

2025

LEADING JAPANESE LANGUAGE SCHOOL

*DISCOVER
THE New YOU*

School Manual

(For residents in Japan)

ISI Japanese Language School Education Center



8-15-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo, 160-0023

TEL : +81-3-5962-0405 FAX : +81-5937-0477

E-Mail : info@isi-global.com URL : www.isi-education.com

Facebook : www.facebook.com/ISIJapan

Instagram : www.instagram.com/isijapan

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(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 an international society.

(3) Diploma Policy

Those who have acquired the following abilities during their enrollment 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 diverse lessons by utilizing the latest teaching methods.
3. Classes to help prepare students for the Japanese language proficiency test (JLPT), as well as preparation towards examinations for Japanese University Admissions (EJU), etc.
4. Achievement testing with an aim to check outcomes of language acquisition.
5. Acquire the skills to function in an international environment (understanding of Japanese culture and multiculturalism) and become a more resourceful person (communication skills, initiative and the ability to achieve objectives in teams) through group work, active learning and out-of-school learning.
6. Providing support through academic guidance and career counseling so that students can make comprehensive progress.

Teaching Method

1. Teaching with the goal of improving students' communication skills.
2. Implementation of active learning and Information Communication Technology (ICT) education practices.
3. Extracurricular activities outside of the classroom.
4. Lessons taught by highly qualified teachers with diverse experience.
5. Utilizing the international environment, enabling multicultural learning and understanding.
6. Academic and Career Counselling with multiple events such as job fairs and seminars.

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 Enrollment 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 not only interested in the 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 society, and the school community.

(6) Instruction Management

1. We will conduct classes focused on improving communication skills through the direct method. (Generally, we will not provide foreign language assistance during the class.)
2. Classes may include active learning, ICT support, or off-campus learning to improve learning outcomes. Additional fees may be incurred for off-campus learning. (travel expense, etc.)
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 have career guidance and career events planned throughout the year in accordance with our annual plan.
5. According to the policy of the Immigration Services Agency of Japan and as a requirement for graduation from our school, students will be required to take an external exam (J.TEST, JLPT, etc...) to check whether your proficiency meets the CEFR standards. (Please note that you will be required to pay the actual test fee.)
6. All Japanese language instructors are certified according to standards established by the Immigration Services Agency of Japan.
7. Shibuya and Takadanobaba Campus will be using computers, so please prepare a computer/laptop in advance. Shinjuku, Ikebukuro, Osaka, Kyoto and Nagano Campuses will also use computers for some of the lessons, so we recommend that you bring your own devices such as computers, smartphones, and tablet devices.

Application Procedures

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

About the Student Visa

- Usually, those who wish to study for 6 months or more require a Student Visa.
- After you have been admitted to the school, we will apply for a [Change of Status of Residence] from your current status to a student visa on your behalf to the Immigration Services Agency.
 - *If you already have a student visa and wish to transfer to another school, you will need to apply for an [Extension of Period of Stay].
 - *In some cases, you may have to apply to the immigration office yourself, depending on the local immigration office you are applying to.
- 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.
 - *You are not allowed to work part-time while applying for [Change of Status of Residence]. Also, if your period of stay has expired while applying for [Extension of Period of Stay], you cannot work part-time until the application is approved.
- The procedures for applying to the Immigration Services Agency may be subject to change due to changes in the authorities' policies. The school will contact you in this case.

Admission Criteria

- Those who have graduated with at least 12 years of education or equivalent by the course starting date.
 - * However, if you are 18 or older and have a high school diploma, you may be eligible for admission even if you have less than 12 years of schooling.
 - Under the age of 55 as of April 1st, 2025
 - Have motivation to study.
 - Have financial support while studying in Japan, or ability to pay expenses during the study abroad period.
 - Those who fully understand our educational philosophy and policy (page 3).
 - At our Shibuya and Takadanobaba Campuses, students must meet the following requirements.
 - (1) Those who are looking to find work in Japan or in their home country after graduating from ISI.
 - (2) Those who have graduated from university, completed a post graduate course or have graduated from a junior college.
 - * Exceptions are made for students seeking employment on the specified skilled worker visa.
 - Those who enroll in January will typically start from an N4 level, so you must have the equivalent of JLPT N5 (beginner level) (except for Shibuya, Takadanobaba and Osaka Campuses).
- If you do not meet these requirements, please contact our Education Center.

- * If the school principal approves, admission may be granted to those who do not meet the above eligibility requirements.
- * If you do not meet the requirements, please contact us.

Admission Requirements and Time of Entry

Admission Period (*1)	April (2 years)	July (1 year 9 months)	October (1year 6months)	January (1year 3months)
Approximate Application Deadline	Early February	Early May	Early August	Early November of the previous year
Payment Deadline	Early March	Early June	Early September	Early December of the previous year

- * The duration of study at the Shibuya and Takadanobaba Campus is 1 or 2 years.
- * The Osaka campus has no long-term courses starting in January.
- * Please be aware that due to changes in the policies of the Immigration Services Agency, the application process for [Change of Status of Residence] may become impossible or may be rejected.

For this reason, we recommend that you complete the procedures for changing your visa status before enrolling in our school. Those who need to change their visa status should apply as soon as possible.
- * Please note that we will stop accepting applications upon reaching full capacity at each school.

Application Procedure

STEP 1	Submit application documents	> Send the application form and other required documents to the ISI Education Center.
STEP 2	Receival of Application documents, Admission interview	> After confirming the application form, an interview will be held at the school you wish to enter.
STEP 3	Sending of invoice for school fees	> If you are eligible for admission to the school, you will be notified of your acceptance and an invoice will be issued for school fees. Please pay by bank transfer or Flywire by the due date.
STEP 4	Payment of school fees	> After confirming the payment of the school fees, we will issue a letter of admission and inform you of the information and precautions to be taken before enrolment.
STEP 5	Take the online placement test	> You will be asked to take a placement test on the website.
STEP 6	Enrollment	> Please come to school on the enrollment day.

