

Application Guidelines

2023

Course / Capacity

- 2 Year College Preparatory Course April Admission Maximum Capacity 36 Students
- 1 Year 6 Months College Preparatory Course October Admission Maximum Capacity 14 Students

※Basically 2 Year Course in the morning and 1 Year 6 Months Course in the afternoon. It is subject to change.

Eligibility

- 1) Those who have completed 12 or more years of formal schooling, or curriculum equivalent to that, outside Japan at the time of enrollment to Koubun International Japanese Language School.
- 2) Those who have passed the Japanese Language Proficiency Test Level N5 or higher, or exams equal to that, or have completed over 200 hours of Japanese study.

Application Period

- 2 Year College Preparatory Course August 1 - October 18
 - 1 Year 6 Months College Preparatory Course February 1 - May 14
- ※Applications will not be accepted once the maximum capacity is reached.

Application Fee

- 20,000 Yen
- ※To be paid at the time of application.

Tuition and Fees

Courses	Time of Payment	Before Entering Japan			March of Following Year		September of Following Year		Total
		Enrollment	Tuition	Teaching Material	Tuition	Teaching Material	Tuition	Teaching Material	
2 Year College Preparatory Course	1st Year	50,000 Yen	600,000 Yen	30,000 Yen					680,000 Yen
	2nd Year				600,000 Yen	30,000 Yen			630,000 Yen
1 Year 6 Months College Preparatory Course	1st Year	50,000 Yen	600,000 Yen	30,000 Yen					680,000 Yen
	2nd Year						330,000 Yen	10,000 Yen	340,000 Yen

- ※ Please pay the student payment as soon as COE is issued.
- ※ For refunds due to decline after payment, please see "Refund Policy".
- ※ We have dormitories for men and women. Please refer below for dormitory fees. Students are to cook their own meals (cookware available for common use).
- ※ It is mandatory that everyone residing in Japan apply for National Health Insurance or Social Insurance. The percentage of medical fee to be paid by the insured person is 30%.
- ※ After having entered Japan it's required to take out another insurance for accident. It costs 2000 yen per year. Payment would be made at school.

Dormitory and Related Fees

Dormitory Fee (Monthly)

20,000 Yen

※All fees and charges may change depending on the circumstances.

- ※ Please submit Dormitory Entrance Application although all students are to live in the school dorm.
- ※ It's required to transfer dormitory fees for the first 6 months in a lump sum. After that it will be collected on a designated date.
- ※ All washing machines are not coin-operated and are free to use.
- ※ Dormitory fee includes the following:
facilities, electricity, gas, water, facility management, Wi-Fi internet
- ※ We can provide the items listed below for those in need. Please indicate the necessary items on the Dormitory Entrance Application
①Bedding: 15,000 Yen (1 set) ②Tableware: 5,000 Yen (1 set)
- ※ For maintenance costs of the dormitories we collect 500 yen every month aside from dormitory fees.

Screening / Selection Process

- Examination of documents
- Aptitude test and interview

Required Documents for Application

■ Documents for Applicant

	Necessary Documents	Note
1	Admission application form	Form specified by school, written by the Applicant, photograph attached.
2	Resume	Form specified by school, written by the Applicant.
3	Diploma from the last school attended	Graduation diploma or certificate from the last school attended, or a graduation letter (originals only), notarial deed. ※China: Submit Report of Degree Recognition Certificate for graduates of university or higher (original). ※High school diploma is also necessary for graduates of high school or higher (copy).
4	Transcript from the final school attended	For all academic years (copy), notarial deed. ※Certificate of NECC for those who are senior high school graduates and have taken the NCEE in China (original).
5	Proof of documentation for Japanese proficiency	Certificate of passing for Japanese Language Proficiency Test N5 or higher (copy), or certificate of passing for Japanese language exams equal to that of above (copy), or certificate of Japanese study of minimum of 200 hours (original), notarial deed.
6	Family registry	All pages (copy).
7	Form of identification	Copy of identification. ※colored
8	Photograph	3 copies. height 4cm×width 3cm Must have been taken within 3 months of application submittance. Taken from the bust up, no hat. ※Write name and date of birth on the back of photos.
9	Certificate of Health	Form specified by school.
10	Passport	For those who have one (copy of all pages).

