

School Manual 2021

ISI Japanese Language School / Education Center

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About ISI Japanese Language School Philosophy & Education Policy

(1) ISI Japanese Language School Philosophy

- Our mission is to develop global human resources to be active on an international scale.

(2) ISI Japanese Language School Group Education Policy

Our school aims toward the development of the following skills:

- Practical Japanese language and good communication skills
- Intercultural understanding skills that will enable one's ability to respect, as well as accept other cultures and values
- Global talent that can be active in a globalized society

(3) Diploma Policy

Those who have acquired the following abilities during their enrolment are eligible for a graduation or completion certificate:

- Strong Japanese communication skills
- Global competitiveness with diversity and flexibility
- The ability to actively participate in a global society.

(4) Curriculum Policy

Course Content

1. Systematically learning language skills (listening, reading, speaking and writing) and language knowledge (vocabulary and grammar)
2. Promoting diversity in class utilizing the latest teaching methods
3. Test preparation course based on the Japanese Language Proficiency Test (JLPT), the Examination for Japanese University Admission (EJU), etc.
4. Achievement testing with an aim to check outcomes of language acquisition
5. Development of global competitiveness (Understanding Japanese, and other cultures) and human power (problem-solving, creative thinking, etc.) through Japanese language learning
6. Support for further studies and career counselling

Teaching Methods

1. Communicative language teaching
2. The practice of active learning and Information Communication Technology (ICT) education in order to improve students' learning
3. Extracurricular activities outside of the classroom
4. Lessons are taught by highly qualified teachers
5. Utilizing the international environment, enabling a multicultural learning and understanding
6. Academic and Career Counselling with multiple events such as job fairs, seminars and etc.

Expected Achievements

1. Practical Japanese communication skills which can be beneficial in higher education institutions or companies in Japan
2. An understanding of local, as well as international cultures.
3. Personal development: independence, practical skills, problem-solving, etc.

(5) Admission and Enrolment Policy

ISI group is willing to accept students who can understand our philosophy, educational goals, and rules...and want to study in order to realize their dream of participating in an international society. Therefore, we are looking for students who possess the following characteristics:

- Students who are interested not only in Japanese language, but also in Japanese culture and society
- Students who desire to be a competitive member of an international society
- Students who want to study Japanese with the motivation to achieve their goals
- Students who can respect values and cultures as a member of local and regional society, or within the school community

(6) Instruction Management

1. Our courses are designed to improve communication through the direct method.
2. Classes may include active learning, ICT support, or off-campus learning to improve learning outcomes. independence, practical skills, or problem-solving.
3. The school is a multinational environment where cross-cultural understanding is deepened. Please refrain from using your native language in the class.
4. We provide course guidance and related events in line with the annual plan.
5. According to the policy of the Immigration Services Agency, students will be required to take an external exam (J.TEST, etc...) twice a year to check whether your proficiency meets the CEFR standards. (please note that you will have to pay the actual test fee. Check the Fees table of each school for more details.)
6. All Japanese language instructors are certified according to standards established by the Immigration Services Agency. *1

*1 The Short-Term Practical Japanese Course (Kyoto Campus only) / Summer Course are not limited to this.

Application Procedures

For applicants who need a Student Visa (Long-Term Course)

About the Student Visa

- Usually, those who wish to study from 6 months and beyond need a Student Visa.
- To receive this, you must receive a Certificate of Eligibility (COE) issued by the Japanese Immigration Bureau.
- ISI will apply on your behalf for the COE at the Japanese Immigration Bureau.
- With this visa you will be allowed to work part time (max. 28 hours per week) by applying for the “Permission to engage in an activity other than that permitted under the status of residence previously granted” (work permit). Please note that there are some restrictions regarding the type of work.

Admission Criteria - Enrolment date

- Those who have graduated with at least 12 years of education or equivalent by the course starting date.
- Have a motivation to study.
- Have financial support while studying in Japan, or ability to pay expenses during the period of study abroad.
- Those who fully understand ISI's educational philosophy and policy (page 1).
- Those who enrolls in January will basically start from N4 level, so you must have the equivalent of N5 (beginner level). However, if the principal allows it, those who do not meet the admission criteria may be able to enroll. If you do not meet these requirements, please contact our Education Center.

Enrolment date (Enrolment Period)	April (2 years)	July (1year 9months)	October (1year 6months)	January (1year 3months)
Approximate Application Deadline*	Late October	Early February	Late April	Early August
Application Submission at Immigration	Late November	Mid March	Early June	Mid September
Residency Grant and Payment	Late February	Late May	Late August	Early November
Apply to Visa at Embassy/Consulate	Early March	Early June	Early September	Early December

*Please note that admission will be closed as soon as each school's capacity is full.

Application Procedure

1	Applicants shall send the application form and other necessary documents to ISI Japanese Language School Education Center. You will be informed regarding payment and pay the visa application fee afterwards by bank remittance or Flywire.
2	After reviewing the documentation, if the applicant is eligible, ISI will apply on their behalf for the Certificate of Eligibility (COE) at the Immigration Services Agency of Japan.
3	After approximately 2 months and a half, ISI will receive the result of the COE from the Immigration Services Agency of Japan.
4	After COE is issued, ISI will send an invoice. Payment must be done by bank remittance or Flywire by the due date.
5	Once the payment is confirmed, the original COE, letter of acceptance and a guide for living in Japan will be sent to the applicants.
6	Please take the online placement exam before the deadline.
7	When you receive the COE, please apply for a Student Visa at the local Japanese Embassy/Consulate.
8	Book your flight and send the information (e-ticket) to ISI at least two weeks prior to the arrival date.
9	Come to school on the first day of the school term. If your accommodation is arranged by us, please arrive on the designated dorm entry days.

About Application

Those who need a Student Visa (Long-Term Course)

Student Visa: Required documents for Certificate of Eligibility

IMPORTANT NOTICE

- ① Each document* must be original and issued within the last 3 months upon submission except for certificates that are only issued once (e.g. graduation diplomas, grades transcripts, etc.).
*Certificates that can be issued multiple times (e.g. bank balance certificate, graduation certificate, etc.).
- ② For those documents not written in Japanese, please, attach a Japanese translation and submit it together with the original.
If you only submit the translation, it will not be accepted. (ISI Translation service is available with 6,000JPY charge.)
- ③ The documents submitted to the Japanese Immigration Services Agency will not be returned. Please, let us know in advance if something needs to be returned.
- ④ The signatures must be genuine and handwritten with a ball-point pen. Please sign the documents yourself and do not use correction fluid on the application form.
- ⑤ If the applicant has applied for a Certificate of Eligibility in the past (Student, Work, Technical Intern, etc...), additional information will be needed.
Please inform us upon application.
- ⑥ Please submit the following documents by each school's application deadline.

Underlined documents are required for all nationalities. Requirements and documents to be submitted differ depending on nationality, visas application history, etc. Please contact us for more information.

When sending original documents, please use international courier service such as FEDEX/DHL/OCS/EMS and let us know the tracking number.

CHK	Applicant's Documentation	Details
<input type="checkbox"/>	<u>School Application Form</u> (form provided by ISI)	<ul style="list-style-type: none"> Applicants must fill in all the necessary information required in the forms. Do not leave any blanks, especially supporter's occupation or workplace information. The name must be the same as shown in the applicant's passport.
<input type="checkbox"/>	<u>Personal History Form</u> (form provided by ISI)	<ul style="list-style-type: none"> Write all your educational background and work experiences (do not count blank periods) and sign the form. If there have been periods of time without studying or working, please write down the reason on a <u>different paper</u>. If you have had irregular school or work records, please, submit the certificates to prove it.
<input type="checkbox"/>	<u>Health Status Declaration</u> (form provided by ISI)	<ul style="list-style-type: none"> Please, fill in the information regarding your current health status.
<input type="checkbox"/>	<u>4 ID photos</u> (size 4x3 cm) *Certificate photos can be submitted as data.	<ul style="list-style-type: none"> Photos must be recent (within 3 months) and your name written in the back. They must be full face with a plain background and clear.
<input type="checkbox"/>	<u>Passport Copy</u>	<ul style="list-style-type: none"> If you do not have a passport, please, submit the copy of a document issued by a public institution such as ID. Submit all the pages with past entry and departure stamps to Japan.
<input type="checkbox"/>	<u>Graduation Certificate Copy</u>	<ul style="list-style-type: none"> Please, submit a graduation certificate copy. (depending on your nationality, please submit the original ones, but they will be returned after verification). If you are currently a student (or on leave or have withdrawn) at University or College, please, submit a certificate and high school graduation diploma.
<input type="checkbox"/>	Academic Transcript Copy	<ul style="list-style-type: none"> Depending on your nationality, you may have to submit the original copy.
<input type="checkbox"/>	Proof of Enrolment (if you are currently studying)	<ul style="list-style-type: none"> Document must state clearly the date of enrolment, major and planned graduation date.
<input type="checkbox"/>	JLPT Certificate Copy	<ul style="list-style-type: none"> Copy of the certificate proving that you have passed at least N5 level of JLPT or equivalent Japanese language certification. If you are waiting for the result, please, send copy of exam admission slip.
<input type="checkbox"/>	Japanese Language Study Certificate	<ul style="list-style-type: none"> Please submit the Japanese Language Study Certificate if you have studied Japanese before. In addition to the address and contact information of the educational institution, please check if the certificate clearly specifies: (1) Study period (2) Attendance rate (3) Course content (4) Course name (5) The target level for completion of the course and (6) Teaching materials used in the course.
<input type="checkbox"/>	Proof of Employment (if you are currently working)	<ul style="list-style-type: none"> If you have work experience, send any documents that will prove it.
CHK	Financial Supporter's Documentation	Details
<input type="checkbox"/>	<u>Written Proof of Supporter</u> (form provided by ISI)	<ul style="list-style-type: none"> Must be written and signed by the applicant's financial supporter after confirming the contents.
<input type="checkbox"/>	<u>Bank Balance Certificate</u>	<ul style="list-style-type: none"> Bank account holder and supporter must be the same person, and the certificate, issued within 3 months before submission. The amount stated at the balance must be sufficient for the applicant's stay in Japan .
<input type="checkbox"/>	<u>Income Certificate</u>	<ul style="list-style-type: none"> Please, submit an income certificate issued by place of employment or public agency.
<input type="checkbox"/>	Relationship Certificate, Birth Certificate or Family Register	<ul style="list-style-type: none"> Please, send a document that will prove the relationship between applicant and supporter. Vietnam citizens must send copy of family register, ID and birth certificate.
<input type="checkbox"/>	Supporter's Proof of Employment	<ul style="list-style-type: none"> In case of self-employment, please, send a certified copy of the company register.