Application Documents

Enrollment with a Student Visa (Long-Term Course) For residents in Japan

Application for a Change of Status of Residence/Extension of Period of Stay List of documents to be submitted

[Caution]

- ① With the exception of certificates, documents must be issued within 3 months of the date of application to the immigration and visa office, both in Japan and abroad, and only original documents are valid.
- * A certificate is a diploma or other certificates that have only been issued once.
- * A certificate is a document that can be issued as many times as you apply for it. (e.g., graduation certificates, notarized certificates, balance certificates, etc.)
- ② If the document is written in a language other than Japanese, please be sure to attach a Japanese translation. (Include the wording on the bank deposit/withdrawal certificate.)
(In that case, please submit both the translation and the original. Submission of only a translation will not be accepted.)
- ③ Please note that documents submitted to the Immigration and Residence Office will not be returned except for certificates. If you wish to have your documents returned, please inform the school at the time of application.
- ④ Signatures must be handwritten in ballpoint pen by the applicant. No correction fluid may be used on any application documents.
- ⑤ Additional information is required if you have previously applied for (or withdrawn) a COE for study abroad, employment, technical internship, etc. Please be sure to inform us at the time of application.
- ⑥ The following documents must be submitted by the application deadline for each school.

Documents in red are required documents. Other documents and requirements may vary depending on the applicant's nationality, region, and history of application to the Immigration Control and Refugee Recognition Agency. Please use international courier services such as FEDEX/DHL/OCS/EMS to send the original documents and inform us of the tracking number. Application documents are based on the policies of the Immigration and Residency Office as of May 31, 2024. The contents may be subject to change due to policy changes. In such cases, the school will contact you. Those seeking employment in Japan are required to submit separate documents for employment assistance.

Check	Documents to be prepared by the applicant	Details
☐	School Application Form (For residents in Japan / form provided by ISI)	- 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.
☐	Personal history, Objectives for studying, Plans after graduation. (form provided by ISI)	- It must be completed by the applicant. It must be dated and signed by the applicant. (Stamp is acceptable) - Please list everything that can be considered as your educational background from the time you entered elementary school to the time you graduated from your most recent school/university. - For the location of the local Japanese language institution, please enter the lot number (No. XX). - If there have been periods of time without studying or working, please write down the reason on a different paper. - In the Statement of reasons for studying, please explain in detail your activities from the time you came to Japan to the present, the circumstances that led you to enroll in our school, and your career path after completion. * If you have had irregular school or work records, please, submit the certificates to prove it.
☐	Health Status Declaration (form provided by ISI)	Please, fill in the information regarding your current health
☐	2 ID photos (size 4x3 cm) *Certificate photos can be submitted as data	- The photograph must have been taken within the last six months. - Clear, no hat, no background, facing front *Color copies not acceptable
☐	Passport [Copy] Residence card [Copy]	- Submit all the pages that show your status of residence in Japan and your immigration record. - Please also submit a copy of your resident card (both sides).
☐	Graduation Diploma or Certificate of final academic background [Copy]	- If you are currently enrolled in your last school at the time of application, you are not required to submit this form. - Only copies of the original diploma are accepted. - If you are currently enrolled (on leave of absence) in a university, junior college, or vocational school, or if you have dropped out of school, please submit a high school diploma in addition to proof of enrollment in the school.
☐	Proof of Enrollment or Certificate of expected graduation [Copy] (Only for applicants who are currently enrolled in their last school at the time of application)	Please ask your current school to issue a document specifying the date of admission, major, and expected graduation date.
☐	JLPT Certificate [Copy] (Only if applicable)	- Applicants who have passed the following applicable Japanese language tests are required to submit a copy of the certificate. - JLPT, BJT Business Japanese Proficiency Test, J.TEST, NAT-TEST, Standard Test of Business Japanese, TOPJ Practical Japanese Proficiency Test, J-cert Seikatsu, JLCT Japanese Language Proficiency Test for Foreigners, Practical Japanese Communication Test, JPT Japanese Proficiency Test, JPT Elementary
☐	Certificate of Resignation or Certificate of Employment (if applicable)	- If you are staying in Japan with a Working Visa, please be sure to submit this form. - A certificate showing that you have resigned from your previous employer. The date of issue must be within the last 3 months.
☐	Japanese Language Study Certificate (Only if applicable)	- If you have attended a Japanese language school before, please submit a certificate of attendance and grades from that time. - Please submit a certificate of Japanese language study with a minimum of 150 hours of class time. - In addition to the address and contact information of the educational institution, please submit a certificate that clearly states (1) length of study, (2) weekly study hours, (3) daily study hours, (4) days off, including holidays, (5) hours and days of previous study to date, (6) attendance rate, (7) course content, (8) course title, (9) target level of completion for the course, and (10) names of course materials used.
☐	Taxation Certificate (if applicable)	- If you are staying in Japan with a Working visa, please be sure to submit this form. - Please apply for this certificate at the city (ward) office of the municipality where you live as of January 1st of the year. - The date of issue must be within 3 months. Even those who are not paying their own expenses must submit this form.

Check	Documents to be prepared by the financial sponsor	Details
☐	Written Proof of Supporter (form provided ISI)	- Please submit a copy personally handwritten or signed by the person responsible for paying the expenses. - If the sponsor is not the applicant or the applicant's parents, please explain how the applicant's parents accepted the sponsorship on behalf of the applicant and why the applicant's parents are unable to cover the expenses.
☐	Income Certificate	- Please submit a certificate from your employer or a public institution confirming your annual income for the last year. - In the case of a certificate of bank balance, please make sure that it is in the name of the financial sponsor, issued within the last three months, and that the bank balance is sufficient to cover the period of study.

