

Kyoto Minsai Japanese Language School

Regulations

Chapter 1: General Provisions

(Purpose)

Article 1: The purpose of The School is to provide Japanese language education to foreign nationals, to deepen mutual understanding, and to contribute to the further internationalization and international exchanges of Japan.

(Name)

Article 2: The School is called Kyoto Minsai Japanese Language School.

(Campuses)

Article 3: The School has the following campuses:

- (1) Tenjingawa Campus, 69-70 Nishikyogoku Kitaoiricho, Ukyo Ward, Kyoto City, Kyoto Prefecture
- (2) Nishikyogoku Campus, 120 Nishikyogoku Kitaoiricho, Ukyo Ward, Kyoto City, Kyoto Prefecture
- (3) Saiin Campus, 88 Saiinyasuzukacho, Ukyo Ward, Kyoto City, Kyoto Prefecture

Chapter 2: Japanese Language Course, Course Duration, Admission Capacity, and Holidays

(Japanese Language Course, Course Duration, Admission Capacity)

Article 4: The Japanese language course, course duration, admission capacity, and etc. of The School shall be as set forth in the following table.

Class	Course Name	Course Duration	Admission Capacity	Number of Class Hours	Month of Intake
Morning	2 Years Academic Course	2 years	277 students	1,600 hours	April
	1 Year and 9 Months Academic Course	1 year 9 months		1,400 hours	July
	1 Year and 6 Months Academic Course	1 year 6 months		1,200 hours	October
	1 Year and 3 Months Academic Course	1 year 3 months		1,000 hours	January
Afternoon	2 Years Academic Course	2 years	242 students	1,600 hours	April
	1 Year and 9 Months Academic Course	1 year 9 months		1,400 hours	July
	1 Year and 6 Months Academic Course	1 year 6 months		1,200 hours	October
	1 Year and 3 Months Academic Course	1 year 3 months		1,000 hours	January
Morning	Integrated Studies Course [Employment/Culture]	2 years	137 students	1,600 hours	April
	Integrated Studies Course [Employment/Culture]	2 years		1,600 hours	July

	Integrated Studies Course [Employment/Culture]	2 years		1,600 hours	October
	Integrated Studies Course [Employment/Culture]	2 years		1,600 hours	January
Afternoon	Integrated Studies Course [Employment/Culture]	2 years	157 students	1,600 hours	April
	Integrated Studies Course [Employment/Culture]	2 years		1,600 hours	July
	Integrated Studies Course [Employment/Culture]	2 years		1,600 hours	October
	Integrated Studies Course [Employment/Culture]	2 years		1,600 hours	January
Total			813 students		

(Start & End of Courses, and etc.)

Article 5: Courses at The School start in April, July, October, & January, and end in March, June, September, & December.

2. The period mentioned in the preceding paragraph shall be divided into four semesters as follows:

- (1) Spring Semester: April 1 to June 30
- (2) Summer Semester: July 1 to September 30
- (3) Autumn Semester: October 1 to December 31
- (4) Winter Semester: January 1 to March 31

(Holidays)

Article 6: Holidays of The School are as follows:

- (1) Saturdays
 - (2) Sundays
 - (3) Holidays stipulated by the National Holidays Act
 - (4) Summer Break (approximately early to late August)
 - (5) Rainy Season Break (approximately late June to early July)
 - (6) Autumn Break (approximately late September to early October)
 - (7) Winter Break (approximately late December to early January)
 - (8) Spring Break (approximately mid-March to early April)
2. Notwithstanding the provisions of the preceding paragraph, classes may be held on holidays when The School's Principal recognizes that it is educationally necessary and there are unavoidable circumstances.
3. When The School's Principal determines that there is a disaster or other urgent circumstances, The School may be closed temporarily.

(Start and End Time of Classes)

Article 7: The start and end time of classes is decided by the Principal.

**Chapter 3: Contents of the Curriculum, Number of Class Hours, Learning Assessment, and
Faculty & Staff Organization**

(Contents of the Curriculum)

Article 8: The contents of the curriculum for each course at The School shall be as shown in the following table. One unit of class time shall be 45 minutes, with four units per day and twenty units per week as the basic rule.