About Application

For applicants who do not need a student visa (Short-Term Course)

Types of Visa

1. Temporary Visitor Visa (Tourist Visa)

- This visa is issued by Japanese Embassy or Consulate overseas.
- If a visa waiver agreement exists between your country and Japan, this visa will be issued at the port of entry when coming to Japan.
- Even if there is a visa waiver agreement, sometimes you should get the tourist visa at your local Japanese Embassy or Consulate in advance. Please, consult the Japanese Embassy website.
- Some nationalities can extend a temporary visitor visa up to 6 months in Japan.
- If there is not a visa waiver agreement, you will need an invitation letter to obtain it.

2. Other Visas (Resident in Japan)

- You can enroll at the school with a visa issued for purposes other than studying
- Included visas in this group would be working holiday visa, working visa, spouse visa and dependant visa.

- Please check the school calendar to verify the available enrolment dates. If you are completely Beginner level, please enroll on the First Day of Semester of each school.
- You can join on Mid-Term Entry day if there is any suitable class with available seats for your level after taking a level check test.
- After your class is confirmed, you can start learning in a class suitable for your level.

Admission Criteria

- 16-65 years old (please contact us if you are under 16)
*Those who are under 18 years old: You must live with a guardian in Japan or apply for student house or Homestay with us, as we do not offer 24 hour support.
- With motivation to study
- Have financial support during enrolment period
- Be able to come to Japan with visitor visa or reside in Japan
- Temporary visitor visa holders cannot attend the Job Finding Class
- Minimum course period is 2 weeks
- Those who fully understand ISI's educational philosophy and policy (page.1)

Required Documents

- Short-Term Course Application Form (provided by ISI)
- Health Status Declaration (provided by ISI)
- Passport Copy
- ID-sized photo (it can be taken by smartphone or digital camera)
- Homestay application form (if applicable)
- Copy of both sides of Residence Card (if applicable – residents in Japan)
- Necessary documents for invitation letter issuance (if applicable)
*You can submit them via email.

Application Procedure

Temporary Visitor Visa or other types of visa (without invitation letter)

1	Send required documents to ISI by e-mail
2	ISI will send confirmation and an invoice of your application via e-mail.
3	After payment, ISI will send you an acceptance letter.
4	Apply for a Temporary Visitor Visa at your local Japanese Embassy/Consulate* (if required).
5	Please take the pre-enrolment, online placement test by the due date.
6	Book your flight and inform us about arrival date, time and flight number (e-ticket) at least 2 weeks prior to your arrival.
7	Come to school on the first day of the school term.

*Please consult the Japanese Embassy or Consulate about the visa.

Temporary Visitor Visa with Invitation Letter

1	Send required documents to ISI by e-mail
2	ISI will send confirmation and an invoice of your application via e-mail. (Invitation letter fee will be 12,000 JPY.)
3	After payment, ISI will send you an acceptance letter and an invitation letter.
4	Apply for a Temporary Visitor Visa at your local Japanese Embassy/Consulate* (issuance may take a few weeks).
5	Please take the pre-enrolment, online placement test by the due date.
6	Book your flight and inform us about arrival date, time and flight number (e-ticket) at least 2 weeks prior to your arrival.
7	Come to school on the first day of the school term.

*Please consult us before applying.

School Information

Tokyo-Takadanobaba Campus (Long-Term / Short-Term Standard Course)

* The following prices include the consumption tax for the enrolment period from April 1st, 2021 until March 31st, 2022.

Long-Term Course: Fees & School Terms

Long Term Course Fees (Prices in JPY)

- Please find the fees below for the Long-Term Course (20 lessons per week and 20 students per class).
- Visa application fee shall be paid at the time of application submission. Course fees may increase the following academic year should you continue enrolment.
- In addition, the J.TEST examination fee of 4,800 JPY for half a year and 9,600 JPY for a year will be charged together with the tuition fee.

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	347,500	695,000
Material	16,500	33,000
Facilities	22,000	44,000
Total	463,000	849,000

Study Period	Enrolment period	Application deadline
2 Years	April Start	31 st October, 2020
1 Year 9 Month	July Start	8 th February, 2021
1 Year 6 Month	October Start	30 th April, 2021
1 Year 3 Month	January Start	9 th August, 2021

• Admission will be closed as soon as school's capacity is full.

Short-Term Standard Course: Fees

Short-Term Standard Course Fees (Prices in JPY)

- Please find the fees below for 3 months courses (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enroll mid-term after taking a level check test.
- Application deadline is a month (30 days) before the course starting date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks) and you are able to extend onsite at the school.
- The Admission fee is included in the first payment only. The rest of fees will be charged depending on the length of study.
- The Material fee will be charged for the number of terms you attend.

Duration	1 term 10 weeks	2 terms 20 weeks
Admission	15,000	15,000
Tuition	173,750	347,500
Material	8,250	16,500
Facilities	11,000	22,000
Total	208,000	401,000

2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
34,750	52,125	69,500	86,875	104,250	121,625	139,000	156,375
8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250
2,200	3,300	4,400	5,500	6,600	7,700	8,800	9,900
60,200	78,675	97,150	115,625	134,100	152,575	171,050	189,525

Private Course: Fees

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51~	5,700	5,300	3,100	2,000

- 45 minutes per lesson. (Prices in JPY)
- Material fee is not included in the price, it will be charged separately.
- Please, contact us for specific times and dates request.

School Information

ISI Language School

Address: 2-14-19 Takadanobaba, Shinjuku-ku, Tokyo 169-0075
 TEL : +81-3-5155-6886
 FAX : +81-3-5155-6887

Admission inquires : +81-3-5960-1335
 info@isi-global.com

4 minutes away from Takadanobaba Station Waseda Exit on foot
 Airports of arrival: Haneda (HND) or Narita (NRT)

Class Schedule

*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10



School Information

Tokyo-Ikebukuro Campus (Long-Term / Short-Term Standard Course)

* The following prices include the consumption tax for the enrolment period from April 1st, 2021 until March 31st, 2022.

Long-Term Course: Fees & School Terms

Long Term Course Fees (Prices in JPY)

- Please find the fees below for the Long-Term Course (20 lessons per week and 20 students per class).
- Visa application fee shall be paid at the time of application submission. Course fees may increase the following academic year should you continue enrolment.
- In addition, the J.TEST examination fee of 4,800 JPY for half a year and 9,600 JPY for a year will be charged together with the tuition fee.

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	347,500	695,000
Material	16,500	33,000
Facilities	22,000	44,000
Total	463,000	849,000

Study Period	Enrolment period	Application deadline
2 Years	April Start	31 st October, 2020
1 Year 9 Month	July Start	8 th February, 2021
1 Year 6 Month	October Start	30 th April, 2021
1 Year 3 Month	January Start	9 th August, 2021

• Admission will be closed as soon as school's capacity is full.

Short-Term Standard Course: Fees

Short-Term Standard Course Fees (Prices in JPY)

- Please find the fees below for 3 months courses (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enroll mid-term after taking a level check test.
- Application deadline is a month (30 days) before the course starting date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks) and you are able to extend onsite at the school.
- The Admission fee is included in the first payment only. The rest of fees will be charged depending on the length of study.
- The Material fee will be charged for the number of terms you attend.

Duration	1 term 10 weeks	2 terms 20 weeks
Admission	15,000	15,000
Tuition	173,750	347,500
Material	8,250	16,500
Facilities	11,000	22,000
Total	208,000	401,000

2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
34,750	52,125	69,500	86,875	104,250	121,625	139,000	156,375
8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250
2,200	3,300	4,400	5,500	6,600	7,700	8,800	9,900
60,200	78,675	97,150	115,625	134,100	152,575	171,050	189,525

Private Course: Fees

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51~	5,700	5,300	3,100	2,000

- 45 minutes per lesson. (Prices in JPY)
- Material fee is not included in the price, it will be charged separately.
- Please, contact us for specific times and dates request.

School Information

ISI Language College

Address: 1-13-13 Minami Ikebukuro, Toshima-ku, Tokyo 171-0022
 TEL : +81-3-5957-2410
 FAX : +81-3-5957-2420

Admission inquires : +81-3-5960-1335
 info@isi-global.com

6 minutes away from Ikebukuro Station East Exit on foot
 Airports of arrival: Haneda (HND) or Narita (NRT)



Class Schedule

*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10

Tokyo (Evening Course · Art College Preparatory Course)

* The following prices include the consumption tax for the enrolment period from April 1st, 2021 until March 31st, 2022.

Evening Course

For	Those who aim to work in Japan or want to learn business Japanese, improve their Japanese communication skills.
Course Level	From Beginner to Lower Intermediate (JLPT level N3) *You must know how to read and write Hiragana and Katakana
Classes	4 days a week (Monday~Thursday) *Excluding public holidays
Classes Timetable	6:30pm~9:00 pm (3 "sessions" · 45 minutes x "session")
Enrolment Period	April · July · October · January

- Depending on the result of the placement test, students may be able to enroll after the current term has started, but only if there are maximum number of applicants has not been reached yet. The minimum course period is 4 weeks.
- You may be able to enroll mid-term after taking a level check test.
- Application deadline is a month (30 days) before the course starting date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks).
- The Admission fee is included in the first payment only. The rest of fees will be charged depending on the length of study.
- The Material fee will be charged for the number of terms you attend.

Evening Course Fee (Prices in JPY)

*Please note that the course may be postponed if the maximum number of applicants is not reached (10 students per class).

Period	1 Term (10 Weeks)	2 Term (20 Weeks)
Admission Fee	15,000	15,000
Course Fee	85,000	170,000
Teaching Material Fees	8,250	16,500
Facility Fees	11,000	22,000
Total	119,250	223,500

4 Weeks	5 Weeks	6 Weeks	7 Weeks	8 Weeks	9 Weeks
15,000	15,000	15,000	15,000	15,000	15,000
34,000	42,500	51,000	59,500	68,000	76,500
8,250	8,250	8,250	8,250	8,250	8,250
4,400	5,500	6,600	7,700	8,800	9,900
61,650	71,250	80,850	90,450	100,050	109,650

Art College Preparatory Course

※See the "Ena Shinjuku Art Academy, ISI Campus 2021" for more information.

