

## JCLI Japanese Language School Student Payment Regulations

Established on 1<sup>st</sup> February 2017  
Fully amended on 1<sup>st</sup> April 2019  
Revised on 1<sup>st</sup> October 2019

All of the JCLI tuition fees policy will be amended as shown below:

(Objective)

Article 1

This regulation applies to those who have been admitted by JCLI Japanese Language School (hereinafter referred to as "the main school").

Items related to the refund of student payments, etc. (hereinafter referred to as "payments, etc.")

(Refund method)

Article 2. Generally, payments will be refunded every semesters.

2 Payments, etc. will be remitted to the student, the expense supporter, or the study abroad center, which is an intermediary institution.

3 Handling fees incurred in refund of tuition shall be paid by the recipient of the refund.

(Refund process)

Article 3 When returning the fee, it shall be processed in accordance with the following items:

2. If you cancel application after submitting your visa application documents, the application fee will not be refunded regardless of the "Certificate of Eligibility (COE) " being issued or not.

3. If you cancel application after the "Certificate of Eligibility" has been issued and before making the payment, the application fee can not be refunded.

4. If you have made the payment, etc. after the "Certificate of Eligibility" has been issued but you declined admission before starting the class:

(1) The application fee and admission fee are non-refundable.

(2) After the returning of the "Certificate of eligibility" and the "Certificate of Admission" is confirmed, the remaining fees will be refunded. At that time, 30,000 yen (tax excluded) will be deducted as an administrative fee.

(3) If a dormitory was requested, the registration fee shall be charged.

5. If you decline admission before coming to Japan after obtaining an entry visa

(1) The application fee and admission fee will not be refunded.

(2) After you have submitted the copy of the passport page with "the cancellation stamp of the visa" and you returned the "Certificate of Admission" and we confirmed the reception, the remaining fees will be refunded. At that time, 30,000 yen (tax excluded) will be deducted as an administrative fee.

(3) If a dormitory was requested, the registration fee shall be charged.

6. When the visa issuance is refused by the Japanese embassy or consulate

- (1) The Application fee and Admission fee will not be refunded.
- (2) After submitting the copy of the passport page “Resident permission is not allowed”, the remaining fees, etc. will be refunded. At that time, 30,000 yen (tax excluded) will be deducted as an administrative fee.
- (3) If a dormitory was requested, the registration fee shall be charged.

7. If you come to Japan with an entry visa and decline admission before enrolling the school

- (1) The entrance Application fee and Admission fee will not be refunded. However, after the admission letter is being returned, the remaining fees will be refunded. At the time, 30,000 yen (tax excluded) will be deducted as an administrative fee.
- (2) If a dormitory was requested, the registration fee shall be charged.

8. If you are late in coming to Japan

Tuition fees for missing classes are non-refundable. Also, if a dormitory is originally requested, regardless of not being in Japan, the accommodation fee shall be charged based on the planned duration of stay.

9. When the notification of completion is submitted

- (1) Even if the notification of termination is received, the payment for the first 6 tuition under any circumstances is non-refundable.

The rest of the tuition shall be refunded every semester (Every 3 months) for the remaining term in which no attendance is made. For such cases, handling fee of 30,000 JPY (excluding tax) shall be charged.

(2) Handling fees include compiling of a document to be reported to the immigration dept. and any transaction fees incurred at the time of reporting, pertaining costs, communication charges required for confirming a student's return to a home country, and other fees incurred in reorganizing classes and teachers.

(3) The refund will only be given when (1) our school confirms that the residence card obtained before enrollment has become invalid, or (2) Only when the school specifically allows admission of the student to another school in Japan.

(4) When requesting the refund of payments, etc. based on the preceding paragraph (1), the student must follow the school's instructions to determine the applicability of the previous paragraph (1). You must submit documents such as a residence card that has been approved for departure at the airport, the residence card has a hole which makes it invalid, a passport page with the date of departure, or “a new residence card obtained after changing the study abroad program.” And other documents instructed by the school.

(5) When requesting the refund of payments, etc. based on paragraph 3 (2), the student should follow the school's instructions to judge the applicability of the preceding paragraph (2). Other documents instructed by the school must be submitted.

10. Payments shall not be refunded to those who have been deported, or had bad behavior in accordance with Article 18 of the School Regulations.

11. Payments shall not be refunded, even if classes cannot be held for a long period of time due to reasons that don't depend on our school such as natural disasters.

(Others)

Article 4

In addition to what is stipulated in these rules and regulations, the President shall determine the necessary matters regarding the refund of the tuition fee, etc.

(Abolition)

Article 5

Amendments and abolitions of these rules and regulations shall be carried out by the President in accordance with the prescribed procedures.

Supplementary rules

1. This regulation enforced from the 1<sup>st</sup> of April 2019.
2. Students enrolled before April 2019 are subject to the existing regulations.
3. This regulation took effect on the 1<sup>st</sup> of October 2019.