(1) Academic Course (2 years, 1 year & 9 months, 1 year & 6 months, 1 year & 3 months)

Level	Main Contents of the Course	Hours Per Week (Number of Weeks)
Beginner I ①・② (A1)	Be able to converse using basic phrases necessary for everyday life. Be able to understand and communicate about personal matters, including family members, provided that speech is spoken slowly, clearly, and with emphasis on interrogative words and important words. Be able to read and write short, simple sentences on personal topics using hiragana and katakana.	20 hours (10 weeks)
Beginner II (A2)	Be able to understand expressions and vocabulary used in interpersonal situations necessary for daily life, and be able to exchange simple information and opinions about individuals (countries, families, etc.). Be able to obtain minimal information from announcements and signs in public facilities, etc. Be able to understand and use kanji that are frequently seen in daily life. Be able to read and write simple sentences on familiar topics such as lifestyle and culture.	20 hours (20 weeks)
Pre-intermediate – Intermediate I (B1)	Be able to use richer expressions that incorporate feelings and be able to have conversations necessary for daily life, for establishing good relationships, and for resolving problems. Be able to handle most situations that may arise in school, work, or recreation, including travel. Be able to understand long, direct sentences on familiar topics and express opinions and experiences. Be able to express one's opinion using reasons.	20 hours (20 weeks)
Intermediate II (B2)	Be able to understand specialized topics and abstract topics necessary for higher education, exchange information and express opinions naturally, and be able to interact naturally while building good relationships with others. Be able to read long texts with complex content and write objective, persuasive explanations and opinions.	20 hours (30 weeks)

Advanced (C1)	<p>Be able to understand long, advanced texts & lectures, including papers required for higher education studies and research, accurately extract information, and summarize main points. Be able to appropriately express opinions on various topics and express them in writing.</p> <p>Be able to choose the right words for various situations without difficulty, be able to communicate fluently and appropriately and naturally, and be able to assert themselves while maintaining good relationships with others.</p>	20 hours (30 weeks)
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(2) Integrated Studies Course [Employment/Culture] (2 Years)

Level	Main Contents of the Course	Hours Per Week (Number of Weeks)
Beginner I ①・② (A1)	<p>Be able to converse using basic phrases necessary for everyday life.</p> <p>Be able to understand and communicate about personal matters, including family members, provided the other person speaks slowly, clearly, and with emphasis on interrogative words and important words.</p> <p>Be able to read and write short, simple sentences on personal topics using hiragana and katakana.</p>	20 hours (10 weeks)
Beginner II (A2)	<p>Be able to understand expressions and vocabulary used in interpersonal situations necessary for daily life, and be able to exchange simple information and opinions about individuals (countries, families, etc.).</p> <p>Be able to obtain minimal information from announcements and signs in public facilities, and etc.</p> <p>Be able to understand and use kanji that are frequently seen in daily life.</p> <p>Be able to read and write simple sentences on familiar topics such as lifestyle and culture.</p>	20 hours (20 weeks)
Pre-intermediate – Intermediate I (B1)	<p>Be able to use richer expressions that incorporate feelings and be able to have conversations necessary for daily life, for establishing good relationships, and for resolving problems.</p> <p>Be able to handle most situations that may arise in school, work, and recreation, including travel.</p> <p>Be able to understand long, direct sentences on familiar topics and express opinions and experiences.</p> <p>Be able to express one's opinion with reasons.</p> <p>Be able to do the basics necessary for job hunting, such as self-analysis, self-promotion, reading job listings, and writing resumes & reasons for wanting to work.</p> <p>By experiencing traditional Japanese culture, be able to understand the differences between one's own country and Japan.</p>	20 hours (20 weeks)
Intermediate II (B2)	<p>Be able to understand specialized topics and abstract topics that are necessary in the international community, be able to exchange information and express opinions naturally, and be able to interact naturally while building good relationships with others.</p>	20 hours (30 weeks)