This course is offered for those who wish to enter Japanese art colleges and academies of fine arts. Only people who have completed at least 12 years of education and will be 40 years old or younger as of April 1st 2021, may apply to this course. Students will have to fill in the dedicated form, in order to apply to this course.

Art College Preparatory Course Fee (Prices in JPY)

Course	Course Length	Timetable	Hours	Admission Fee	Tuition			
					April Intake	July Intake	October Intake	January Intake
Basic Course	1 School Year	Monday~Saturday (6 days a week)	5:30~8:30 pm	22,000	610,500	412,500	313,500	165,000
Entrance Exam Preparatory Course	April~December	Monday~Saturday (6 days a week)	5:30~8:30 pm	22,000	534,600	330,000	222,750	N/A
Graduate Course	April~December	Private Program	1.5 hours each	22,000	352,000~ (Min.20 times)	352,000~ (Min.20 times)	176,000~ (Min.10 times)	N/A

【Important】

- ※ Students applying before coming to Japan will have to pay the fee for the basic course. Depending on their level, students may be able to switch to the "University Admission Preparatory Course" after enrolment, if their request is approved by the school. Those who wish to transfer onto a different course, must apply to the administrative office of their campus. In case of a difference in the school fees payed and owed to the school, students will either be refunded by, or have to pay the difference to the school.
- ※ Since a trial lesson is only available for those who are already reside in Japan, students who applied from overseas can withdraw from the contract within 7 days since the first day of classes, by submitting a written request. In that case, the fees already paid will be refunded entirely. For more information, please refer to the "ena Shinjuku Art Academy(ena Shinbi),ISI Campus 2021 Application Guidelines".

Evening Course · Art College Preparatory Course

ISI Language School New bldg.

Address:4-23-32 Takadanobaba, Shinjuku-ku, Tokyo, 169-0075

Admission inquires : +81-3-5960-1335

info@isi-global.com

- 1 minute on foot from Takadanobaba Station Toyama Exit (JR Yamanote Line)
- 4 minutes on foot from Takadanobaba Station Seibu Toyama Exit (Seibu Shinjuku Line).

Airports of arrival: Haneda (HND) or Narita (NRT)



Summer · Winter · Spring Seminars

Students of ena Shinbi ISI can attend Summer, Winter and Spring seminars at ena Shibi. Please, note that the cost of these courses is not included in the tuition fee and you will have to apply separately to each one of them. Further details will be provided during the orientation.

Individual tutoring for university admission exam

ena Shinbi ISI offers individual guidance on how to write short essays and motivation letters, as well as training sessions to prepare for university interviews, to all students enrolled in the preparatory course for university entrance examinations. Tutoring sessions need to be booked in advance. The price for one session is as follows:

Service	Period	Hours	Fees (tax included)
Short Essay /Motivation Letter	Apr~Dec	–	1,100 JPY
		1:30~4:30 pm (Sat) ※Each session lasts for 40 minutes	5,500 JPY
Interview Training	Sep~Dec		2,200 JPY

School Information

Kyoto Campus (Long-Term, Short-Term Standard and Short-Term Practical Japanese Course)

* The following prices include the consumption tax for the enrolment period from April 1st, 2021 until March 31st, 2022.

* Please refer to the previous page (Ikebukuro Campus, page. 6) for admission, application, and document submission information) School terms are the same as Tokyo Campuses.

Long Term Course: Fees

- Please find the fees below for the Long-Term Course (20 lessons per week and 20 students per class). (Prices in JPY)
- Visa application fee shall be paid at the time of application submission.
- Course fees may increase the following academic year should you continue enrolment
- In addition, the J.TEST examination fee of 4,800 JPY for half a year and 9,600 JPY for a year will be charged together with the tuition fee.

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	340,000	680,000
Material	16,500	33,000
Facilities	16,500	33,000
Total	450,000	823,000

Short-Term Standard Course: Fees

- Please find the fees below for courses under short stay visa and for those who are already in Japan and will not need a student visa.
- You may be able to enroll mid-term after taking a level check test.
- Application deadline is a month before the course starting date.

Prices in JPY

Duration	1 term (10 Weeks)	2 weeks	4 weeks	6 weeks	8 weeks	Per week
Admission	15,000	15,000	15,000	15,000	15,000	
Tuition	170,000	34,000	68,000	102,000	136,000	17,000
Material	8,250	8,250	8,250	8,250	8,250	8,250 (per term)
Facilities	8,250	1,650	3,300	4,950	6,600	825
Total	201,500	58,900	94,550	130,200	165,850	—

Short Term Practical Japanese Course: Fees

- This course runs from April to June and from October to December. (You may register and pay for up to 10 weeks)
- **All classes, including beginners, will be scheduled from 8:50 am to 12:00 pm.**
- Short term intensive practical Japanese classes including grammar and writing, conversation and unique Japanese culture experiences in Kyoto (20 lessons per week, 15 students per class).
- This very popular course among short term students offers cultural activities once every two weeks.
- From 0 level to lower intermediate (approximately JLPT N3).
- You may be able to enroll mid-term if there is any suitable class with available seats for your level after taking a level check test.
- Application deadline is a month before the course starting date, and a month before the month's course starting date in the case of mid-term applications.
- The Admission fee is the first payment only, subsequent payments will be according to the duration of stay.

Prices in JPY

Duration	1 term (10 weeks)	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Tuition	200,000	40,000	60,000	80,000	100,000	120,000	140,000	160,000	180,000
Material	12,000	8,500	8,500	8,500	10,000	10,000	10,000	12,000	12,000
Facilities	8,250	1,650	2,475	3,300	4,125	4,950	5,775	6,600	7,425
Total	235,250	65,150	85,975	106,800	129,125	149,950	170,775	193,600	214,425

Private Course: Fees

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51~	5,700	5,300	3,100	2,000

- 45 minutes per lesson. (Prices in JPY)
- Material fee is not included in the price, it will be charged separately.
- Please, contact us for specific times and dates request.

School Information

ISI Language School, Kyoto

Address: 6-6 Nishinokyo-Ryomachi, Nakagyo-ku, Kyoto 604-8497
 TEL : +81-75-803-6120
 FAX : +81-75-803-6130

Admission inquires : +81-3-5960-1335
 info@isi-global.com



7 minutes away from Enmachi Station (JR Sagano Sanin line) on foot
 Airports of arrival: Kansai (KIX)

Class Schedule

*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10
Short Term Practical Japanese Course Schedule	
All levels	8:50~10:20 / 10:30~12:00
Afternoon (optional)	Join several activities!

School Information

Nagano Campus (Long-Term / Short-Term Standard Course)

* The following prices include the consumption tax for the enrolment period from April 1st, 2021 until March 31st, 2022.

Long-Term Course: Fees & School Terms

Long Term Course Fees (Prices in JPY)

- Please find the fees below for the Long-Term Course (20 lessons per week and 20 students per class).
- Visa application fee shall be paid at the time of application submission. Course fees may increase the following academic year should you continue enrolment.
- In addition, the J.TEST examination fee of 4,800 JPY for half a year and 9,600 JPY for a year will be charged together with the tuition fee.

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	310,000	620,000
Material	16,500	33,000
Facilities	16,500	33,000
Total	420,000	763,000

Study Period	Enrolment period	Application date
2 years	April Start	31 st October, 2020
1 year and 6 months	October 2019	30 th April, 2021

• Admission will be closed as soon as school's capacity is full.

Short-Term Standard Course: Fees

Short-Term Standard Course Fees (Prices in JPY)

- Please find the fees below for 3 months courses (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enroll mid-term after taking a level check test.
- Application deadline is a month (30days) before the course starting date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks) and you are able to extend onsite at the school.
- The Admission fee is included in the first payment only. The rest of fees will be charged depending on the length of study.
- The Material fee will be charged for the number of terms you attend.

Prices in JPY

Duration	1 term	2 terms	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Tuition	155,000	310,000	31,000	46,500	62,000	77,500	93,000	108,500	124,000	139,500
Material	8,250	16,500	8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250
Facilities	8,250	16,500	1,650	2,475	3,300	4,125	4,950	5,775	6,600	7,425
Total	186,500	358,000	55,900	72,225	88,550	104,875	121,200	137,525	153,850	170,175

Specified Skilled Workers-Job Seeking Support Program

This is a special program limited to Nagano Campus, aiming at those who want to obtain the "Specified Skilled Workers" visa and work in Japan. Please contact us for more information.

[Main support content included in the program]

- | | |
|---------------------------|----------------------------|
| ① Special Intensive Class | ④ Paid Internship |
| ② e-Learning | ⑤ Employment Support |
| ③ Employment Guidance | ⑥ Visa Acquisition Support |

Program fee

※Will be charged after admission

Program fee including ①~⑥	Program fee including ②~⑥
60,000JPY	30,000JPY

Private Course: Fees

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51~	5,700	5,300	3,100	2,000

- 45 minutes per lesson. (Prices in JPY)
- Material fee is not included in the price, it will be charged separately.
- Please, contact us for specific times and dates request.

School Information

Nagano Business and Language College

Address: 3-5-18 Chuo, Ueda, Nagano 386-0012

TEL : +81-268-23-7220

FAX : +81-268-22-4977

Admission inquires : +81-3-5960-1335

info@isi-global.com

12 minutes away from JR Ueda Station on foot

Airports of arrival: Haneda (HND) or Narita (NRT)



Class Schedule

*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10

Tokyo - Accommodation & Airport Pick-up Service

* The following prices include the consumption tax for Accommodation & Airport Pick up Service period from April 1st, 2021 until March 31st, 2022.

Accommodation: Types & Fees

- There are several types of accommodation available for your stay in Japan. Please, inquire about the one you like. After checking its availability, we will contact you.
- Check-in time will differ depending on accommodation, verify at "Notification of Accommodation & Airport Pick-up Service"(page.13).
- Accommodation details will be provided after final arrangement. Contact us for detailed information regarding check-in and check-out dates.