Check	If the sponsor resides in Japan	Details
☐	Documents that prove the relationship between the sponsor and the applicant	- Please submit a copy of your residence certificate (for all household members). - If you are preparing a certificate of residence, an original copy of the certificate of residence (as it was issued at the city hall, etc.) is required.
☐	Certificate of bank balance	- Must be in the name of the person paying the expenses and issued within the last three months. - Please make sure that your deposit balance is sufficient for the duration of your study.
☐	Certificate of Occupation	If you are a company employee, please submit the original proof of employment issued by your employer or a public institution.
☐	Taxation certificate (tax exemption certificate)	Please apply at the city (ward) office of the municipality where you live as of January 1 of the year of application.
☐	Residence card [copies of both sides].	

Application Procedures

For applicants who do not require a Student Visa (Short-Term Course)

Types of Visa

Other than Student Visa (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 enrollment dates. If your Japanese is a beginner level, please enroll on the enrollment days of each school.

* You can join on a 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 years old and above. (Please contact us if you are under 16 years old.)
- Motivated to study. The elective "Job Finding Class" offered on the Academic Japanese course is not available for temporary visitor visa holders.
- Have financial support while studying in Japan, or ability to pay expenses during the period of study abroad.
- Those who fully understand our educational philosophy and policy (page 3).

Required Documents (Data submission is possible)

- Application Form (for Short-term Course/provided by ISI)
- Health Status Declaration (provided by ISI)
- Passport Copy (Pages showing your photo, status of residence in Japan, and date of entry into Japan)
- ID Picture (*No black & white photos. Color/digital format are acceptable)
- Homestay application form (if applicable)
- Copy of both sides of Residence Card

You can apply directly from the application form found on the page linked by this QR code. Please fill out the form, download the required documents, and send them to our staff.



Apply here →→→

Admission Requirements and Time of Entry

Enrolment Period	April Intake	July Intake	October Intake	January Intake
Approximate Application Deadline	Early March	Early June	Early September	Early December of the previous year
Payment Deadline	Mid-March	Mid-June	Mid-September	Mid-December of the previous year

* If the above application deadline has passed, please contact us

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

Application Procedure

STEP 1	Send the required documents to ISI by email	>	Send the application form and other required documents to the ISI Education Center.
STEP 2	ISI will send confirmation and an invoice for your application via e-mail	>	After confirming your application, we will send you an invoice.
STEP 3	Payment of school fees	>	After confirming your payment, we will send you an acceptance letter (PDF).
STEP 4	Take the online placement test	>	Take the pre-enrolment online placement test by the due date.
STEP 5	Enrollment	>	Please come to school on the enrollment day.

*The prices below are per person for the enrollment period from 1 April 2025 to 31 March 2026. (Unit: Yen)

Fees (Long-Term Course)

- Price for enrollment in a long-term course. (20 lessons per week, 20 students per class).
- The application fee must be paid at the time of application. Please note that the tuition fee for the following year may increase during your enrollment.
- "Facility and management fees" include student insurance.

Academic Japanese [Held at ▷ Shinjuku, Ikebukuro, Osaka, Kyoto, Nagano]

Price

Shinjuku					
Type	6 months (2 terms)	1 year (4 terms)	Duration	enrollment Period	Application Deadline
Visa Application	33,000	33,000	2 Years	April Start	Early February 2025
Admission	77,000	77,000	1 Year 9 Months	July Start	Early May 2025
Tuition	370,000	740,000	1 Year 6 Months	October Start	Early August 2025
Materials	22,000	44,000	1 Year 3 Months	January Start	Early November 2025
Facility and management fees	50,000	100,000			
Total	552,000	994,000			

* We will close registrations as soon as we reach maximum capacity.

Ikebukuro, Osaka, Kyoto					
Type	6 months (2 terms)	1 year (4 terms)	Duration	Enrollment Period	Application Deadline
Visa Application	33,000	33,000	2 Years	April Start	Early February 2025
Admission	77,000	77,000	1 Year 9 Months	July Start	Early May 2025
Tuition	354,000	708,000	1 Year 6 Months	October Start	Early August 2025
Materials	22,000	44,000	1 Year 3 Months	January Start	Early November 2025
Facility and management fees	40,000	80,000			
Total	526,000	942,000			

* We will close registrations as soon as we reach maximum capacity.

* The Osaka campus has no long-term courses starting in January.

Nagano					
Type	6 months (2 terms)	1 year (4 terms)	Duration	Enrollment Period	Application Deadline
Visa Application	33,000	33,000	2 Years	April Start	Early February 2025
Admission	77,000	77,000	1 Year 6 Months	October Start	Early August 2025
Tuition	310,000	620,000			
Materials	22,000	44,000			
Facility and management fees	30,000	60,000			
Total	472,000	834,000			

* We will close registrations as soon as we reach maximum capacity.

Career Japanese [Held at ▷ Shibuya, Takadanobaba]

Price

Type	6 months (2 terms)	1 year (4 terms)	Duration	Enrollment Period	Application Deadline
Visa Application	33,000	33,000	1 Year / 2 Years	April Start	Early February 2025
Admission	77,000	77,000	1 Year / 2 Years	July Start	Early May 2025
Tuition	375,000	750,000	1 Year / 2 Years	October Start	Early August 2025
Materials	22,000	44,000	2 Years	January Start	Early November 2025
Facility and management fees	40,000	80,000			
Total	547,000	984,000			

* We will close registrations as soon as we reach maximum capacity.