	<p>Be able to read long texts with complex content and write objective, persuasive explanations and opinions.</p> <p>Be able to understand the culture and characteristics of Japanese companies, the traits of Japanese people, Japanese business etiquette, and be able to enhance one's basic skills necessary to work for Japanese companies.</p> <p>Through various cultural experiences in Japan, be able to understand the way Japanese people think and what they value.</p>	
Advanced (C1)	<p>Be able to build smooth interpersonal relationships when working in various industries within Japanese companies.</p> <p>Be able to accurately extract information from lengthy documents containing specialized content necessary for creating proposals and presentations and be able to express the main points in a creative and multifaceted way in writing.</p> <p>Be able to have the ability to choose the right words for various situations, be able to communicate fluently, appropriately, & naturally, and be able to assert oneself while maintaining good relationships with others.</p> <p>Through various cultural experiences in Japan, be able to understand the cultural differences between one's own and Japan and be able to develop an accepting attitude towards them.</p>	20 hours (30 weeks)

(Learning Assessment)

Article 9: The learning assessment will be determined by a comprehensive evaluation of the results of quizzes, achievement tests, regular exams, submitted homework, class attitude, etc., and will be on a four-point scale.

(Faculty and Staff Organization)

Article 10: The School shall have the following faculty and staff:

- (1) Principal
- (2) Vice Principal
- (3) Head Teacher
- (4) Faculty: 41 or more (including the head teacher)
- (5) Administrative Manager
- (6) Daily Life Guidance Staff: 3 or more
- (7) Administrative Staff: 3 or more (excluding the administrative manager)

2. In addition to the above, necessary staff may be appointed.
3. The Vice Principal shall assist the Principal and handle school affairs as instructed, and shall act in place of the Principal in the event of an accident to the Principal and temporarily perform the Principal's duties when the Principal is absent.

Chapter 4: Admission, Leave of Absence, Withdrawal, Graduation, and Commendations & Penalties

(Admission Qualifications)

Article 11: To be eligible for admission to The School's courses, applicants must satisfy all of the following conditions.

- (1) High school graduates or those with equivalent qualifications
- (2) Those aged 17 or older
- (3) Those who have been or are expected to be permitted to enter Japan through proper procedures
- (4) Those who have a reliable guarantor

(Admission Period)

Article 12: Admission to The School shall be four times a year – April, July, October, and January.

(Admission Procedures)

Article 13: The admission procedures to The School shall be as follows:

- (1) Applicants who wish to enroll in The School must fill out an application form and other documents prescribed by The School with the necessary information, and submit the application fee set forth in Article 19 by the specified deadline.
- (2) A selection process will be conducted among those who have completed the procedures set forth in the preceding paragraph to determine admission.
- (3) Those who have been admitted to The School must pay the Admission Fee and necessary documents as specified in Article 19 by the specified date.

In addition, applicants must complete the enrollment procedures.

(Leave of Absence/Reinstatement)

Article 14: 1. If a student is absent for one week or more due to illness or other unavoidable reasons, they will be considered to have taken a leave of absence.

In addition, students must submit a Leave of Absence Form stating the period of leave along with a medical certificate and other necessary documents and receive permission from the Principal.

2. If a student who has taken a leave of absence wishes to return to The School, they may do so by notifying and obtaining permission from the Principal.

(Withdrawal)

Article 15: Anyone who wishes to withdraw from The School must obtain permission from the Principal, giving a written explanation for the withdrawal.

(Transferring)

Article 16: A student who wishes to transfer to another Japanese language school must obtain permission from the Principal, explaining the reason for their transfer.

(Certification of Completion and Graduation)

- Article 17: 1. The Principal shall conduct the learning assessment stipulated in Article 9 for each subject set out in the curriculum and certify the completion of the relevant subjects to those who receive a certain level of evaluation.
2. The Principal shall award a diploma to those who have completed the prescribed course of study at The School.

(Commendations and Penalties)

- Article 18: 1. The Principal may award students who have excellent grades and who act as role models for their peers.
2. Students who fall under any of the following will be expelled from The School.
- (1) Those who have a problematic behavior and with no prospect of improvement and who have violated their duties as students
 - (2) Those who do not regularly attend classes without a valid reason
 - (3) Those who have violated the laws of Japan
 - (4) Those who have neglected to pay Tuition Fees and have not paid despite receiving reminders

Chapter 5: Student Fees

(Student Fees)