① Student House

- Resident staff on site
- Living together with multinational students
- Reasonable fees
- Commuting time: about 20-50 minutes.
- Shared bathrooms and kitchen. Meals not included
- Bedding included

② Guesthouse

- Students from all nationalities live together
- Shared living room, kitchen and bathrooms
- Meals not included. Bedding included
- Commuting time: 40-60 minutes
- Double rooms available for two people who apply together for it

③ Weekly Mansion

- Fully equipped with furniture and home appliances
- Commuting time: 30 minutes
- Private mini-kitchen and bathroom in each room
- Bedding included
- Double apartments available for two people who apply together.

④ Homestay (2 meals a day included)

- Live with a Japanese family and Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes (up to 90 minutes in summer)
- Maximum period of stay of 12 weeks (can be extended on-site).
- Host family may change. If you wish to extend, please let us know when you first apply.
- Extra 2,500JPY per night will be charged for winter break (Dec 23~Jan 4)
- It is necessary to submit "Homestay Application Form".
The procedure will be done after submission.

Long Stay Fees (1 term / 3 months):

Long term students will apply for a Long stay (3 months). Price includes utilities and Internet fees.

October intake students can apply for 6 months by a single payment. In that case, the facility fee (30,000 JPY) will be exempted.

Prices in JPY

Room type	Room	Type	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 1 term (3 months)	※Total 6 months
Student House	Single	A	40,000	30,000	10,000	81,000	323,000	536,000
	Single	B				72,000	296,000	482,000
	Twin					53,000	239,000	368,000
	Triple					45,000	215,000	320,000

Because long-term stay is contracted on a monthly basis, costs will not be prorated. Regarding single rooms in Tokyo: The room size differs between Type A and Type B.(as reflected in the cost).

Short Stay Fees (2 weeks~11 weeks):

Prices differ depending on accommodation type. Minimum booking is 2 weeks (14 days and 13 nights).

Price includes utilities and Internet fees. ※ 4 weeks is equivalent to 28 days and 27 nights.

Prices in JPY

Accommodation	Room	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)
Student Housing	Single	30,000	3,800/day	83,200	136,400
	Twin	20,000	2,900/day	60,600	101,200
Guesthouse	Single	30,000	3,800/day	83,200	136,400
	Twin	20,000	2,900/day	60,600	101,200
Weekly Mansion	Single	22,000	6,800/night	110,400	205,600
	Twin	22,000	4,500/night	80,500	143,500
Homestay	Single	22,000	5,500/night	93,500	170,500

Airport Pick-Up Service/Fees (Haneda & Narita Airports) For students with housing reservations

For Dormitory Students: Send us the e-ticket or flight information two weeks before arrival. For Others: Send flight information 1 month prior to departure (if available, send a copy of your e-ticket). Pick up staff will be waiting at the arrival gate. Please refer to [Notification for Accommodations and Airport Transfer] page 13 for more information regarding pick-up available times.

Destination	One way	Pick-up method	Details
Student Housing	6,000 JPY	Car (pick-up by staff or contractor)	This is a special rate designated for dorm entry days. If you arrive at HANEDA or on a different day, additional fee will be charged (12,000 JPY). Please check the school calendar for the designated dates. One suitcase and one baggage are included in the price. If you bring more than that, you will be charged 1,000 JPY (max. 1 extra suitcase).
Homestay	18,000 JPY	Public transportation	Public transportation fee or taxi fee included.
Guesthouse/Weekly Mansion	31,000 JPY	Taxi	Pick-up will be arranged after ISI confirms payment.

Kyoto - Accommodation & Airport Pick-up Service

* The following prices include the consumption tax for Accommodation & Airport Pick up Service period from April 1st, 2021 until March 31st, 2022.

Accommodation: Types & Fees

- There are several types of accommodation available for your stay in Japan. Please, inquire about the one you like. After checking its availability, we will contact you.
- Check-in time will differ depending on accommodation, verify at "Notification of Accommodation & Airport Pick-up Service". (page.13)
- Accommodation details will be provided after final arrangement. Contact us for detailed information regarding check-in and check-out dates.

① Student House

- Resident staff on site
- Living together with multinational students
- Reasonable fees
- Commuting time: about 13 minutes on foot – 40 minutes by tram
- Shared bathrooms and kitchen. Meals not included
- Bedding included

② Homestay (2 meals a day included)

- Live with a Japanese family and Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes (up to 90 minutes in summer)
- Maximum period of stay of 12 weeks (can be extended on-site).
- Host family may change. If you wish to extend, please let us know when you first apply.
- Extra 2,500JPY per night will be charged for winter break (Dec 23~Jan 4)
- It is necessary to submit "Homestay Application Form".
The procedure will be done after submission.

Long Stay Fees (1 term/3 months):

Long term students will apply for a Long stay (3 months). Costs will not be prorated. Price includes utilities and Internet fees. October intake students can apply for 6 months by a single payment. In that case, the facility fee (30,000 JPY) will be exempted.

Prices in JPY

Room Type	Room Capacity	Type	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 1 term (3 months)	※Total 6 months
Student Housing	Single	A	40,000	30,000	10,000	72,000	296,000	482,000
		C				60,000	260,000	410,000
	Double	A				50,000	230,000	350,000
		B				46,000	218,000	326,000
		C				40,000	200,000	290,000

Because long-term stay is contracted on a monthly basis, costs will not be prorated. In addition to rent, there may be a monthly billing fee.

Short Stay Fees (from 2 to 11 weeks)

Prices differ depending on accommodation type and room. Minimum booking is 2 weeks (14 days and 13 nights). Price includes utilities and Internet fees. ※ 4 weeks is equivalent to 28 days and 27 nights.

Prices in JPY

Accommodation	Room	Type	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)
Student House	Single	A	30,000	3,400 /day	77,600	125,200
		C		3,200/day	74,800	119,600
	Twin	A	20,000	2,800/day	59,200	98,400
		B		2,600/day	56,400	92,800
		C		2,400/day	53,600	87,200
Homestay	Single		22,000	5,500/night	93,500	170,500

*Student house's single rooms: Type A: Enmachi ①; Type C: Enmachi ② & Kameoka (Enmachi ①&② rooms have different sizes)

*Student house's twin rooms: Type A: Enmachi; Type B: Saga Arashiyama; Type C: Saga Kariwake & Kameoka

Airport Pick-Up Service/Fees (Kansai Airport) For students with housing reservations

Send us the e-ticket or flight information **at least 2 weeks before arrival**. Pick up staff will be waiting at the arrival gate. (In case of Kansai, you will be picked up at "Yasaka Kanku Shuttle Counter" International arriving floor in Terminal-1.) **Please refer to [Notification of Accommodation and Airport Transfer] (page 13) for information regarding pick-up available times.**

Destination	One way	Pick-up method	Details
School/Student House (except Kameoka)	6,000 JPY	Shared taxi or public transportation	In the case of shared taxi, one suitcase is included in the price. If you bring more than 1, you will be charged 1,000 JPY (max. 1 extra suitcase).
Kameoka International House (dorm entry day)	10,000 JPY		
If you arrive on a day other than the Dorm Entry days (shared taxi)	15,000 JPY		
Homestay	18,000 JPY		

Nagano - Accommodation & Airport Pick-up Service

* The following prices include the consumption tax for Accommodation & Airport Pick up Service period from April 1st, 2021 until March 31st, 2022.

Accommodation: Types & Fees

- There are several types of accommodation available for your stay in Japan. Please, inquire about the one you like. After checking its availability, we will contact you.
- Check-in time will differ depending on accommodation, verify at "Notification of Accommodation & Airport Pick-up Service". (page.13)
- Accommodation details will be provided after final arrangement. Contact us for detailed information regarding check-in and check-out dates.

① Student House

- Distance from school: conveniently 10 to 15 mins on foot
- Living together with multinational students
- Reasonable fees
- Shared bathrooms and kitchen. Meals not included
- Bedding included
- Student House type may not meet your requirements.

② Homestay (2 meals a day included)

- Live with a Japanese family and Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes (up to 90 minutes in summer)
※ You may have to ride bicycles from your homestay to the nearest station.
- Maximum period of stay of 12 weeks (can be extended on-site).
- Host family may change. If you wish to extend, please let us know when you first apply.
- Extra 2,500JPY per night will be charged for winter break (Dec 23-Jan 4)
- It is necessary to submit "Homestay Application Form".
The procedure will be done after submission.

Long Stay Fees (6 months)

Long term students will apply for a Long stay (6 months).

The dormitory admission fee (30,000 JPY) is exempted if you pay 6 months at the time of entering the dormitory.

Price includes utilities and Internet fees.

Prices in JPY

	Room	Type*	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 1 terms (6 months)	※Total 3 months
Student Housing	Single	A	30,000	20,000	10,000	65,000	420,000	255,000
	Twin	A				43,000	288,000	189,000
		B				39,000	264,000	177,000
	Triple	A				32,000	222,000	156,000
	Quadruple	B				32,000	222,000	156,000

* Type A: Konyamachi International House Main Building *Type B: Konyamachi International House Annex (male only)

* Long term stays are contracted on a monthly basis and is not prorated.

Short Stay Fees (from 2 to 23 weeks)

Fees showed by type of accommodation and room. Minimum booking is 2 weeks (14 days and 13 nights).

4 weeks is equivalent to 28 days and 27 nights. Price includes utilities and Internet fees.

Prices in JPY

Accommodation	Room	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)
Student House	Single	20,000	2,900/day	60,600	101,200
	Twin		2,000/day	48,000	76,000
Homestay	Single	22,000	5,500/night	93,500	170,500

Airport Pick-Up Service/Fees (Haneda & Narita Airports) For students with housing reservations

Send us the e-ticket or flight information **at least 2 weeks before arrival**. Pick up staff will be waiting at the arrival gate. Service is available for those arriving at the airport between 5 AM and 3 PM. Please refer to [Notification of Accommodation and Airport Transfer] (page 13) for information regarding pick-up available times.

Destination	One way	Pick-up method	Details
School Student House Homestay	18,000 JPY	Shared taxi	One suitcase included in the price. If you bring more than 1, you will be charged 1,000 JPY per extra suitcase.