Specified Skilled Workers' Employment Support Program

[Held at ▷ Shinjuku, Ikebukuro, Shibuya, Takadanobaba, Osaka, Kyoto, Nagano]

- This program is aimed at those who wish to find employment in Japan on the Specified Skilled Worker visa. The program provides free assistance in improving Japanese language skills, obtaining a Specified Skilled Worker No.1 visa and finding employment in Japan.

Main support included in the program

1. Learning materials to prepare for the Specified skilled worker visa test will be supplied.
2. Support with applications for the Japanese Language Test and other specified skills tests.
3. Lectures of seeking employment with a Specified Skilled Worker Visa
4. Part-time work recommendation.
5. Job hunting support.
6. Support for visa acquisition.

Areas covered

1. Accommodation Industry
2. Food Service Industry

The prices indicated above are as follows.

Shinjuku, Shibuya, Takadanobaba, Osaka, Kyoto campuses: price including tax / Ikebukuro, Nagano campuses: price excluding tax.

The amount you pay before and after tax remains the same.

Fees (Short-term Course)

- Prices are for individuals who enroll in a short-term course, such as those who apply for a course duration of less than 3 months (6 months depending on nationality) or already have a visa to stay in Japan.
- Mid-term enrollment is possible based on the results of the level check test and class availability.
- In principle, the application deadline is 30 days prior to the enrollment date (or the course start date for mid-term enrollments).
- The Admission fee is only for the first payment, and other payments are based on the duration of the course.
- The materials fee is based on the number of terms you are enrolled in. (Students taking courses across terms will be charged for each term.)

Short-Term General Japanese [Held at ▷ Shinjuku, Ikebukuro, Osaka, Kyoto, Nagano]

- The minimum course length is 2 weeks.

Price

Shinjuku

Type	1 term (10 weeks)	2 terms (20 weeks)	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	185,000	370,000	37,000	55,500	74,000	92,500	111,000	129,500	148,000	166,500
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Facility and management fees	25,000	50,000	5,000	7,500	10,000	12,500	15,000	17,500	20,000	22,500
Total	241,000	462,000	73,000	94,000	115,000	136,000	157,000	178,000	199,000	220,000

Ikebukuro, Osaka, Kyoto

Type	1 term (10 weeks)	2 terms (20 weeks)	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	177,000	354,000	35,400	53,100	70,800	88,500	106,200	123,900	141,600	159,300
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Facility and management fees	20,000	40,000	4,000	6,000	8,000	10,000	12,000	14,000	16,000	18,000
Total	228,000	436,000	70,400	90,100	109,800	129,500	149,200	168,900	188,600	208,300

Nagano

Type	1 term (10 weeks)	2 terms (20 weeks)	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	155,000	310,000	31,000	46,500	62,000	77,500	93,000	108,500	124,000	139,500
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Facility and management fees	15,000	30,000	3,000	4,500	6,000	7,500	9,000	10,500	12,000	13,500
Total	201,000	382,000	65,000	82,000	99,000	116,000	133,000	150,000	167,000	184,000

Short-Term Career Japanese / Short-Term General Japanese [Held at ▷ Shibuya, Takadanobaba]

- The minimum course length for short-term courses is 4 weeks for the Career Japanese course and 2 weeks for the General Japanese course.
- The minimum course length is 4 weeks.
- Students who apply for the short-term Career Japanese course will have lessons in the same class as long-term students but will not receive internship or career support from a career advisor. If you wish to receive career support, please apply for the long-term course.
- The short-term General Japanese course at Shibuya and Takadanobaba Campuses for beginners only.

Price

Type	1 term (10 weeks)	2 terms (20 weeks)	2 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	187,500	375,000	37,500	75,000	93,750	112,500	131,250	150,000	168,750
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Facility and management fees	20,000	40,000	4,000	8,000	10,000	12,000	14,000	16,000	18,000
Total	238,500	457,000	72,500	114,000	134,750	155,500	176,250	197,000	217,750

Career Japanese / Working Holiday VISA Support Programs

This program is ideal for individuals who aim to find a job or start a business in Japan, or for those who wish to improve their Japanese language and business skills at the same time to advance their careers. Students can learn from beginner level to practical "Japanese for Business" level according to their stage of study. Students will learn the Japanese communication skills necessary in business situations, business manners inside and outside the company, appropriate keigo expressions, as well as written and spoken Japanese. In the Career Japanese class, you will learn how to write business documents, etc. Please bring your own laptop computer*.

Individuals who come to Japan under the Working Holiday visa or those who are mid- to long-term residents and take classes for 6 months (20 weeks) or longer can apply for the "Working Holiday Support Program" and receive free job-hunting assistance from a full-time career advisor.

* Recommended browser: Google Chrome/Microsoft Edge/Safari

* Although learning is possible using a tablet PC, we recommend the use of an external keyboard.

The prices indicated above are as follows.

Shinjuku, Shibuya, Takadanobaba, Osaka, Kyoto campuses: price including tax / Ikebukuro, Nagano campuses: price excluding tax.

The amount you pay before and after tax remains the same.

Fees (Short-Term Course)

Evening Course [Held at ▸ Shibuya]

- The minimum course length is 4 weeks.
- Mid-term enrollment is possible based on the results of the level check test and class availability.
- As a rule, the application deadline is 30 days prior to the start of the term (or the start of the course for mid-term enrollments).
- The Admission fee is only for the first payment, and other payments are based on the duration of the course.
- The materials fee is based on the number of terms you are enrolled in. (Students taking courses across terms will be charged for each term.)

