

SAELU GAKUIN Application Requirements

1. Application

- ① An applicant must complete 12 years of school education and meet all the requirements below.
- ② An applicant must have a clear vision and direction for the future.
- ③ An applicant must complete 150 hours of study in a Japanese language institute OR meet one of the below requirements.
 - a. Require a Japanese Language Proficiency Test (JLPT) of N5 or higher.
 - b. Require Business Japanese Proficiency Test (BJT) of 300 marks or higher.
 - c. Require J.TEST of F grade or higher.
 - d. Require J.TEST of EF grade and higher than 250 marks.
 - e. Require NAT-TEST of N5 grade (Previously known as N4) or higher.
 - f. Require Standard Test for Business Japanese (STBJ) of 350 marks or higher.
 - g. Require TOPJ of beginner A grade or higher (Previously known as GNK)
 - h. Require J-cert of Pre-Intermediate grade or higher.
 - i. Require a Japanese Language Capability Test (JLCT) of JCT5 or higher.
 - j. Require PJC Bridge of C grade or higher.
 - k. Require a Japanese Proficiency Test (JPT) of 315 marks or higher.
- ④ Should be able to afford tuition and living expenses in Japan.
- ⑤ It must be within less than five years from the last educational background.
(If there is a gap of five years or more, the principal will decide on a case-by-case basis.)
- ⑥ An applicant must be healthy mentally and physically.
- ⑦ Must respect and follow all the rules and laws of Japan.

2. Application period

- April Admission: September 1st ~ October 20th.
 - July Admission: January 1st ~ February 20th .
 - October Admission: April 1st ~ May 20th.
 - January Admission: July 1st ~ August 20th .
- *The application window may close early if the maximum number of enrolled students is reached.

3. Class Schedule

We offer two class sessions; class hours depend on your class.

- Morning Class 9:00~12 : 30 (45 minutes x 4) Five days a week (Mon -Fri)
- Afternoon Class 13:30~17 : 00 (45 minutes x 4) Five days a week (Mon -Fri)

School closes on Saturdays/Sundays/Japanese Holidays

There is a long holiday according to regulations.

4. Tuition fee, including application fee

【Comprehensive Course: 2 years】 April Admission

	First Semester	Second Semester
Application Fee	JPY 30,000	
Entrance Fee	JPY 100,000	
Tuition	JPY 660,000	JPY 660,000
Miscellaneous Fee	JPY 190,000	
Total	JPY 980,000	JPY 660,000

【Comprehensive Course: 1 year and 9 months】 July Admission

	First Semester	Second Semester
Application Fee	JPY 30,000	
Entrance Fee	JPY 100,000	
Tuition	JPY 660,000	JPY 495,000
Miscellaneous Fee	JPY 175,000	
Total	JPY 965,000	JPY 495,000

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

	First Semester	Second Semester
Application Fee	JPY 30,000	
Entrance Fee	JPY 100,000	
Tuition	JPY 660,000	JPY 330,000
Miscellaneous Fee	JPY 160,000	
Total	JPY 950,000	JPY 330,000

- ① 「The application fee 」 must be paid at the time of Application for admission.
- ② When a Certificate of Eligibility for Resident Status is issued by the Immigration Bureau, from the date of notification of the 「entrance fee」 , 「 first-semester tuition fee for one year」 , 「others」 , 「dormitory fee for one year」 , and 「 Deposit 」 , Please pay within 10 business days.
- ③ 「Others」 includes 「teaching materials costs」 , 「school event participation costs」 , 「equipment maintenance costs」 , and 「student dormitory deposit fees. 」
- ④ Once the principal has confirmed the payment, we will send you an admission letter and a certificate of eligibility.

5. Student Dormitory

Course	First Semester	Second Semester
2 years	JPY 300,000	JPY 300,000
1 year and 9 months	JPY 300,000	JPY 225,000
1 year and 6 months	JPY 300,000	JPY 150,000

- ① Student dormitories are shared rooms for two or more people. If you would like to enter the dormitory, please contact the principal after completing the enrollment process. Since the number of rooms in the student dormitory is limited, priority will be given to those who pay the dormitory fee early.
- ② The student dormitory has a shared refrigerator, rice cooker, gas stove, washing machine, table, and bunk beds. New students will receive a set of futons.
- ③ The dormitory fee does not include water and utility costs. This is an out-of-pocket expense that the student pays.
- ④ All Students: It is not possible to specify a roommate or a student dormitory room.
- ⑤ All students must follow the rules in the student dormitory. There have been many complaints from neighbors and real estate companies such as noise, poor garbage disposal, bad bicycle parking, intentional damage to equipment, home appliances, water cleaning, etc.). You may be forced to leave the student dormitory if the rules are not followed.
- ⑥ Each Dormitory gives each student a copy of the key.
If you lose the duplicate key, you will be required to bear the cost of the duplicate key.
(One New Key price: JPY 500 to JPY 3,000).
- ⑦ When you leave the dormitory, you must return the dormitory key. If the dormitory key is not returned, the student will be required to pay the total cost to the principal for key replacement.
(One New Key price: JPY 500 to JPY 3,000).