Notification of Accommodations and Airport Transfer

Steps from Reservation to Arrival

	Student Housing	Guest House / Weekly Apartment / Homestay
1	Contact ISI Education Center once you complete the application form and selected the desired accommodation	
2	Based on your choice of accommodations, ISI will arrange your housing reservation, contingent upon enrolment acceptance.	
3	Students needing visas : ISI will issue a confirmation letter, two months prior to the admission date, regarding your application (course/housing information on your application). For non-student visa holders, ISI will inform housing availability.	ISI will make a reservation for the duration of your stay. * If you have chosen a homestay, submit the "Homestay Application" form two months in advance and ISI will process your submission.
4	Students needing visas: After the Certificate of Eligibility (COE) is issued, ISI will issue an invoice (with the tuition fees). Please send remittance for the amount of the invoice. (※1) For non-student visa holders, ISI will forward an invoice for tuition and housing.	Students needing visas: Once housing arrangements are made, you will receive an invoice. The invoice for tuition will be issued upon receipt of the COE. Please pay the amount on the invoice. For non-student visa holders, ISI will forward an invoice for tuition and housing.
5	Upon receipt of your payment, ISI will send you details about your stay in Japan (admissions confirmation form) 2 weeks before First day of class.	Upon receipt of payment, ISI will forward information regarding your accommodation (instructions, host family information, etc.) and also transportation information. * If ISI does not receive your deposit by the specified date, your reservation will be canceled automatically.
6	Please submit your arrival date/time/flight number (E-ticket) 2 weeks prior to the arrival date (regardless of your airport transport arrangement. Please strive to arrive in Japan on the designated day/time to the best of your ability.	* If you would like to arrange a homestay, or arrange for an airport transfer, please do so one month prior to your arrival date. All others should submit their information 2 weeks prior to the arrival date.

NOTES

- (※1) If you cannot verify housing when applying, ISI will reserve the highest level of housing and reimburse the difference.
- Note: If your application is submitted with less than 8 weeks to the start of the term, classes and housing may already full.
- Please contact us in advance if you arrive on a weekend or holiday other than the move in date and time.
- Please contact us if you have any questions regarding admissions or withdrawal dates.
- If you wish to extend your stay, apply for an extension directly after moving in, if available, your stay can be extended every 3 months.
- If your extension request cannot be made at the ISI dormitories, we can introduce you to an outside property management facility.
- There are no refunds after you have moved into your housing.
- Please note that the check-in time for your accommodation and flight arrival time are as follows. If you require an alternative check-in other than the times noted, please contact our staff prior to finalizing your reservation.
- Those who will stay at Student House may have a long wait at the airport for transportation outside of the times listed below.

Check-in / Airport Arrival Times

Location	Airports of Arrival	Accommodation Types	Check-in Times	Airport Arrival Times
Tokyo	Narita or Haneda	Student Dormitory	9:00-20:00 (※2)	8:00-18:00
		Weekly Mansion	14:00-18:00	8:00-15:00
		Guest House	9:00-18:00	8:00-15:00
		Homestay	9:00-20:00	8:00-18:00
Kyoto	Kansai International	Student Dormitory	9:00-20:00 (※3)	10:00-18:00(※4)
		Homestay	9:00-20:00	8:00-18:00
Nagano	Narita or Haneda	Student Dormitory	9:00-20:00	5:00-15:00
		Homestay	9:00-20:00	5:00-15:00

(※2) Student dormitories in Tokyo will only be open until 22:00 on the day of arrival.

(※3) Please check in by 18:00 in case you stay at Kameoka (in Kyoto) Dormitory.

(※4) Please arrive at Airport by 15:00 in case you stay at Kameoka (in Kyoto) Dormitory.

Takadanobaba Campus

Closed (Holidays & National Holiday)
 Dorm Entry Day
 Orientation
 First Day of Semester
 First Day of Class
 Mid-Term Entry Day
 Term Examination
 J.TEST Examination (planned)

* National Holidays may change.

Spring Term (Class period : 10 weeks)																				
April 2021							May 2021							June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1							
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30	1	23	24	25	26	27	28	29	27	28	29	30	1	2	3
							30	31												

Summer Term (Class period : 10 weeks)																				
July 2021							August 2021							September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3														
4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11
11	12	13	14	15	16	17	8	9	10	11	12	13	14	12	13	14	15	16	17	18
18	19	20	21	22	23	24	15	16	17	18	19	20	21	19	20	21	22	23	24	25
25	26	27	28	29	30	31	22	23	24	25	26	27	28	26	27	28	29	30	1	2
							29	30	31	1	2	3	4							

Autumn Term (Class period : 10 weeks)																				
October 2021							November 2021							December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2														
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1
31																				

Winter Term (Class period : 10 weeks)																				
January 2022							February 2022							March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1														
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	1	2	3	4	5	27	28	29	30	31	1	2
30	31																			14

Evening Course (Takadanobaba Campus)

Closed (Holidays & National Holiday)

Orientation

First Day of Class

Mid-Term Entry Day

*Please refer to the "ena Shinbi ISI Application Guidelines" for the schedule of the Art College Preparatory Course.

*National Holidays may change.

Spring Term (Class period : 10 weeks)

April 2021							May 2021							June 2021													
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat							
				1	2	3							1														
				8	9	10							8			1	2	3	4	5							
WK1	11		13	14	15	16	17	WK4	9		10	11	12	13	14	15	WK7	13	14	15	16	17	18	19			
WK2	18		19	20	21	22	23	24	WK5	16		17	18	19	20	21	22	WK8	20	21	22	23	24	25	26		
WK3	25		26	27	28	29	30	1	WK6	23		24	25	26	27	28	29	WK9	27	28	29	30	1	2	3		
								30	31																		

Summer Term (Class period : 10 weeks)

July 2021							August 2021							September 2021											
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
				1	2	3																			
				8	9	10			2	3	4	5	6	7		30	31	1	2	3	4				
WK1	11		12	13	14	15	16	17	WK4	1		2	3	4	5	6	7	WK7	5	6	7	8	9	10	11
WK2	18		19	20	21	22	23	24	WK5	8	9	10	11	12	13	14	WK8	12	13	14	15	16	17	18	
WK3	25		26	27	28	29	30	31	WK6	15	16	17		18	19	20	21	WK9	19	20	21	22	23	24	25
								22		23	24	25	26	27	28	WK10	26	27	28	29	30	1	2		
								29	30	31	1	2	3	4											

Autumn Term (Class period : 10 weeks)

October 2021							November 2021							December 2021											
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
					1	2																			
				7	8	9			1	2	3	4	5	6		28	29	30	1	2	3	4			
WK1	10		11	12	13	14	15	16	WK4	7		8	9	10	11	12	13	WK8	5	6	7	8	9	10	11
WK2	17		18	19	20	21	22	23	WK5	14		15	16	17	18	19	20	WK9	12	13	14	15	16	17	18
WK3	24		25	26	27	28	29	30	WK6	21		22	23	24	25	26	27	WK10	19	20	21	22	23	24	25
	31							28	29	30	1	2	3	4		26	27	28	29	30	31	1			

Winter Term (Class period : 10 weeks)

January 2022							February 2022							March 2022											
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
						1																			
						8			1	2	3	4	5		28	1	2	3	4	5					
WK1	9	10	11		13	14	15	WK4	6		7	8	9	10	11	12	WK8	6	7	8	9	10	11	12	
WK2	16		17	18	19	20	21	22	WK5	13		14	15	16	17	18	19	WK9	13	14	15	16	17	18	19
WK3	23		24	25	26	27	28	29	WK6	20		21	22	23	24	25	26	WK10	20	21	22	23	24	25	26
	30		31					27	28	1	2	3	4	5		27	28	29	30	31	1	2			

Kyoto Campus

Closed (Holidays & National Holiday)	Dorm Entry Day	Orientation	First Day of Semester	First Day of Class	Mid-Term Entry Day	Term Examination	J.TEST Examination (planned)

* National Holidays may change.

Spring Term (Class period: 10 weeks) Short Term Practical Japanese Course

April 2021							May 2021							June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1							

Summer Term (Class period : 10 weeks)

July 2021							August 2021							September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3														

Autumn Term (Class period: 10 weeks) Short Term Practical Japanese Course

October 2021							November 2021							December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2														

Winter Term (Class period : 10 weeks)

January 2022							February 2022							March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1														

Nagano Campus

Closed (Holidays & National Holiday)
 Dorm Entry Day
 Orientation
 First Day of Semester
 First Day of Class
 Mid-Term Entry Day
 Term Examination
 J.TEST Examination (planned)

* National Holidays may change.

Spring Term (Class period : 10 weeks)						
April 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

May 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Summer Term (Class period : 10 weeks)						
July 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2						

Autumn Term (Class period : 10 weeks)						
October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Winter Term (Class period : 10 weeks)						
January 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5

March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Payment Information

Payment method

- Please pay by bank remittance or Flywire. (Please pay the visa application fee upon submission).

How to pay with Flywire:

- Flywire is an international payment service for educational institutions that allows you to transfer money from your bank account or credit card to our bank account.
- Please visit the Flywire website for the applied ISI Japanese Language School and create an account before making the payment. The website is available in English, Chinese, Korean, Spanish, French, Japanese and Portuguese.

<p>Tokyo- Takadanobaba Campus</p> <p>https://www.flywire.com/pay/isi-takadanobaba</p> 	<p>Tokyo-Ikebukuro Campus</p> <p>https://www.flywire.com/pay/isi-ikebukuro</p> 
<p>Kyoto Campus</p> <p>https://www.flywire.com/pay/isi-kyoto</p> 	<p>Nagano Campus</p> <p>https://www.flywire.com/pay/nagano-business-language</p> 

Bank charge

- In case of bank remittance a bank charge will be charged.
- Please note that all charges caused by bank remittance must be borne by the client.

Payment deadline

- Please pay each invoice by the due date stated in the invoice. Guidelines are as follows;
- Students needing visas: One week after the Certificate of Eligibility (COE) is issued.
- Non-student visa holders who applied more than 2months before entry day. : 30 days after application day
- Non-student visa holders who applied within 2months from entry day. : 7 days after application day
- Accomodation fee : One month prior to entry day.
- If there is no prior notification and payment cannot be confirmed by the school by the due date, course will be automatically cancelled.
- Please contact us if remittance cannot be done by the invoice due date.