- Article 19: Student fees at The School are as follows. The amounts below include consumption tax.
- 2 Years Academic Course/ 1 Year and 9 Months Academic Course / 1 Year and 6 Months Academic Course/ 1 Year and 3 Months Academic Course/ 2 Years Integrated Studies Course [Employment/Culture]

First Year Fees (Unit: Japanese Yen)

Fee	Amount
Application Screening Fee	33,000 yen
Admission Fee	55,000 yen
Tuition Fee	750,000 yen
Facility Expenses Fee	30,000 yen
National Health Insurance Fee	18,000 yen
Extracurricular Activities Fee	20,000 yen
Study Materials Fee	50,000 yen
International Student Insurance Fee	11,000 yen
JLPT Examination Fee	15,000 yen
Total	982,000 yen

Second Year Fees

(Unit: Japanese Yen)

Course Name (Month of Intake)	2 Years Academic Course (April Intake)	1 Year and 9 Months Academic Course (July Intake)	1 Year and 6 months Academic Course (October Intake)	1 Year and 3 months Academic Course (January Intake)	Integrated Studies Course [Employment/Culture] (All Intakes)
Tuition Fee	750,000 yen	562,500 yen	375,000 yen	187,500 yen	750,000 yen
Facility Expenses Fee	30,000 yen	22,500 yen	15,000 yen	7,500 yen	30,000 yen
National Health Insurance Fee	18,000 yen	13,500 yen	9,000 yen	4,500 yen	18,000 yen
Study Materials Fee	19,000 yen	14,250 yen	9,500 yen	4,750 yen	19,000 yen
International Student Insurance Fee	11,000 yen	9,600 yen	8,500 yen	5,600 yen	11,000 yen
Total	828,000 yen	622,350 yen	417,000 yen	209,850 yen	828,000 yen

(Payment)

- Article 20: 1. Students must pay Tuition Fees by the designated due date regardless of whether they attend school or not while enrolled.
2. In the event that a student takes a leave of absence, regardless of the payment regulations in the previous paragraph, the Tuition Fee will be exempted from the month following the month in which the absence begins.
3. In special circumstances, notwithstanding the payment regulations in the preceding paragraph, Tuition Fees may be exempted in whole or in part, as separately determined.

(Non-payment)

Article 21: If a student, without a valid reason and without following the prescribed procedures, fails to pay their Tuition Fee for more than two months and is unlikely to make payments thereafter, the Principal may order the student to be expelled from the school.

(Refunds of Student Fees)

Article 22: Refunds of Student Fees are as follows.

(Before Enrollment)

1. If the applicant's Certificate of Eligibility (COE) is not issued, all payments made except for the Application Screening Fee (33,000 yen) will be refunded.
2. After the issuance of the COE, if: ① the applicant does not apply for a student visa, ② the applicant's student visa is not issued, ③ the applicant's student visa is issued but the applicant cancels their enrollment before coming to Japan, The School will refund all fees except for the

Application Screening Fee (33,000 yen) and the Admission Fee (55,000 yen). If the applicant cancels their enrollment before paying the Tuition Fee, the applicant will be charged the Application Screening Fee and the Admission Fee.

(After Enrollment)

3. After enrollment, six months' worth of Tuition Fee, Facility Expenses Fee, and International Student Insurance Fee that have already been paid for are non-refundable. Should the student withdraw from The School earlier than originally planned, excluding six months' worth of Tuition Fee, Facility Expenses Fee, and International Student Insurance Fee, only the amount according to the calculation method stated below will be refunded. However, the student will be charged a Withdrawal Administrative Fee of 33,000 yen. If the total refunded amount is less than the Withdrawal Administrative Fee, no refund will be given.

(1) Tuition Fee and Facility Expenses Fee will be prorated by the quarter as stated below.

- Quarterly Tuition Fee:
 - 171,600 yen (for July 2023 Intake and earlier, including 10% consumption tax)
 - 187,500 yen (for October 2023 Intake and onwards, including 10% consumption tax)
- Facility Expenses Fee:
 - 6,600 yen (for July 2023 Intake and earlier, including 10% consumption tax)
 - 7,500 yen (for October 2023 Intake and onwards, including 10% consumption tax)

(2) National Health Insurance Fee, Study Materials Fee, Japanese Language Proficiency Test Fee, and Extracurricular Activities Fee will be refunded based on the calculation method below.