6. Deposit

Usage	Comprehensive 2-year Course	Comprehensive 1 year and 9months Course	Comprehensive 1 year and 6months Course
Health Insurance	JPY 36,000	JPY 31,500	JPY 27,000
JLPT examine fee	JPY 22,500	JPY 22,500	JPY 15,000
Health Check Up Fee	JPY 10,000	JPY 10,000	JPY 5,000
International Student Insurance	JPY 20,000	JPY 17,900	JPY 15,800
Total	JPY 88,500	JPY 81,900	JPY 62,800

- ① This minimum Deposit is required. If there is a revision in fees, such as national health insurance fees, JLPT test fees, etc., you will be responsible for the difference.
- ② All students must take the JLPT (Japanese Language Proficiency Test) even after entering the school.
- ③ When you move out of the student dormitory, if there are unpaid utilities, intentional damage, or disposal of personal belongings, the dormitory repair fee and a disposal fee will be calculated from the dormitory deposit fee. If the student dormitory deposit fee is not enough to cover the damage and utilities, you will be to pay the actual cost of the difference.
- ④ Deal with unexpected events other than illness; our school must join student and national health insurance.

You will be partially responsible for any illnesses or accidents after enrolling in the international student insurance. (Insurance may not be paid for dental treatment or diseases that may have developed in your home country.

For details, please contact the administrative office.)

7. Payment Policies

- ① 「The selection fee」 must be paid at the same time of Application for admission.
- ② If the Immigration Bureau issues the Certificate of Eligibility for Resident Status, payment must be made to our school within 10 business days from the date of notification of the 「entrance fee」, 「first-semester tuition fee (for one year)」, and 「others (for one year)」
- ③ The student dormitory fee (for one year) must be paid to our school within 10 business days from the date of notification of the issuance of the Certificate of Eligibility.
- ④ Please pay the tuition fee for the second semester by the deadline written on the invoice. If payment is not made by the deadline, the student will be expulsion from school.
- ⑤ The student dormitory fee for the second semester must be paid within the deadline indicated on the invoice. Students must move out of the dormitory if payment is not made within the deadline.
- ⑥ 「Deposit (amount determined for each Course) must be paid within 10 business days from the date of notification of the issuance of the Certificate of Eligibility.

8. Tuition Refund policies

① No refunds Application Fee

If you decline admission after paying the screening fee or if the Immigration Bureau refuses to issue a Certificate of Eligibility.

② Visa Denial

If the visa application is refused, an applicant must send an acceptance letter and proof of visa denial to the school to receive a refund.

Admission fee, application fee, dorm fee (up until the day the school receives the letter of acceptance and official proof of visa denial), a cancellation charge of the dorm (for one month), 10,000-yen handling fee of the matter, and remittance charge will be deducted from the total amount. 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 a personal matter

If the enrollment is canceled due to issues or personal matters, even before receiving a result from the embassy, an acceptance letter and proof of visa revocation must be sent to the school for an applicant to receive a refund. The admission fee, application fee, dorm fee (up until the day the school receives those documents), cancellation charge of the dorm (for one month), 10,000-yen handling fee of the matter, and remittance charge will be deducted from the total amount. The remaining amount will be refunded to the recipient's bank within 50 days from the day school receives the documents.

④ Withdraw before completing courses

If you stayed 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 plan to withdraw. If the withdrawal form is approved, we will pay the balance of the tuition fee back within 50 days of withdrawing from the Course.

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 a moving-out notification 2 months before the day you plan to move out of the apartment. If the moving notification is approved and you still have a balance on the dormitory fee, we will give you the balance (following months) back within 50 days after you move out.

⑥ Deposit

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

⑦ The following cases are non-refundable

The lists below are non-refundable even though you submit a school withdrawal form to the school.

1. Breaking the rules and laws of Japan.
2. Transferring to another school/institute.

Note: Refunds will not be provided for any personal circumstances that prevent the student from completing coursework, school enrollment, or when the student is disenrolled for inappropriate behavior.

⑧ Remittance charge

The student will cover the remittance fee.

⑨ Reasons other than the above

The student will be required to submit an official request to the Principle for approval/decision.