Purpose	Those who wish to improve their Japanese communication skills. (Including business Japanese.)
Course Level	Beginner (N5 level)~Intermediate (N3 level)
Class days/time	Every Tuesday - Thursday [3 days a week] 19:10 - 20:50 (45 minutes x 2 lessons)

* If the number of students does not reach the minimum number (10 students per class), the course may be cancelled.

* You can also take the course online. For more details, please contact us.

Price	Type	1 term (10 weeks)	2 terms (20 weeks)	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
	Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	Tuition	60,000	120,000	24,000	30,000	36,000	42,000	48,000	54,000
	Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000
	Facility and management fees	20,000	40,000	8,000	10,000	12,000	14,000	16,000	18,000
	Total	111,000	202,000	63,000	71,000	79,000	87,000	95,000	103,000

Working Holiday VISA Support Programs

This program is ideal for those who aim to find a job or start a business in Japan, and for individuals that wish to improve their Japanese language and business skills at the same time as well as advance their careers.

Students who come to Japan under the Working Holiday visa and mid- to long-term residents who take classes for 6 months (20 weeks) or more, you can apply for the "Working Holiday Support Program" and receive free introductions to part-time jobs, special lectures outside of class and information sessions about companies in Japan.

Fees (Other)

Private Japanese Lessons [Held at ▸ Shinjuku, Ikebukuro, Shibuya, Takadanobaba, Osaka, Kyoto, Nagano]

- 1 lesson = 45 minutes
- Prices do not include the cost of teaching materials.
- If you have any requests regarding days, times, or locations, please contact us.
- The teacher arrangement fee needs to be paid by each applicant.

Teacher arrangement fee	20,000
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Shinjuku, Ikebukuro, Takadanobaba, Osaka, Kyoto, Nagano

Availability : 9:00-18:00

Price	Lesson Count	1 Student	2~5 Students	6~10 Students	11~15 Students
	1~20	8,000	7,500	5,000	3,500
	21~50	7,000	6,000	4,000	2,500
	51~	6,000	5,500	3,500	2,000

Shibuya

Availability : 9:00-18:00

Price	Lesson Count	1 Student	2~5 Students	6~10 Students	11~15 Students
	1~20	8,000	7,500	5,000	3,500
	21~50	7,000	6,000	4,000	2,500
	51~	6,000	5,500	3,500	2,000

Availability: 18:00-20:30

*These times are only available on the days where the evening course is being held / Tuesday, Wednesday, Thursday

Lesson Count	1 Student	2~5 Students	6~10 Students	11~15 Students
1~20	9,600	9,000	6,000	4,000
21~50	9,000	7,500	5,000	3,000
51~	7,000	6,500	4,000	2,500

The prices indicated above are as follows.

Shinjuku, Shibuya, Takadanobaba, Osaka, Kyoto campuses: price including tax / Ikebukuro, Nagano campuses: price excluding tax.

The amount you pay before and after tax remains the same.

An overview of our schools

(Japanese Language Institutions Notified by the Ministry of Justice)

Enrollment Inquiries : +81-3-5962-0405 info@isi-global.com

School Name	Established courses [Short-Term course]	Address	Access
Tokyo - Shinjuku Campus			
ISI Language School Shinjuku *1	- University Prep. 2 Year Course - University Prep. 1 year 9 Months Course - University Prep. 1 year 6 Months Course - University Prep. 1 year 3 Months Course [Short-Term Course: Short-Term General Japanese]	8-15-1 Nishi Shinjuku, Shinjuku-ku, Tokyo 160-0023	3 minutes walk from Nishi-Shinjuku Station on Marunouchi line 10 minutes walk from Tochomae Station on Oedo line 13 minutes walk from Seibu Shinjuku Station on Shinjuku line 15 minutes walk from Shinjuku Station (West Exit) on JR and other lines Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)
Tokyo - Ikebukuro Campus			
ISI Language College	- University Prep. 2 Year Course - University Prep. 1 year 9 Months Course - University Prep. 1 year 6 Months Course - University Prep. 1 year 3 Months Course [Short-Term course: Short-Term General Japanese]	1-13-13 Minami Ikebukuro, Toshima-ku, Tokyo 171-0022	6 minutes walk from East Exit of Ikebukuro Station on JR and other lines Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)
Tokyo - Shibuya Campus			
ISI Career and Language Academy, Shibuya *2	- Japanese Language Career Course (2 Years) - Japanese Language Career Course (1 year) [Short-Term Course: Short-Term Career Japanese] [Short-Term Course: Short-Term General Japanese] [Short-Term Course: Evening Course]	(Building 1) 1F Huli Shibuya 1-Chome Bldg., 1-3-9 Shibuya, Shibuya-ku, Tokyo 150-0002 (Building 2) 6F JRE Jingumae Media Square Bldg., 6-25-14 Jingumae, Shibuya-ku, Tokyo 150-0001	(Building 1) 7 minutes walk from Shibuya Station on JR and other lines (Building 2) 5 minutes walk from Exit 7 of Meiji-jingumae Subway Station 9 minutes walk from Omotesando Exit of JR Harajuku Station / 11 min. walk from Shibuya Station Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)
Tokyo - Takadanobaba Campus			
ISI Career and Language Academy, Takadanobaba *3	- Japanese Language Career Course (2 years) - Japanese Language Career Course (1 year) [Short-Term Course: Short-Term Career Japanese] [Short-Term Course: Short-Term General Japanese]	4-23-32 Takadanobaba, Shinjuku-ku, Tokyo 169-0075	1 minute walk from the Toyama exit of JR Takadanobaba station Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)
Osaka Campus			
ISI Language School, Osaka	- University Prep. 2 Year Course - University Prep. 1 year 9 Months Course - University Prep. 1 year 6 Months Course [Short-Term Course: Short-Term General Japanese]	Oak Shinsaibashi Bldg. 5F, 3-5-8 Minami-Senba, Chuo-ku, Osaka-shi, Osaka 542-0081	2 minutes walk from Shinsaibashi Station on Midosuji Line/Nagahori Tsurumi-ryokuchi Line 4 minutes walk from Nagahoribashi Station on Nagahori Tsurumi-ryokuchi Line/Sakaisuji Line Nearest Airport: Kansai International Airport (KIX)
Kyoto Campus			
ISI Language School, Kyoto	- University Prep. 2 Year Course - University Prep. 1 year 9 Months Course - University Prep. 1 year 6 Months Course - University Prep. 1 year 3 Months Course [Short-Term Course: Short-Term General Japanese]	6-6 Nishinokyo-Ryoumachi, Nakagyo-ku, Kyoto-shi, Kyoto 604-8497	7 minutes walk from JR Sagano Sanin Line Enmachi Station Nearest Airport: Kansai International Airport (KIX)
Nagano Campus			
Nagano Business and Language College	- Japanese Department Higher Education Course (2 years) - Japanese Department Higher Education Course (1.5 years) [Short-Term Course: Short-Term General Japanese]	3-5-18, Chuo 3-chome, Ueda-shi, Nagano 386-0012	12 minutes walk from JR Ueda Station Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)