- National Health Insurance Fee: Refunds will be given excluding the amount already paid to the local government, i.e., until the month of the student's withdrawal.
- Study Materials Fee: Refunds will be given after deducting the cost of already distributed textbooks and photocopy fees (1,000 yen per month).
- Japanese Language Proficiency Test Fee: Refunds will be given except if the student has already applied to take the test.
- Extracurricular Activities Fee: Refunds will be given if the student did not participate in the scheduled activity. However, refunds are not given if the set cancellation deadline has passed.
- International Student Insurance Fee: Non-refundable

4. In the event that a student withdraws from The School and subsequently has to depart from Japan and return to their home country due to their visa's Application for Extension of Period of Stay being declined, refunds will not be given. However, if the student has already paid the school fees for the next quarter or longer of their remaining course, the refunded amount will be calculated

as stated above.

5. In the event that a student changes their visa status to a long-term visa other than a Student Visa (e.g. Working, Spouse or Child of Japanese National, Dependent (Family Stays), Long-term Resident, etc.) and withdraw from The School midway through the school term, and their enrollment period is less than one year, the refunded amount will be calculated as stated above and the Withdrawal Administrative Fee (33,000 yen) will be charged. However, if the refunded remaining balance is less than the Withdrawal Administrative Fee, the aforementioned fee will not be charged. If a student changes their visa status after being enrolled for one year or more, refunds will be prorated on a monthly basis, excluding Tuition Fees and Facility Expenses Fees up to the month of the date of change of visa status. In instances such as these, the Withdrawal Administrative Fee will not be charged.
6. In the event of expulsion due to a violation of Japan laws or school rules, no refunds will be given.
7. In principle, refunds will be made after The School confirms that the student has already returned to their home country. Remittance fees for refunds will be borne by the recipient.

Chapter 6: Miscellaneous Provisions

(Student Dormitories)

Article 23: Regulations regarding student dormitories of The School are as follows:

1. Students are expected to have deposited their rent fees in their JP Post Bank account on or before the 24th of every month as Rent Fees are debited on the 25th.
2. Garbage must be placed in the designated area on the day of by 8:00 a.m., following local garbage disposal rules.
3. Students must first consult with The School office if they need to dispose of large items such as electrical appliances or furniture.
4. Smoking is prohibited in the premises of all student dormitories. Students must have at least one pair of footwear for use inside student dormitories and must not wear their outside footwear inside student dormitories.
5. Keeping pets and playing musical instruments are prohibited in student dormitories. Students are expected to keep noise levels down generally between 10 p.m. and 7 a.m.
6. The School's teachers and staff inspect student dormitories from time to time therefore rooms must be kept clean.
7. Students must regularly check and clean areas such as drainages, toilet, vents, sinks, and etc. in order to maintain the general cleanliness and functionality of the student dormitories' facilities.
8. Students are not allowed to move out within six months after moving in.

9. Students who wish to move out of student dormitories must contact and inquire with The School at least two months in advance. For instance, students who moved in during April and plan to move out by the end of September must contact and inquire with The School by the end of July. Rent fees for student dormitories are not calculated on a daily rate, therefore it would be more practical to move out at the end of a month. Additionally, vacancies in other student dormitories that students wish to move into may not be available.
10. Students who wish to move from one student dormitory to another will be charged a cleaning fee of 5,000 yen.
11. Moving out to another student dormitory is allowed only once. Should students wish to move out for a second time, they must find an accommodation on their own.
12. After moving in to a new accommodation (student dormitory or otherwise), students must update their address on their residence card and national health insurance card at their local ward office within two weeks and present it to The School office for confirmation.
13. Students will be required to reimburse The School should they lose or damage the provided household appliances and furniture inside student dormitories based on the costs stated below.

Refrigerator	20,000 yen
Washing Machine	20,000 yen
Desk	5,000 yen
Chair	5,000 yen
Bed	15,000 yen
House Keys	5,000 yen
Curtain	5,000 yen

(Health Check)

Article 24: Health check examinations will be conducted once a year as specified separately.

(Detailed Regulations)

Article 25: Detailed regulations regarding the implementation of these regulations will be determined separately by the Principal.