Payment remittance

Please keep in mind the following when making a remittance:

1. Please use the provided invoice when making the payment.
2. Please make the money transfer with exactly the specified bank information (bank name, branch name, account number, account name, etc.) that appears on the invoice provided by us. If the information is incorrect at the time of the remittance, the payment will not be done, so please be careful.
3. Please fill the student ID number and name that appear in the invoice in the message of payee statement/purpose of remittance section. (Example: 2021-12345 SMITH JOHN)
4. The above information is important in order to identify the payer. If the payer is someone other than the applicant (agency, family member, etc.) we won't be able to identify them and enrolment will be treated as unpaid and may cause delay in enrolment procedures, etc.
5. Please contact the representative in charge upon remittance completion and send them the transaction proof. We recommend you keep it carefully so as not to lose it.
6. Please contact your financial institution regarding the bank transfer procedure. We will not be held responsible for any losses or troubles due to mistransfer errors, etc. so please be careful.
7. If you would like to use Flywire for remittance, please visit their website and contact their support center if you have any questions:

Flywire Homepage: <https://www.flywire.com>

Flywire Support: <https://www.flywire.com/support>

Cancellation and Refund Policies

1. About Long Term Course Payment

In case of cancellation, ISI will refund the school fees deducting the amounts stated below. If the paid amount is not enough, ISI will charge the difference. If the stay is shortened due to late arrival, the difference will not be refunded.

1.1. Long Term Course (Before Enrollment)

Regardless of the cancellation reason, the visa application fee and the admission fee will not be refunded.

If you decide to postpone the enrolment period, you can transfer school payment to the new tuition fee within 1 year. However, examination fees and translation fees are excluded.

Cancellation Date	After COE result is issued				After the course starts
	Before Student Visa issuance	After Student Visa issuance but before course starting date	After Student Visa issuance and entry in Japan but before course starting date	Student Visa refusal	After course starting date
Visa Application Fee	No refund	No refund	No refund	No refund	No refund
Admission Fee	No refund	No refund	No refund	No refund	No refund
Course Fees (tuition, material, facilities)	100% refund	100% refund	70% refund	100% refund	See below.
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	
Conditions	Return of COE and Acceptance Letter	Return of Student Visa and confirmation of unused	Confirmation of return to home country and residence card revocation	Confirmation of visa refusal	

1.2. Long Term Course (After Enrollment)

The visa application fee and admission fee will NOT be refunded for any reason. For a student who is leaving the school halfway, the school fees (tuition, material fee, and facility fee) will be refunded for the absent half-year (6-month) period. Students will not receive a refund in units of a 3-month term. One year courses consist of two terms (6 months length each), one term is two semesters (3 months), as a rule the school fees for two semesters (6 months) will be refunded. We do not refund one semester fees. JPY 6,000 will be charged as a commission fee. Students who are enrolled by universities or vocational Colleges in Japan are required to submit the Acceptance Letter and student ID card of the schools. Students going back to their home country need to prove that they leave Japan by the due date and the residence card is invalid.

Time of enrollment	Date of submission of Withdrawal Notice	Refundable period	Refund amount
April intake (First year)	Before August 31 st	October to March	Full amount
	September 1 st ~ September 30 th		20% off the full amount
	After October 1 st	N/A	No refund
April/October intake (Second year)	Before January 31 st	For students who have paid for 1 year: April to March For students who have paid for 6 months: April to September	Full amount
	February 1 st ~ March 31 st		20% off the full amount
	April 1 st ~ August 31 st	October to March	Full amount
	September 1 st ~ September 30 th		20% off the full amount
	After October 1 st	N/A	No refund
July intake (First year)	Before November 30 th	January to June * For students who are leaving school during the 4th term: April to June	Full amount
	December 1 st ~ December 31 st		20% off the full amount
	After January 1 st	N/A	No refund
July/January intake (Second year) ※Not applicable for the January intake (First year)	Before May 31 st	For students who have paid for 1 year: July to March For students who have paid for 6 months: July to December	Full amount
	June 1 st ~ June 30 th		20% off the full amount
	July 1 st ~ November 30 th	January to March	Full amount
	December 1 st ~ December 31 st		20% off the full amount
	After January 1 st	N/A	No refund

* 1st year refers to the period from the date of enrollment to March 31st of the school year, and 2nd year refers to the period from April 1st to March 31st of the following school year.

2. About Short Term Course (Short Term Standard, Short Term Practical Japanese, and Evening Course) payment.

The remaining amount after deducting the cancellation fee below will be refunded. If the paid amount is less than the cancellation fee, you will have to pay the shortfall amount.

Even if you have not paid by the due date after applying for the course, if cancel within the following period, you will have to pay the cancellation fee separately.

In principle, we will not refund the tuition fee corresponding to delay or shortening of the study period due to delays in immigration caused by reasons such as delay of visa issuance, the convenience of students, etc... Please note that we will not refund tuition fees or admission fees after School Entry day regardless of the reason.

You can pay for each semester if apply for more than one semester, please contact the person in charge of your school.

Cancellation Date	Before the course starts				After the course starts	Those who need to apply for visa*	
	More than 2 months before the course starts	2 weeks ~ 2months before the course starts	Less than 2 weeks but more than 1	Less than 1 week	After course starting date	Temporary Visitor Visa refusal	Before Temporary Visitor Visa issuance
Admission Fee	No refund	No refund	No refund	No refund	No refund	No refund	No refund
Course Fees (tuition, material, facilities)	100% refund	70% refund	50% refund	20% refund	No refund	100% refund	50% refund
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	-	6,000 JPY	6,000 JPY
Conditions	Return of Temporary Visitor Visa or confirmation of unused visa is required if you got the visa with an invitation letter by ISI				-	Confirmation of visa refusal	-

※If your Temporary Visitor Visa is not issued 1 week prior your scheduled arrival date, please inform ISI immediately; otherwise, refund policy will not be applied.

Cancellation and Refund Policies

3 Accommodation fees

If you have not completed the payment by the due date and after issuing the accommodation confirmation, ISI will charge the cancellation fee stated below. If you cancel after checking in, we will not refund. Same cancellation policies apply even if you extend your stay.

Cancellation Date	Cancellation				Change of period of stay after booking confirmation		Visa Refusal
	At least 4 weeks before check-in date	Less than 4 weeks but more than 2	Less than 2 weeks but more than 1	Less than 1 week	At least 4 week before check-in date	Less than 4 week	
Admission Fee	No refund	No refund	No refund	No refund	-	-	No refund
Stay Fee (Rent/Facility/Cleaning)	100% refund	Refund after deducting 70% of first month (4 weeks) Fee	Refund after deducting one month (4 weeks) Fee	No refund	Refund of difference	No refund	100% refund*1
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	-	6,000 JPY	-	6,000 JPY
Conditions	-	-	No refund if booked period is less than 1 month	-	Additional fee is charged if the period of stay is extended.		Confirmation of visa refusal

*1 It must be informed by the end of the school admission month. Please note that we cannot respond to inquiries after the admission month.

4 Airport Pick-up Service

If you have not completed the payment by the due date and after issuing the accommodation confirmation, ISI will charge the cancellation fee stated below

Cancellation Date	Cancellation		Change of pick-up date or time	Visa Refusal
	At least 2 weeks before pick-up date	Less than 2 weeks		
Pick-up Fee	100% refund	No refund	No refund	100% refund
Cancellation Fee	3,000 JPY *2	-	-	3,000 JPY
Conditions	If you cancel the return pick-up service, days will be counted from departing date.		New booking must be made and additional fee will be charged separately.	Confirmation of visa refusal

- No compensation for change or cancellation on the day due to personal reasons (e.g. missed flight, etc.). Please, make a new reservation.
- Even though cancellations or changes may be done due to strike of the airline, you need to make a new pick-up service reservation without any compensation if the pick-up car has already departed. We recommend you buy travel insurance.

*2 Cancellation fee for both Accommodation & Pick-up is 6,000 JPY.

5 Disclaimer

We will not refund the school payment (tuition fee, teaching material fee, and facilities fee) for school closure, lecture cancellation, absence due to the following reasons:

- Natural disasters, terrestrial disasters, wars, riots, strikes, terrorism, infectious diseases, orders from public offices in Japan or foreign countries, accidents caused by land/sea/air, cancellation of travel services such as transportation/accommodation or transportation services not based on the original operation plan, measures necessary for ensuring the safety of students' lives or physical health, changes in class schedule or class cancellation due to other reasons that school cannot manage.
- If you are unable to re-enter Japan after return to your country temporarily at your discretion.
- Students are absent due to individual risk management, safety measures, health, and other considerations.

6 Other policies

- Cancellation requests will be accepted only in written form. The day we receive the cancellation confirmation will be considered as the cancellation date (Japan time zone).
- Bank charges from refund remittance shall be borne by the applicant.
- In case of a refund due to and applicant's mistake (e.g. overpayment), ISI will refund it after deducting 3,000 JPY handling fee. Overpayment of less than 3,000 JPY will not be refunded.
- Refunds will be done within 40 days after the cancellation procedure is completed.
- Course starting dates shall be the orientation date set by the school or the first day of classes for those who join midterm.
- Due to New Year Holidays the office will remain closed. Those who wish to make any changes or cancellation for January intake, shall do so before 20th December.

【Attachment 1】 About Application (Long-Term Course)

※ Requirements and documents to be submitted differ depending on nationality.
 If you have a history of application or refusal, there are documents to be prepared separately.
 Those who are contacted by ISI, please prepare the following documents.

