

Narita Japanese Language School Rules

*For General Course

April 1st, 2020~

Article 1 Entrance to School Qualification

You must be over 15 years old and is live in Japan with an appropriate visa (short-term / sightseeing / Family / permanent resident / working)

Upon admission to the school, please submit a copy of your passport and a copy (front & back 200%) of your residence card as proof of your identity.

Article 2 The Establishment Course and the School Day (Please look at the following schedule.)

The establishment course is the beginner's class I / beginner's class II / intermediate.

The minimum period of study is one month.

The regular program consists of four classes per day (45minutes per class) 5 days a week.

The school is open from Monday to Friday, and closed on Saturdays, Sundays and on designated holidays.

Morning classes are from 9:00-12:20. Afternoon classes are from 13:00-16:20.

Classes are rescheduled in April, July and October.

There is the possibility that morning classes change to afternoon classes and vice versa at the beginning of each new semester.

Article 3 Classes

You will need to take a placement test joining a class. The result will allow the school to determine the best class for each student. Please understand that requesting a specific class, teacher, or class replacement is not acceptable.

Your admission is depending on your Japanese level, course availabilities, and course periods, and the school might not accept students for the reason above in some cases.

If a number of students in a class became less than 3, the class will be closed and combined with another class.

Article 4 School Fees

Entrance fee: You need to pay an entrance fee 20,000 yen upon the time of join in the school. This is regardless of the length of your chosen course. Even if the period of studying is only one month, you are requested to pay it.

Exemption to the entrance fee:

If you have to interrupt your studies, you may reenter the school without paying the entrance fee again, if you do so within six months. Each year, it is possible to interrupt and restart your studies three times at the most.

(This is the maximum number of times of enrollment.)

Tuition: The school tuition fee is counted from the 1st to the last day of each month.

	Tuition fee	Supplementary Material cost (Not included textbook)	Institution Maintenance cost	Total
1 month	46,000 yen	1,500 yen	1,500 yen	49,000 yen

(1) If you enter the school in the middle of the month, we will calculate the school fees from the date you joined the school and not from the 1st of the month.

. It is 3,000 yen per day.

(2) We do not refund any school fee in the even of the student leaving prematurely.

Also, we can not accept day by day payments after the first month.

- (3) The school fees for July, August, December and March (when the school has vacations) will be accounted on a daily base. Students pay 3,000 yen per day. (only for students who pay the tuition monthly)

Special month	Days		Tuition
August 2020	10	3,000 yen × 10 days = 30,000 yen	30,000 yen
December 2020	14	3,000 yen × 14 days = 42,000 yen	42,000 yen
March 2021	4	3,000 yen × 4 days = 12,000 yen	12,000 yen

➤ Effective from April 1, 2020 to March 31, 2021

<How to pay>

- You need to pay at least one week before the first lesson day.
- If we cannot confirm your payment by then, your registration will be automatically cancelled.
- From the following month, you need to pay the school fees in advance by the 25th of each month.
- You can pay either at our office or transfer the fee to our account as below.
- When you have made the transfer, please give us a call or fax us the copy of the receipt.

Name of Bank:	CHIBA BANK / Naritanishi Branch
Name of Account:	Narita Japanese Language School
カタカナ:	ナリタ ジャパニーズ ランゲージ スクール
Account Number:	Ordinary Account 3631426

※Once you have remitted the fee, it is not returnable.

※The school fees are subject to change without notice.

Article 5 Textbook Fees

- The cost of supplementary materials is not included in the textbook fees. You need to pay for your own textbooks. You can buy textbooks at our office or can buy them at a bookstore.
- We use different textbooks depending on classes.
 - Minna no Nihongo Primary Version I or II • • 2,500 yen (Tax excluded)
 - Minna no Nihongo Primary Version Writing book I or II • • 1,300 yen (Tax excluded)
 - New Approach Intermediate Version • • 2,700 yen (Tax excluded)
 - Kanzen Master 2-kyu Japanese Proficiency Grammar • • 1,200yen (Tax excluded)

※The prices may be subject to change without notice.

※You may need to buy other textbooks.

Article 6 School Attendance and Holidays

- The days of required attendance are scheduled by the school. Please check an annual calendar.
- In case of accident or natural disaster, such as a typhoon or an earthquake, the school might be closed. In this case we can not reschedule the classes.

Article 7 Attendance and Absence

- Students have to inform the school in advance of their absence.
- The school does not pay any refund for missed days.
- Participation in school events
 - (1) Participation in extracurricular studies is optional.
 - (2) You will be regarded as additional, but when you do not participate it is not counted as absence.
 - (3) When participating in school events, each student has to pay their own expenses to the school office.
 - (4) As a general rule, normal classes are not run on extracurricular study days and there is no repayment of tuition for these days. In addition, please understand that these classes will not be made up for at any other time.

Article 8 Temporary Absence and Withdrawals

- When absent from the school for more than one month, please fill out and submit “a request for temporary absence” stating the duration to the office by the 20th of the previous month. You may thus be exempt from paying the tuition fee for this period.
- The school cannot reimburse any fees for the period of temporary absence if the student fails to submit a “request for absence” in advance. This is due to the fact that the school will have regular school expenses to pay.
- Withdrawal from school: It is necessary to submit a “Notice of Withdrawal form” to the office by the 20th of the previous month. (these forms can be had at the office)

Article 9 Certificates

Fees are charged for issuing any kind of certificate. It takes three days for certificates to be issued.

- (1) Our school issues certificates to those who are now enrolled, have graduated or are no longer students, but not to those who are not yet registered.

Student Identification Card:

The card is valid for as long as you pay the tuition. In place of your school register number is written “General Course” (Fee per copy: ¥500)

Grade Sheet:

Grade sheets are dated from the day you registered until the day you leave the school. (Fee per copy: ¥300)

Student Registration Certificate:

The student registration certificate shows the term you have paid the tuition. (Fee: ¥300)

(2) Learning Japanese Certificate:

To get this certificate, you must have taken more than 2 months of courses or more than 150 lesson hours.

Exception: Our school issues “short term” students. It shows the percentage of attendance and your grades.

The date of certificate is the actual date of issue. Your grades and attendance rate will be specified, and a period of study is actual length of your attendance at the lessons. (Fee: ¥300)

(3) Diplomas

Diplomas can be issued to students who fulfill the following requirement,

- Having studied more than one year and having started in April, July, October (some requirement as for students with a student visa).
- Having studied until the end of February of the following year.
- Having passed the final exam and an attendance of over 90%.(If you have passed the Japanese step test 1or2, you do not need to take the exam.)
- The date of diploma is the actual date of issue. (Fee: ¥300)

(4) Certification of Admission:

AC.O.A. can be issued to students who fulfill the following requirement:

- Enrollment for more than 3 months.
- Completed payment of expenses including the entrance fee.(Fee ¥300)

Article 10 Transportation

Students are not allowed to come to school by car.

※If you want to drive to school for some reasons, you need to follow the necessary procedure.

Please use public transport, a bicycle or walk. We do not take any responsibility for students using cars.

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**Narita Japanese Language School
To Principal Hiroaki Yokota**

I hereby agree to follow all the above rules.

Name(Student) _____

Name(Relatives live in Japan) _____

Date: _____

Signature: _____

Narita Japanese Language School
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