

# TUITION REFUND POLICY

## 1. Tuition refund policy for students with student visas

### (1) Refund of tuition fees for the first year

#### 1) SELECTION FEE AND ADMISSION FEE

For the consideration for admission selection and for the visa application to study abroad, the selection fee cannot be refunded. Furthermore, no fees will be refunded regardless of admission, to give consideration for series of office work, related to securing and preparation for acceptance of the applicant.

#### 2) TUITION FEES, etc.

- ① In the case of cancellation of admission or withdrawal from school, the details and conditions of refund shall be determined by the time when the withdrawal letter is issued.
  - ② In the case of withdrawal from school, 70% of the tuition fee after the semester for which the withdrawal letter was submitted will be refunded. However, regardless of the period of enrollment, the tuition fee for the initial 6 months will not be refunded.
  - ③ The recipient will be responsible for all the transfer fees of the financial institution for refunds.
  - ④ Depending on the content of the procedure, administrative fees may be incurred.
- a) Before obtaining a visa: Amount after deducting selection, admission, and transfer fees
- ① Condition: Return of admission permit and certificate of status of residence
  - ② Administrative fee: None
- b) Visa disapproval : Amount after deducting selection, admission, and transfer fees
- ① Condition: Return of admission permit, confirmation of visa, disapproval confirmation letter
  - ② Administrative fee: None
- c) After obtaining the visa, before arrival in Japan: Amount after deducting selection, admission, and transfer fees
- ① Condition(s): Return of admission permit, confirmation of student visa, disapproval confirmation letter
  - ② Administrative and cancellation fees : 100,000yen

d) After arrival in Japan, before semester starts : Amount after deducting selection, admission, and transfer fees

① Condition(s): Confirmation of loss of visa status or proof of returning to one's home country.

② Administrative and cancellation fees : 100,000yen

e) After arrival in Japan, after semester starts (dropping out) :

70% of the unattended semester excluding the initial 6 months of tuition, minus administrative and remittance fees

① Condition(s): Within one month after leaving school, confirmation of loss of visa status or proof of returning to one's home country

Or confirmation of acquisition of new visa status (other than student visa)

(However, you must have applied for a change of status of visa within one month after dropping out)

② Administrative fee: 22,000yen

(2) Refund of tuition fees due to withdrawal from school after the second year

The amount of tuition fee after the semester for which the withdrawal letter was submitted will be refunded, minus administrative and remittance fees

① Condition(s): Confirmation of loss of visa status, or proof of returning to one's home country

(However, you must apply for a change of visa status within one month after leaving school)

② Administrative fee: 22,000yen

(3) Withdrawing from school due to pursuing higher education

※However, transferring to another Japanese institution is not included in the course of study. Leaving due to transferring to another school is excluded from refunds.

1) Enrolled for less than a year

It is considered as a dropout and the same refund policy applies. However, this does not apply if prior permission has been obtained at the time of application for admission (The processing period from the date of admission withdrawal to the newly admitted school shall be within one month)

① Condition(s): Confirmation of enrollment, certificate, or student ID card

② Administrative fee: 22,000yen

2) Enrolled for more than 1 year

After submitting the letter of admission to the school, the tuition fee for the semester after the withdrawal date will be refunded, minus the administrative and remittance fees. (The processing period from the date of admission withdrawal to the newly admitted school shall be within one month)

① Condition(s): Confirmation of enrollment, certificate, or student ID card

② Administrative fee: 22,000yen

(4) Withdrawal due to change of qualification

(※Change of status is for employment, investment management, spouse, family stay, etc.)

1.) Students enrolled for less than a year

After the new status of residence is issued and confirmed by the school, the tuition fees for next semester onward will be refunded. The same refund policy applies for early dropout applicants.

1.) Conditions: Confirmation of residence card after status change

2.) Administrative fee: 22,000 yen

2.) Enrolled for more than 1 year

After the new visa status is issued by the Immigration Bureau and confirmed by the school, the tuition fees for the next semester and beyond that time will be refunded, minus the administrative fee and remittance fee.

3.) Conditions: Confirmation of residence card after status change

4.) Administrative fee: 22,000 yen

2. Tuition refund policy for short-term course students

The recipient will be held accountable for all financial institution transfer fees associated with refunds

(1) Visa waiver country

1) Decline of admission before semester starts

After returning the letter of admission, the amount after deducting the admission and transfer fees will be refunded

2) Dropping out before the class starts

Tuition fees will be refunded regardless whether or not you have participated in class

(2) If you need a visa to enroll for our short courses

1) Before obtaining a visa

After returning the visa application documents and admission permit, we will refund the amount after deducting the admission and transfer fees.

2) After obtaining a visa, before arriving in Japan

After returning the admission permit and confirming the visa has not been used and the entry deadline has passed and already expired, the amount will be refunded after deducting the admission and transfer fees

3) After the verification is obtained, and after arrival in Japan

No refunds will be given regardless if the student has participated in class or not

4) Visa disapproval

After returning the admission permit and confirming the fact that the visa was not approved from passport page, the amount after deducting the admission and transfer fees will be refunded

3, Exclusions for tuition refund

(1) Deportation or dismissal of visa status

Tuition fees will not be refunded to students who have been deported or if your current visa has been dismissed.

(2) Changing Schools

Tuition fees will not be refunded for students who have transferred to another Japanese Language Institution.

(3) Students with poor attendance

For students who have a good standing but have not seen any improvement and have an average attendance rate of less than 80% during their enrollment period, or a monthly attendance rate of less than 50%, are subject to reporting to the Immigration Bureau. No tuition fees will be refunded for the student.

(4) Arriving to Japan later than planned

We will not refund the tuition fees for those unattended classes.

#### 4. Disclaimer

If the class is canceled due to unavoidable circumstances such as natural disasters, accidents, infectious diseases, transportation strikes, weather conditions, etc., students would acquire exemption of liability, however, in this case, no tuition fees will be refunded.

Revision)

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