Class Hours

Standard (Except for the Evening Course)	Morning	8:50~10:20 / 10:30~12:00
	Afternoon	13:00~14:30 / 14:40~16:10
(Tokyo - Shibuya) Evening Course	Time	19:10~20:50

*1 The name change for the school and location of ISI Language School is currently in progress.

*2 The name change for the school of ISI Career and Language Academy, Harajuku is currently in progress.

*3 The name change for the school and location of ISI Career and Language Academy, Shibuya is currently in progress.

Tokyo - Shinjuku, Ikebukuro, Shibuya, Takadanoababa / Osaka / Kyoto

	Holiday		Designated day of entry (Dorm)		Orientation*		Enrollment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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Spring Term (10 weeks of classes)

2025 April							2025 May							2025 June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Summer Term (10 weeks of classes)

2025 July							2025 August							2025 September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

Fall Term (10 weeks of classes)

2025 October							2025 November							2025 December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Winter Term (10 weeks of classes)

2026 January							2026 February							2026 March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

Tokyo-Shibuya Evening Course

 Holiday
  Orientation Enrollment Day
  First Day of Class
  Mid-Term Entry Day

Spring Term (10 weeks of classes)

2025 April								2025 May								2025 June									
S	M	T	W	T	F	S		S	M	T	W	T	F	土		S	M	T	W	T	F	S			
		1	2	3	4	5						1	2	3		WK8	1	2	3	4	5	6	7		
WK1	6	7	8	9	10	11		12	WK4	4	5	6	7	8		9	10	WK9	8	9	10	11	12	13	14
WK2	13	14	15	16	17	18		19	WK5	11	12	13	14	15		16	17	WK10	15	16	17	18	19	20	21
WK3	20	21	22	23	24	25		26	WK6	18	19	20	21	22		23	24		22	23	24	25	26	27	28
	27	28	29	30					WK7	25	26	27	28	29		30	31		29	30					

Summer Term (10 weeks of classes)

2025 July								2025 August								2025 September							
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5							1	2	WK8		1	2	3	4	5	6	
WK1	6	7	8	9	10	11	12	WK5	3	4	5	6	7	8	9	WK9	7	8	9	10	11	12	13
WK2	13	14	15	16	17	18	19		10	11	12	13	14	15	16	WK10	14	15	16	17	18	19	20
WK3	20	21	22	23	24	25	26	WK6	17	18	19	20	21	22	23		21	22	23	24	25	26	27
WK4	27	28	29	30	31			WK7	24	25	26	27	28	29	30		28	29	30				
									31														

Fall Term (10 weeks of classes)

2025 October								2025 November								2025 December						
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S
			1	2	3	4								1	WK8		1	2	3	4	5	6
5	6	7	8	9	10	11	WK4	2	3	4	5	6	7	8	WK9	7	8	9	10	11	12	13
WK1	12	13	14	15	16	17	WK5	9	10	11	12	13	14	15	WK10	14	15	16	17	18	19	20
WK2	19	20	21	22	23	24	WK6	16	17	18	19	20	21	22		21	22	23	24	25	26	27
WK3	26	27	28	29	30	31	WK7	23	24	25	26	27	28	29		28	29	30	31			
								30														

Winter Term (10 weeks of classes)

2026 January								2026 February								2026 March								
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		
				1	2	3		WK4	1	2	3	4	5	6		7	WK8	1	2	3	4	5	6	7
4	5	6	7	8	9	10		WK5	8	9	10	11	12	13		14	WK9	8	9	10	11	12	13	14
WK1	11	12	13	14	15	16		WK6	15	16	17	18	19	20		21	WK10	15	16	17	18	19	20	21
WK2	18	19	20	21	22	23		WK7	22	23	24	25	26	27		28		22	23	24	25	26	27	28
WK3	25	26	27	28	29	30												29	30	31				

Nagano

	Holiday		Designated day of entry (Dorm)		Orientation		Enrollment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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Spring Term (10 weeks of classes)

2025 April							2025 May							2025 June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Summer Term (10 weeks of classes)

2025 July							2025 August							2025 September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

Fall Term (10 weeks of classes)

2025 October							2025 November							2025 December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Winter Term (10 weeks of classes)

2026 January							2026 February							2026 March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

Payment Information

Payment Method

Payment for tuition and other fees can be made by bank transfer, Flywire, or WeChat Pay. (The application fee must be paid at the time of application.)