■ Documents for Financial Supporter

	Necessary Documents	Note
1	Statement of Financial Support	Form specified by school.
2	Document for proof of relationship	Proof of document for relationship between the supporter and applicant, notarial deed.
3	Certificate of bank balances	Proof of documents such as certificate of bank balance (original), certificate of deposit (copy).
4	Family registry	All page(s) (copy) ※Omitted if the supporter and the applicant are on the same registry.
5	Form of identification	Copy of identification ※colored

■ Others

	Necessary Documents	Note
1	Written Oath	Form specified by school, written by the financial supporter.
2	Dormitory Entrance Application	Form specified by school.

■ Note

1. Attach a copy of Japanese translation to all documents written in languages other than Japanese.
2. All submitting documents must be the original document unless indicated as "copy of ".
Submitting documents must be produced within 3 months (within 6 months for documents formatted in foreign country).
3. Documents with corrections (e.g. correction fluid, eraser) will be voided
4. All proof of documents shall be submitted with information such as issuer's title, name, name of institution, address, telephone number, and fax number.
5. We may ask for additional documents not listed above.

Refund Policy

Before entering Japan

【1】 In the case that the student cancels the admission without applying for visa after COE has been issued

Application fee	Enrollment fee	Tuition and material fee	Move-in fee
×	×	○	○
Details	Tuition and material fee and move-in fee are to be refunded.		
Conditions	The admission letter and COE need to be returned		

【2】 In the case that Embassy of Japan/ Consulate doesn't issue visa

Application fee	Enrollment fee	Tuition and material fee	Move-in fee
×	×	○	○
Details	Tuition and material fee and move-in fee are to be refunded.		
Conditions	The admission letter needs to be returned. Proof of documents that visa issuance has been denied by the Embassy/Consulate of Japan need to be submitted.		

【3】 In the case that the student cancels the admission before entering Japan after obtaining visa

Application fee	Enrollment fee	Tuition and material fee	Move-in fee
×	×	○	○
Details	Tuition and material fee and move-in fee are to be refunded.		
Conditions	The admission letter needs to be returned. Proof that the visa is unused and expired needs to be submitted (a copy of "the passport page with the visa and the void stamp", or a document that shows that the visa has been expired).		

After entering/enrollment

【4】 In the case that the student cancels the admission after entering Japan

Application fee	Enrollment fee	Tuition and material fee	Move-in fee
×	×	△	×
Details	Application fee, enrollment fee and move-in fee are NOT to be refunded. Tuition and material fee for half a year is to be refunded.		
Conditions	Confirmation of return to home country.		

【5】 In the case that the student's arrival is later than the class starting date

Application fee	Enrollment fee	Tuition and material fee	Move-in fee
×	×	×	×
Details	Tuition fee, material fee, and move-in fee for the duration of the student's absence due to delay of arrival in Japan are NOT to be refunded. However, if the reason of delay is found to be caused by unavoidable circumstances and change of the admission period has been approved, the tuition, material fee and move-in fee are shifted to the revised term.		

【6】 In the case that the student submits a school withdrawal letter (Taigakutodoke) and withdraws from school

Application fee	Enrollment fee	Tuition and material fee	Move-in fee
×	×	△	×
Details	Tuition and material fee for following term is to be refunded		
Conditions	Refunds will be made only if the principal approves the withdrawal and recognizes that it is subject to refund. Returnees must submit documents to certify his/her return home. Those remaining in Japan must submit proof of documents to certify his/her new status or new institution.		

【7】 In the case that student is not able to renew the visa, get expelled from school or face deportation.

Application fee	Enrollment fee	Tuition and material fee	Move-in fee
×	×	×	×
Details	NO REFUNDS ISSUED UNDER ANY CIRCUMSTANCES.		

【8】 In the case that the class is canceled due to unavoidable circumstances such as natural disasters or infectious disease

Application fee	Enrollment fee	Tuition and material fee	Move-in fee
×	×	×	×
Details	NO REFUNDS ISSUED UNDER ANY CIRCUMSTANCES.		

* ○…Full refund △…Partial refund ×…No refund

* Move-in fee: includes 6 months dormitory fee, tableware and futon fee. After 7th month, payment will be made one month in advance. In case of school withdrawal, dormitory fee after 7th months is subject to refund.

* In principle, payments and move-in fees are to be refunded each semester.

1 Payments are to be refunded through students him/herself, his/her sponsors or his/her agencies.

2 The transfer fee for refunding shall be borne by the recipient.