the dorm (for one month), handling fee of the matter, and remittance charge will be deducted from the total amount, and the remaining amount will be refunded to the recipient's bank account within 50 days from the day the school receives the required documents.

- ③ Declining admission regarding personal matter

If the enrollment is cancelled due to his/her own issues or personal matters even before receiving a result from the embassy, acceptance letter and the proof of visa revocation must be sent to the school in order for an applicant to receive refund. Admission fee, application fee, the dorm fee (up until the day the school receives those documents), and cancellation charge of the dorm (for one month), handling fee of the matter, and remittance charge will be deducted from the total amount. Remaining amount will be refunded to the recipient's bank within 50 days from the day school received the documents.

- ④ Withdraw before completing courses

If you stay in school for more than a year and decided to continue education in other institutes or to start working before you complete a course, you need to notify and submit a School Withdrawal Form two months before you actually plan to withdraw. If withdrawal form is approved, we will pay the balance of the tuition fee back.

- ⑤ Moving out from a student dormitory

You must stay in a student dorm for at least one year since you enter the school. After one year, you can move out if you want to. To move out, you

need to notify and submit moving out notification 2 months before the day you actually plan to move out of the apartment. If moving notification is approved and still have a balance on dormitory fee, we will give you the balance of the dormitory fee (following months) back to you.

⑥ Deposit

If there is any deposit balance left, we will give it back to you within 50 days after you graduate or withdraw from school.

⑦ The following cases are non-refundable

The lists below are non-refundable eventhough you submit school withdrawal form to the school.

- 1) Breaking the rules and laws of Japan.
- 2) Transferring to another school/institute.
- 3) Getting Married.
- 4) Getting Pregnant

⑧ Remittance charge

Remittance fee will be covered by the student.

⑨ Exceptional reasons for withdrawal

If there are some exceptional reasons for withdrawal, the matter will be discussed individually.