

IMPORTANT: All applicants must read the following.

- I All students applying for a student visa must seek to study at this school one year or longer, and pay for their first year in advance, in full. Applicants for the January term must pay for 1 year and 3 months in advance, in full.
- II Necessary conditions for admission
- (1) Applicants must be 18 years of age or older and have 12 years of formal education or equivalent.
 - (2) Applicants must illustrate serious intention to study and recognize the curriculum to be appropriate to their aim.
 - (3) Applicants must enter Japan with the permission of the Japanese Immigration Service.
 - (4) Applicants must have a trustworthy financial supporter.
 - (5) Applicants must be able to submit all proscribed documents.
 - (6) Applicants must be physically fit and be able to use school facilities and attend classes without any special assistance.
 - (7) In special cases, with the permission of the principal, articles 1 can be waived. However, applicants under the age of 18 must live with their family member or guardian.
- III Class
- (1) Students must retake the same level of class if they do not achieve satisfactory academic performance during the term.
 - (2) The academy reserves the right to organize classes and time schedule.
- IV If due to sickness or other unavoidable circumstances, a student must be absent for over 30 days, the student must submit an absence form, along with a document showing that they must be absent (a doctor's note, etc.) and receive the principal's permission.
- 2 After a prolonged absence, the returning student must submit documents showing that they are able to resume classes and receive the permission of the principal.
 - 3 While a student is on leave, their tuition cannot be returned, put on hold, or transferred.
- V Students who wish to end their studies early must fill out a declaration form and receive the Principal's permission.
- 2 All fees, once paid, are not refundable. The only exceptions are as stated in the "Guidelines for Acceptance of Students by Japanese Language Institute".
- VI If the principal sees a need, they can take disciplinary action against students.
- 2 Based on the degree of the infraction, disciplinary action includes warnings, suspension and expulsion. However, expulsion will only occur in the following situations.
- (1) Bad behavior with no prospect of a change for the better.
 - (2) Academic inferiority with no prospect of a change for the better.
 - (3) Continuous absence without a valid reason.
 - (4) Disturbing school order, or violating ones duties as a student.
 - (5) Failure to pay school fees with no prospect of paying within a reasonable period.
 - (6) Violation of dormitory rules and other regulations (dorm contract, student regulations, etc.).
 - (7) Violation of Japanese domestic laws, as well as immigration laws.
- VII All yearly fees are collected in full, regardless of late admission, absence, expulsion, leaving school, etc.
- 2 All currently enrolled students must pay their school fees on time, regardless of attendance or absence.
 - 3 The preceding article applies to students taking a leave of absence.
- VIII The school reserves the right to use photographs or videos taken of students during school functions and events for purposes of promotion and advertisement.
- IX All documents submitted for the application of the Certificate of Eligibility will not be used for any other purpose without the permission of the applicant's or their sponsors. Requests by the administrative agencies, however, are exceptions.
- X In order to maintain equal respect to all cultures and religions, no religious considerations will be provided.
- XI Smoking is forbidden inside the building. Students must not smoke in designated non-smoking areas around the school.

I understand that I will be expected to follow these rules as a student of your Academy.

Applicant Name and Signature : _____

Date : _____ (Y/M/D)