

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 meet one of below requirements.
 - a. Require Japanese Language Proficiency Test(JLPT) of N5 or higher
 - b. Require Business Japanese Proficiency Test(BJT) of 300marks or higher
 - c. Require J.TEST of F grade or higher
 - d. Require J.TEST of EF grade and higher than 250marks
 - e. Require NAT-TEST of N5 grade(Old N4) or higher
 - f. Require Standard Test for Business Japanese(STBJ) of 350marks or higher
 - g. Require TOPJ of beginner A grade or higher
 - h. Require J-cert(Old GNK) of Pre-Intermediate grade or higher
 - i. Require Japanese Language Capability Test(JLCT) of JCT5 or higher
 - j. Require PJC Bridge of C grade or higher
 - k. Require Japanese Proficiency Test(JPT) of 315marks or higher
- ④ Should be able to afford tuition and living expenses in Japan.
- ⑤ It has to be within less than 5 years from the last educational background.
- ⑥ An applicant has to 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 .

※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: 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	80,000yen	
Total	790,000yen	600,000yen

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

	First Term (1 year)	Last Term (9months)
Application Fee	10,000yen	
Entrance Fee	100,000yen	
Tuition	600,000yen	450,000yen
Miscellaneous Fee	73,500yen	
Total	783,500yen	450,000yen

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

	First Term (1 year)	Last Term (6months)
Application Fee	10,000yen	
Entrance Fee	100,000yen	
Tuition	600,000yen	300,000yen
Miscellaneous Fee	67,000yen	
Total	777,000yen	300,000yen

【Comprehensive Course: 1 year and 3 months】 January Admission

	First Term (1 year and 3months)
Application Fee	10,000yen
Entrance Fee	100,000yen
Tuition	750,000yen
Miscellaneous Fee	59,500yen
Total	919,500yen

【Comprehensive Course: 1 year】 April Admission

	First Term (1 year)
Application Fee	10,000yen
Entrance Fee	100,000yen
Tuition	600,000yen
Miscellaneous Fee	55,000yen
Total	765,000yen

- ① Miscellaneous fee includes text books, transportation, facility usage and school events/activities fee.
- ② As soon as payment is confirmed, a Letter of acceptance and a Certificate of eligibility will be sent to the student.

5. Student Dormitory

- ① About 3-4 students share the dormitory together. Please contact us after receiving the certificate of eligibility if you are interested in the dormitory. Due to the room numbers are limited, the order of early payments will be prior.
- ② 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.
- ③ Water and electricity bills are not included in dormitory fee. Students split the bill and pay for themselves each month.
- ④ Choosing the room and roommates are not allowed by themselves. Room assignment will be done in the order students enter Japan.
- ⑤ 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.
- ⑥ A room key should be kept by each student. Fine must be paid on loss of key.
- ⑦ Please return the key back to school when you move out the apartment. Fine must be paid for loss keys or not returning it.

Course	Security deposit	First Term	Last Term
2 year	12,000	294,000yen (1 year)	294,000yen (1 year)
1 year and 9 months	10,500	294,000yen (1 year)	220,500yen (9months)
1 year and 6 months	9,000	294,000yen (1 year)	147,000yen (6months)
1 year and 3 months	7,500	294,000yen (1 year)	73,500yen (3months)
1 year	6,000	294,000yen (1 year)	

6. Deposit

Usage	Comprehensive 2 year Course	Comprehensive 1 year and 9months Course	Comprehensive 1 year and 6months Course
Health Insurance	31,200yen	27,300yen	23,400yen
JLPT examine fee	16,500yen	16,500yen	11,000yen
International Student Insurance	20,000yen	17,900yen	15,800yen
Total	67,700yen	61,700yen	50,200yen

Usage	Comprehensive 1year and 3months Course	Comprehensive 1year Admission
Health Insurance	19,500yen	15,600yen
JLPT examine fee	11,000yen	5,500yen
International Student Insurance	13,300yen	10,000yen
Total	43,800yen	31,100yen

- 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. Payment policies

- ① Application fee should be made when you apply for admission.
- ② Entrance, tuition fee for the first term (1st year or 1st year and 3months) and miscellaneous fee (1st year or 1st year and 3months) should be made within two weeks after notice from school.
- ③ Rent of the student dormitory (1st year or 1st year and 3months) should be made within two weeks after notice from the school.
- ④ The 2nd term of tuition fee should be made by the due day of the payment on an invoice. Student will be dropped out the school if the school cannot confirm the payment.

- ⑤ The 2nd term of school dormitory's rent should be made by the due day of the payment on an invoice. Student will be forcibly moved out the dormitory if the school cannot confirm the payment.
- ⑥ The deposit should be made within 2weeks after notice from the school.

8. Refund policies (Tuition)

① Application Fee

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), 10,000yen of 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), 10,000yen of 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 within 50days after withdrawing 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 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 within 50days after you move out the dormitory.

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.

- a. Breaking the rules and laws of Japan.
- b. Transferring to another school/institute.
- c. Getting Married.
- d. 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.