Regarding payment by Flywire:

- Flywire is an international money transfer service for educational institutions that allows you to transfer funds from your home bank to our bank account or pay by credit card.
- Please visit the dedicated Flywire page for the school you are enrolling in at ISI Japanese Language School and create your own account before using the site. The website is also available in English, Simplified Chinese, Korean, Spanish, French, Japanese, and Portuguese.
- Please confirm the payment details on the invoice for your payment.

Regarding payment by WeChat Pay:

- Payment can be made using the cross-border tuition payment platform of the WeChat Mini Program "Japan National Building*", officially endorsed by WeChat Pay.
- Please access the dedicated page for the school you are enrolling in at ISI Japanese Language School and enter the information, amount, etc. as indicated on the tuition payment notice. The page is in Simplified Chinese.
- Please confirm the payment details on the invoice for your payment.

About Fees and Commissions

- For bank remittance, a separate remittance fee will be charged.
- Please note that all fees related to the remittance are the responsibility of the client.

Payment timings

- Payments made before enrollment: 1 to 2 months before the month of enrollment.

Payment Due Date

- For various payments, please check notifications sent by our staff and pay by the payment deadline indicated in the invoice.
- Estimated due date: If you have completed your application 2 months prior to enrollment, you have 30 days to pay your fees.
If you have applied within 2 months from enrollment, you have 1 week to pay your fees.
- If we are unable to confirm payment by the due date without prior notice, we will consider your application to be declined and will cancel your enrollment.
- If you are unable to send your payment by the deadline, please be sure to contact us in advance.

General Remittance

Please read the following precautions when remitting funds.

1. Please have the invoice from ISI ready when you send the money.
2. Please confirm the bank information (bank name, branch name, account number, account name, etc.) on the invoice before proceeding. If there is any discrepancy in the bank information, we will not be able to confirm the payment.
3. Please enter the reference number shown on the invoice and the Romanized name on the passport in the "Client" or "Contact" field.
4. The above information is important to identify the payer. Please note that remittances made in a name other than the student's name (e.g., the person who pays the student's tuition, a family member's name, etc.) will make it impossible to identify the sender and may cause delays in the admission process.
5. Please submit the receipt of payment issued after the remittance is completed via "Campusmate-J" or send it to the person in charge as an email attachment. This receipt will be your "proof of payment", so please keep it in a safe place and do not lose it. Please note that only long-term students can submit the remittance receipt from "Campusmate-J".
6. Please ask your financial institution about the procedures for remittance. Please note that the school is not responsible for any losses or problems that may occur during the remittance process.
7. If you wish to send money through Flywire, please visit the Flywire homepage and contact the support desk if you have any questions.
Flywire homepage: <https://www.flywire.com> Flywire Support Desk: <https://help.flywire.com/>

Cancellation and Refund Policy

1 Long-Term course fees

We will refund the remaining balance after deducting the refund/transfer fees mentioned below. If the amount already paid is less than the refund/transfer fee, the student will be required to pay the amount in shortfall.

1.1 Long-term course (pre-entry)

The Application Fee and Admission fee are non-refundable for any reason. In the case of an admission fee reduction, the amount equivalent to the admission fee will not be refunded. If you wish to cancel the course you have applied for and change the enrollment period, we will transfer the remaining balance to the desired enrollment period based on the date of your cancellation request below. The second change of enrollment date will be refunded in principle (Those who change their period of enrollment to a term that is more than one year after the term in which they initially applied for, will not be able to transfer their fees.). In the case of a refund after a transfer, the refund amount will be calculated based on the date of cancellation of the first transfer, and the refund/transfer fee will be charged for each transfer and refund (for two transfers). Please note that if you re-enroll within one year after cancelling a course, the Admission fee will be waived. The following refund/transfer fees will be charged starting from the date of cancellation request. Please understand this in advance.

Before enrolment date						After Course Starting Date
Cancellation Request Date	Over 2 months prior	Over 2 weeks Less than 2 months	Over 1 week Less than 2 weeks	Less than 1 week	Extension of Visa refusal or Change of Status refusal	
Examination Fee	No refund	No refund	No refund	No refund	No refund	No refund
Admission Fee	No refund	No refund	No refund	No refund	No refund	No refund
Course Fees (tuition, material, facilities)	100% refund	Amount after deducting 30 % of the 1st semester course fees	Amount after deducting 50 % of the 1st semester course fees	Amount after deducting 80 % of the 1st semester course fees	100% refund	See below.
Cancellation fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	
Conditions	Returning of Letter of Acceptance				Confirmation of visa refusal	

* Any amounts less than one JPY will be rounded down.

1.2 Long-Term Course (after enrollment)

In the case of a mid-term withdrawal, the tuition fees, course material fees, and facility fees will be refunded on a term basis. One year consists of four academic terms, and refunds will be provided in half-year (2-term) increments. Refunds will not be made in units of one term. However, for students who graduate in the first year of the July term and transfer in after the first year, refunds will be made for April through June of the following school year. Please note that the following amounts will be refunded depending on the date of withdrawal procedures, and a separate cancellation fee of 6,000 JPY will be charged. In the case of withdrawal from school after entering a school in Japan, the refund procedure will be carried out upon submission of the "Letter of Acceptance" from the school and the "Student ID Card" of the school. In the case of returning to your home country, we will confirm your departure from Japan before the expiration date of your return to your home country and the expiration of your residence card.

In case a student withdraws from the school after enrollment due to failure to extend the period of stay of the Student Visa or to apply for a Change of Status, the following refund policy will apply too.