Student Visa: Required documents for Certificate of Eligibility

※ Documents prepared by the applicant

Underlined documents are required for all nationalities. Requirements and documents to be submitted differ depending on nationality, visas application history, etc. Please contact us for more information.
 When sending original documents, please use international courier service such as FEDEX/DHL/OCS/EMS and let us know the tracking number

CHK	Applicant's Documentation	Details
<input type="checkbox"/>	<u>School Application Form</u> (form provided by ISI)	<ul style="list-style-type: none"> Applicants must fill in all the necessary information required in the forms Do not leave any blanks, especially supporter's occupation or workplace information. The name must be the same as shown in the applicant's passport.
<input type="checkbox"/>	<u>Personal History Form</u> (form provided by ISI)	<ul style="list-style-type: none"> Write all your educational background and work experiences (do not count blank periods) and sign the form. If there have been periods of time without studying or working, please write down the reason on a different paper. If you have had irregular school or work records, please, submit the certificates to prove it.
<input type="checkbox"/>	<u>Health Status Declaration</u> (form provided by ISI)	<ul style="list-style-type: none"> Please, fill in the information regarding your current health status.
<input type="checkbox"/>	<u>4 ID photos (size 4x3 cm)</u>	<ul style="list-style-type: none"> Photos must be recent (within 3 months) and your name written in the back. They must be full face with a plain background and clear.
<input type="checkbox"/>	<u>Passport Copy</u>	<ul style="list-style-type: none"> If you do not have a passport, please, submit the copy of a document issued by a public institution such as ID. Submit all the pages with past entry and departure stamps to Japan.
<input type="checkbox"/>	<u>Graduation Certificate Copy</u>	<ul style="list-style-type: none"> Please, submit a graduation certificate copy. Please submit the original ones, but they will be returned after verification If you are currently a student (or on leave or have withdrawn) at University or College, please, submit a certificate and high school graduation diploma.
<input type="checkbox"/>	<u>Academic Transcript Copy</u>	<ul style="list-style-type: none"> Depending on your nationality, you may have to submit the original copy.
<input type="checkbox"/>	<u>Proof of Enrolment</u> (if you are currently studying)	<ul style="list-style-type: none"> Document must state clearly the date of enrolment, major and planned graduation date.
<input type="checkbox"/>	<u>Japanese Language Proficiency Test Certificate Copy</u> (Not required if you submit a diploma of graduating from a higher education institution such as a foreign university or junior college)	<ul style="list-style-type: none"> Please submit a certificate of Japanese Language Proficiency Test (JLPT) N5 or higher. The following are guidelines for dealing with JLPT N5 or higher in tests related to Japanese language proficiency other than the JLPT. <ol style="list-style-type: none"> Obtained at least 300 points in the BJT Business Japanese Proficiency Test · JLRT Listening and Reading test (Written test) conducted by the Japan Kanji Proficiency Test Association. Certified as Class F or above in the J.TEST Practical Japanese Language Examination conducted by the Japanese Examination Association/JTEST Secretariat or obtained 250 points or more in the EF level examination. Certified as Japanese NAT-TEST Level 5 (formerly Level 4) or higher by Professional Education Publishing. Obtained 350 points or more in the Standard Business Japanese Language Test conducted by the Association for Applied Japanese Education. Certified as an elementary level A or higher in the TOPJ Practical Japanese Operational Ability Test conducted by the TOPJ Practical Japanese Operational Ability Test Implementation Committee. Certified as Semi-Intermediate or higher in the J-cert Life and Professional Japanese Language Test conducted by the Japan Foundation for International Development. Certified as JCT5 or higher in the JLCT Foreign Language Proficiency Test conducted by the General Incorporated Association Foreign Language Proficiency Test Organization. Certified as C- or higher of the PJC Bridge, a Practice Japanese Communication Test conducted by Certify Co., Ltd. Obtained 315 points or more in the JPT Japanese Language Proficiency Test conducted by the Japanese Language Proficiency Test Implementation Committee.
<input type="checkbox"/>	<u>Proof of Employment</u> (if you are currently working)	<ul style="list-style-type: none"> If you have work experience, send any documents that will prove it.

【Attachment 2】 About Application (Long-Term Course)

Student Visa: Required documents for Certificate of Eligibility

※Documents prepared by the Financial Supporter

CHK	Financial Supporter's Documentation	Details
<input type="checkbox"/>	<u>Written Proof of Supporter</u> (form provided by ISI)	<ul style="list-style-type: none"> Must be written and signed by the applicant's financial supporter after confirming the contents.
<input type="checkbox"/>	<u>Family Register</u> (form provided by ISI)	<ul style="list-style-type: none"> Family members (all members living together or not) of the financial supporter and their nationality, name, sex, date of birth, age, occupation, place of residence, whether or not they live together.
<input type="checkbox"/>	<u>Financial Supporter and Applicant's Relationship Certificate</u> (Relationship Certificate, Birth Certificate or Family Register)	<ul style="list-style-type: none"> Please, send a document that will prove the relationship between applicant and supporter. Vietnam citizens must send copy of family register, ID and birth certificate.
<input type="checkbox"/>	<u>Bank Balance Certificate</u>	<ul style="list-style-type: none"> Bank account holder and supporter must be the same person, and the certificate, issued within 3 months before submission. The amount stated at the balance must be sufficient for the applicant's stay in Japan.
<input type="checkbox"/>	<u>Proof of fund formation process for the past 3 years</u> (copy of passbook, statement of deposit and withdrawal)	<ul style="list-style-type: none"> History of forming the amount of the above balance certificate.
<input type="checkbox"/>	<u>Income Certificate</u>	<ul style="list-style-type: none"> Please, submit an income certificate issued by place of employment or public agency.
<input type="checkbox"/>	Supporter's Proof of Employment	<ul style="list-style-type: none"> If the financial supporter is a corporate officer, please submit Certificate of employment, employment certificate, business permit, corporate register copy, etc. In case of self-employment, please send a certified copy of the company register.

IMPORTANT NOTICE

- ① Each document* must be original and issued within the last 3 months upon submission except for certificates that are only issued once (e.g. graduation diplomas, grades transcripts, etc.).
*Certificates that can be issued multiple times (e.g. bank balance certificate, graduation certificate, etc.).
- ② For those documents not written in Japanese, please, attach a Japanese translation and submit it together with the original.
If you only submit the translation, it will not be accepted.
- ③ The documents submitted to the Japanese Immigration Services Agency will not be returned. Please, let us know in advance if something needs to be returned.
- ④ The signatures must be genuine and handwritten with a ball-point pen. Please sign the documents yourself and do not use correction fluid on the application form.
- ⑤ If the applicant has applied for a Certificate of Eligibility in the past (Student, Work, Technical Intern, etc...), additional information will be needed.
Please inform us upon application.
- ⑥ Please submit the following documents by each school's application deadline.

ena Shinbi-ISI 2021 Application Guidelines

ena Shinjuku Art Academy, ISI Campus 2021

ISI Japanese Language School / Education Center

9F 3-1-1 Sunshine 60, Higashi Ikebukuro, Toshima-ku, Tokyo, 170-6009

TEL : +81-3-5960-1335 FAX : +81-5960-1336 E-Mail : info@isi-global.com URL : www.isi-education.com

Facebook : www.facebook.com/ISIJapan/ Instagram : www.instagram.com/isijapan/ Twitter : <https://twitter.com/ISIJapan>

Course Schedule • Application Guidelines • Special Campaign • Admission Procedures

Course Schedule

Term	Period
First Term	April 12 th ~ Jul 7 th (12 Weeks)
Second Term	August 30 th ~ December 8 th (15 Weeks)
Third Term	January 12 th ~ March 19 th (2022) (10 Weeks) ※Only for the Basic Course

◆ Class start dates for new students at ISI Takadanobaba • Ikebukuro Campus

Admission Period	April	July	October	January
Class Starting Date	April 12th	August 30th	October 12th	January 12th (2022)

Breaks

- Golden Week April 29th ~ May 5th
 - Summer Break July 8th ~ August 29th
 - Winter Break December 9th ~ January 11th (2022)
 - National Holidays
- ※ Please, note that, for various reasons, the schedule and the date of university entrance examinations, may be subject to change.

Application Guidelines

For:

- People who aim to enter art colleges (including graduate schools) or art related vocational schools
- Those who have completed at least 12 years of education
- Those who will be younger than 40 years old on April 1, 2021
- ※ For the University Admission Preparatory Course and Graduate School Course, we will check your Japanese language ability and art knowledge in advance.

Application Deadline

- Two weeks before the class starting date.
- ※ For new students enrolling at ISI Takadanobaba or Ikebukuro Campus, the deadline is three weeks before the class start date of their respective Japanese course, and will be collected together with the tuition fee of the Japanese language school.

Necessary Documents

- ena Shibi ISI application form
- Photo Size: 4cm × 3cm (Not required for ISI students)

Admission Procedures • Tuition Payment

New students from ISI Takadanobaba • Ikebukuro Campus (for those who apply before coming to Japan)

1. After filling the application form, please contact ISI's education center.
※ If you would like to attend the Graduate School Course, please fill out the counseling sheet first, then fill out the application form after the interview.
2. ISI will send you an invoice with the fee of both the language course and ena Shinbi's course.
3. Please pay both fees at the same time.

Current students of ISI Takadanobaba • Ikebukuro Campus who apply after enrolling at ISI, and students from other schools

1. After filling the application form, please hand it directly to the administrative office of your respective campus or send it by recorded delivery.
※ If you would like to attend the Graduate School Course, please fill out the counseling sheet first, then fill out the application form after the interview.
2. Please, make a bank transfer to the account below using your name. You will be responsible for any bank transfer charge
【Bank Name】 Mitsuhi Sumitomo Bank Shinjuku Office
【Account Holder】 ISI Language School
【Account Number】 3687338
N.B. : ※Please request an invoice in case you need it.
※Please note that it may take additional time to complete the necessary procedures if the payer did not include the applicant name.

The application process will be completed once the students have paid the tuition fees and submitted all necessary documents.

Orientation for new students

There will be an orientation for new students on the first day of class of every trimester. Students will receive their student ID then.

Special Campaign

◎Special Prize

- For students who have attended the preparatory class for entrance examinations for 2 terms and have been admitted into Tokyo University of the Arts, Musashino Art University, or Tama Art University.
- **Prize : 50,000 JPY**
- This campaign applies to application from April 2021 to March 2023

Summer, Winter and Spring Seminars

Students of ena Shinbi ISI can attend Summer, Winter and Spring seminars at ena Shibi Shinjuku and Akihabara Campus. Please note that the cost of seminars are not included in the tuition fee and you will have to apply separately to each one of them. Further details will be provided during the orientation.