Target Group	Date of withdrawal procedure	Refund Period	Amount of refund
April Start (1st Year)	By August 31	October to March	100% of the school fees for the refundable period.
	September 1 ~ September 30		80% of the school fees for the refundable period.
	After October 1	N/A	No refunds
April/October Start (2nd Year)	By January 31	For students who have paid for 1 year: April to March	100% of the school fees for the refundable period.
	Feb. 1 ~ Mar. 31	For students who have paid for 6 months: April to September	80% of the school fees for the refundable period.
	April 1 ~ August 31	October to March	100% of the school fees for the refundable period.
	September 1 ~ September 30		80% of the school fees for the refundable period.
	After October 1		No refunds
July Start (1st Year) *Not applicable for Nagano Campus	By November 30	January to June	100% of the school fees for the refundable period.
	Dec. 1 ~ Dec. 31		80% of the school fees for the refundable period.
	After January 1	N/A	No refunds
July/January Start (2nd Year) *Not applicable for first-year January students *Not applicable for Nagano Campus	By May 31	For students who have paid for 1 year: July to March	100% of the school fees for the refundable period.
	June 1 ~ June 30	For students who have paid for 6 months: July to December	80% of the school fees for the refundable period.
	July 1 ~ November 30	January-March	100% of the school fees for the refundable period.
	Dec. 1 ~ Dec. 31		80% of the school fees for the refundable period.
	After January 1		No refunds

* The first year is from the date of enrollment to March 31 of the current year, and the second year is from April 1 to March 31 of the following year. At the Shibuya and Takadanobaba Campuses, the first and second years are calculated from the date of enrollment.

*In the case of a student starting in July who pays for a full year of tuition but graduates in March(after 9 months of studying), the tuition fees for April-June will be refunded(not applicable to students who have not submitted a transfer application).

2 Short-Term course fees

The admission fee is non-refundable for any reason. In the case of admission fee reduction, the amount equivalent to the admission fee will not be refunded. The remaining amount will be refunded after deducting the following cancellation fee. If the amount already paid is less than the cancellation fee, the student will be required to pay the amount in shortfall. Even if you have not paid in full by the payment due date after applying for the course, you will be required to pay a separate cancellation fee if you cancel within the time period below.

If a student's study period is changed or shortened due to unavoidable circumstances, the refund will be based on the date of the cancellation request as shown below. In case of a postponement, it is only possible to defer the tuition fees until the next term (3 months). Please note that the tuition and Admission fee after the enrollment date will not be refunded regardless of the reason.

Cancellation Date	Before enrollment day		After the enrollment day
	More than 14 days before the enrollment day	Less than 14 days before the enrollment day	
Admission fee	No refunds	No refunds	No refunds
Tuition, materials, and Facility and management fees	100% refund	Refund after deducting 4 weeks of school fees *	No refunds
Cancellation fee	6,000 JPY	6,000 JPY	—

* If the duration is less than 4 weeks, no refund will be given.

* In the case of a shortened period of study, the amount of the shortened period will be refunded according to the above table.

* For short-term course applications (including private lessons) of more than 8 weeks, a full refund will be given if the cancellation is made within 8 days of the application date, prior to enrolment, based on the cooling-off system. For cancellations after 9 days, the above refund policy will apply.

Cancellation and Refund Policy

3 Private Japanese Lesson fee

If you cancel after registering for lessons, the remaining amount will be refunded after deducting the following cancellation and refund charges. After lessons have begun, if you cannot complete all lessons, the fees for the lessons that you cannot attend will be refunded after deducting the amount in the table below. The date and time of the lesson can be changed if you contact your teacher and rearrange lesson date/time by 17:00 two working days prior to the scheduled lesson date. Please note that changes cannot be made after 17:00 two working days prior to the lesson.

Cancellation Date	Before the lesson start date				After the enrollment date
	Within 8 days from the date of payment	9 days after payment			
	More than 1 business day before the lesson day	More than 30 days before the lesson day	More than 15 days but less than 29 days	More than 14 days but less than 1 day	
Cancellation Charge Amount	—	—	10% of tuition fee up to a maximum of 20,000 JPY	20% of tuition fee up to a maximum of 20,000 JPY	20% of unused tuition fees, up to a maximum of 50,000 JPY
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY

4 Disclaimer

In the event that a school is closed, cancelled, or absent due to any of the following reasons, no refunds will be made for the tuition, materials, or facilities fees for the cancelled, cancelled, or absent portion of the school day.

- (1) In the event of natural disasters, natural calamities, war, riots, strikes, terrorism, epidemics, orders from Japanese or foreign government authorities, unforeseen accidents on land, sea or air, cancellation of travel services by transportation or lodging agencies, provision of transportation services not in accordance with the original operation plan, measures necessary to ensure the safety of students, or other reasons beyond the control of the school. In the event that class schedules are changed or classes are cancelled due to reasons beyond the control of the school.
- (2) Failure to re-enter Japan when the student has temporarily returned to his/her home country at his/her own discretion.
- (3) Absence from class due to personal risk management, safety precautions, health or other considerations.

5 Other general information

- (1) Any cancellation will only be accepted on written request. The date of cancellation will be the date of receipt of the written request.
- (2) The customer is responsible for bank transfer charges for refunds.
- (3) If a refund is processed due to an overpayment caused by a customer's procedural irregularity, the refund will be made after deducting an administrative fee (1,000 JPY). 1,000 JPY or less will not be refunded for overpayments.
- (4) Refunds will be made within 40 days after the cancellation process is completed.
- (5) The enrollment date is the date set by the school for each term. Please refer to the school calendar. (The first day of class for students enrolling in the middle of the term)
- (6) Since the office will be closed for a long vacation during the year-end and New Year holidays, the deadline for receiving cancellations and changes regarding January enrollment students is December 20.