Individual tutoring for university admission exam

ISI offers individual tutoring on how to write essays and motivation letters, as well as training sessions to prepare for admission interviews, to all students who enrolled in 'University Admission Preparatory Course'. Tutoring sessions need to be booked in advance. The price for one session is as follows:

Service		Period	Time	Fees (Tax included)
Essay/ Motivation Letter	Correction	Apr~Dec	—	1,100 JPY
	Individual Guidance		1:30~4:30 pm (Sat) ※Interview training is for 40 minutes	5,500 JPY
Interview training		Sep~Dec		2,200 JPY

Contact us • Apply from here

ISI Japanese Language School Education Center

9F 3-1-1 Sunshine 60, Higashi Ikebukuro,
Toshima-ku, Tokyo, 170-6009
TEL : +81-3-5960-1335
FAX : +81-3-5960-1336
E-mail : info@isi-global.com
URL : www.isi-education.com



Classes are held at:

ena Shinbi ISI Campus (ISI Language School New bldg.)
4-23-32 Takadanobaba, Shinjuku-ku, Tokyo, 169-0075
TEL : +81-3-3364-3775
FAX : +81-3-3364-3778



※ The graduate School course is offered at ena Shinbi Shinjuku Campus.

Course Fees ▪ Midterm Cancellation ▪ Handling and protection of personal information

※All the prices below are shown in JPY

Course Fees (For new students of Takadanobaba Campus ・ Ikebukuro Campus)

Course	Entrance Term	Schedule	Timetable	Admission Fee	Course Fees			
					April intake	July intake	October intake	January intake
Basic Course	Throughout the year	Mon.~Sat. (6 days/week)	5:30~8:30 pm	22,000	610,500	412,500	313,500	165,000
University Admission Preparatory Course	Apr.~Dec.	Mon.~Sat. (6 days/week)	5:30~8:30 pm	22,000	534,600	330,000	222,750	N/A
Graduate School Course	Apr.~Dec.	Private Program	1.5 hours/ 1 lesson	22,000	(Minimum contract 20 lessons) 352,000~	(Minimum contract 20 lessons) 352,000~	(Minimum contract 10 lessons) 176,000~	N/A

【Important Notice】

- ※ Students who enroll in April can pay the tuition fee in two installments. To know about the payment deadline, the application procedures and the amount of each installment, please refer to the chart below.
- ※ Students applying before coming to Japan will have to pay the fee for the "Basic Course". Depending on their level, students may be able to switch to the "University Admission Preparatory Course" after enrollment, if their request gets approved by the school. Those who wish to change their course, must apply to the administrative office of their campus. In case of a difference in the school fees paid and owed to the school, students will either be refunded by, or have to pay the difference to the school.
- ※ Since students could not take a trial lesson to decide whether to enroll or not, those who applied before coming to Japan can withdraw from the contract within 7 days since the first day of classes, by submitting a written request. In that case, the fees already paid will be refunded entirely.
- ※ The Graduate School Course provides individual tutoring at ena Shinbi Shinjuku Campus , mainly on the following three subjects: "Production/Portfolio Guidance", "Research Plan/Essay Writing", and "Interview Training". One lesson is 1.5 hours, and we will propose the required number of lessons according to individual needs during the interview before application.

Course Fees (For current students of Takadanobaba / Ikebukuro Campus and other Japanese language schools in Japan)

Course	Entrance Term	Schedule	Timetable	Admission Fee	Course Fees		
					Full payment	Installment Payment (1st installment)	Installment Payment (2nd installment)
Basic Course	Throughout the year	Mon.~Sat. (6 days/week)	5:30~8:30 pm	22,000	610,500	330,000	280,500
University Admission Preparatory Course	Apr.~Dec.	Mon.~Sat. (6 days/week)	5:30~8:30 pm	22,000	534,600	396,000	138,600
Graduate School Course	Apr.~Dec.	Private program	1.5 hours/ 1 lesson	22,000	(Minimum contract 20 lessons) 352,000~	-	-

【Important Notice】

- ※ Please note that the courses may be held at ena Shinbi Shinjuku or Akihabara Campus if the minimum number of participants is not reached. (10 people per course)
- ※ In principle, the tuition should be paid in a single payment, but it is possible to pay the course fee in 2 installments.
- ※ In case you choose to pay in installments, the first installment must be paid when submitting your application, and the second installment must be paid by July 14.
- ※ If you want to pay in installments, please check "Payment in Installments" in the payment section on the application form.
- ※ The Graduate School Course provides individual tutoring at ena Shinbi Shinjuku Campus , mainly on the following three subjects: "Production/Portfolio Guidance", "Research Plan/Essay Writing", and "Interview Training". One lesson is 1.5 hours, and we will propose the required number of lessons according to individual needs during the interview before application. Please note that Graduate School Course cannot be paid in installments.

Midterm Cancellation

Please refer to P4 "Admission contract" of this guidelines for information about the refund of course fees.

Handling and protection of personal information

- All the personal information written on the "Application form", such as your name or home address, will be handled with extreme care and will only be used for the reasons listed below.
 - ISI Language School may share your personal information with other campuses of the ISI group or with its partner Gakkyusha Ltd. (see: "Shared users"), for the purposes mentioned below. Additionally, ISI may outsource part of its back-office operations, in order to increase efficiency. In that case, ISI will carefully choose a partner that can protect your personal information.
1. Your personal information will be used to:
 - ① Compile a student roster for administrative reasons.
 - ② Send you information about events and activities organized by the school.
 - ③ Send you information for career guidance, upon request of your school.
 - ④ Create a database about each student's career path (your information will be kept confidential).
 - ⑤ Compile a list of ISI students who were admitted into university.
 2. Shared users:
 - ISI Global Inc., ISI Inc., Educational Corporation ISI Gakuen, Gakkyusha Inc.
 3. For inquiries about handling of personal information, please contact ISI's Education Center. (Contact: TEL : +81-3-5960-1335)

School Calendar 2021

Holiday
 First Day of Classe
 Seminar (@ena Shinbi)
 Mid-term Entry Day
 Guidance on how to write essays and motivation letters (Optional)

First Term: April 12th ~ July 7th (12 weeks)

April 2021							May 2021							June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30	1	23	24	25	26	27	28	29	27	28	29	30	1	2	3
							30	31												

Second Term: August 30th ~ December 8th (15 weeks)

July 2021							August 2021							September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	1	2	3	4	5	6	7		30	31	1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30	1	2

Second Term: August 30th ~ December 8th (15 weeks)

October 2021							November 2021							December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1
31																				

Third Term: January 12th ~ March 19th 2022 (10 weeks) ※Basic Course Only

January 2022							February 2022							March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	30	31	1	2	3	4	5		28	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	1	2	3	4	5	27	28	29	30	31	1	2
30	31																			

Admission Contract

Article 1: Conclusion of contract

The contract is considered concluded when the Party willing to sign it (hereafter: "the Student"), having agreed upon the content of the Articles listed below, as well as that of the application form and the application guidelines, applies to ISI Ltd. (hereafter: "the School"), and receives a positive response.

Article 2: Service cost and provision

1. The School will provide to the Student the services chosen by the latter from among those stated on the application form.
2. The Student will pay by the due date the admission fee, the tuition fee and other fees stated on the invoice received. The payment method shall as specified by the Student.

Article 3: Teaching method

Lessons will be provided in the form of group lessons, which means that a single teacher will administer their lesson to multiple students at the same time in a campus and for a designated period designated by the School.

Article 4: Lesson starting date

The lesson starting date will be considered as the one written on the application form, regardless of whether the Student is scheduled to have lessons on that date or not. Lessons will be held in the designated campus.

Article 5: About lesson location

Lessons will be held in the campus stated in the application guidelines as "Location where lessons are to be held". However, if there are unavoidable circumstances, after notify the student in advance, the location where lessons are held may change to other ena Shinbi Campuses.

Article 6: Study length- Length of contract

The length of the study period shall be considered the same as the length of the contract, which is written on the application form. The maximum length of the contract is 1 year (12 months).

In the case of renewal, no renewal fees will be incurred. In the case of changes in the length or content of the contract, both Parties will sign a new contract and the previous one will be rendered void.

Article 7: Cancellation period after the registration form for this course has been submitted

1. The Student can withdraw from the contract by submitting a written request within eight (8) days from the day the School has received the application form.
2. The cancellation of the contract is considered concluded from the moment the Student submits to the School a written request in which they explain the reason for their withdrawal.

Article 8: Refund of the up-front payment after contract cancellation

No fees will be required in the case of contract cancellation in the manners described in Article 7, nor will the Student be required to pay any damage compensation or penalties for contract breach. The Student has no obligation to pay for the cost of services or teaching materials (and other related products) already provided by the School. If the Student has already paid for part or all the costs for the teaching materials or services provided by the School, they can be refunded in full as soon as possible.

Article 9: Midterm Cancellation

1. Should the School receive written request of withdrawal from the Student after the deadline stated in Article 7 Item 1, the School has the right to request compensation for damages by the Student not exceeding the amounts stated in the points below. In case the School has already received an advanced payment that exceeds the amount stated below, they must refund the difference to the Student.
 - 1) If the contract is cancelled before the School has started providing its service, the Student must pay a contract cancellation fee equal to the course fee for two (2) weeks of lessons.
 - 2) If the contract is cancelled after the School has started providing its service, the Student must pay the course fee for the lessons already taken plus a contract cancellation fee equal to the course fee for 4 weeks of lessons of Basic Course/University Admission Preparatory Course or 4 lessons of Graduate School Course.
2. The compensation will be calculated by multiplying the cost of the service per week by the number of weeks or multiplying 1 week by the number of weeks in question.
3. In the case of a contract cancellation according to Point 1, the Student can also withdraw from the contract of purchase of teaching materials or other related products.
4. In the case of contract cancellation according to Point 3, if the Student has returned to the School the teaching materials, the School will refund the Student the price of any unused product.
5. In the case of contract cancellation due to changes in the circumstances of the School, no contract cancellation fee will be incurred.
6. Any refund owed to the Student shall be paid using the payment method stipulated by the Student.

Article 10: Protection of personal information

All personal information of the Student collected by the School when receiving the contract, will remain confidential and will not be shared with third parties other than our affiliated company Gakkyusha Inc.,

Article 11: Dispute Settlement

1. Any dispute, controversy, or claim arising out of or related to this contract, shall be settled through negotiation between both Parties.
2. Any dispute regarding points not expressly stated in the contract, shall be decided in accordance with the Civil Code, the "Act on Specified Commercial Transactions" or any other pertinent law.