

# Enrollment information

## < Short Term Course >

### 【 1 . School terms】

Every year classes begin in January, April, July and October. These courses have specific start and end dates. Therefore, all students are supposed to start from the scheduled start dates in each term.

In case of enrolling in the middle of the semester, your Japanese language proficiency requires the coincidence of the progress of teaching in a class during the period you prefer to join. Please contact us if you wish to start in the middle of the semester.



### 【 2 . Minimum requirements】

All applicants should take the Japanese placement test at our school under the invigilation by our teachers before joining the class. We divide classes depending on the result of the tests.

However, our teaching method is direct method using Japanese only as a principle. And the textbooks we use in each class are also written in only Japanese. Therefore, we highly recommend students to study Katakana as well before entering our courses. If there is no learning experience or still complete beginner, please consult us.

And we ask for your understanding in advance that we never send the Japanese Placement test to the outside under any circumstances.

### 【 3 . Minimum age requirement】

Students of various ages study together in each class. However, **the minimum age of enrollment is 18.**

If any student under the age of 18 wishes to study in the short-term Japanese course, they may attend a course in any of the following cases:

- ① the person or people with parental responsibility for them in their own country should complete a Parental Agreement form

OR

- ② in case that students under the age of 18 are part of a group of over 18 years old students or accompanied by someone over 18 who is in charge of them.

Students under the age of 18 are not supervised except in Japanese lessons and on extracurricular studies, and we are not legally responsible for the child.

#### **[ 4 . VISA ]**

For attending our Short-Term Course, a “Student Visa” is NOT necessary. In order to take this course, you may come to Japan on a “Tourist Visa” (short-period stay). Furthermore, if your country is part of the visa exemption agreement with Japan, students can come to Japan without a visa (for 90 days or 180 days) but it is not possible to extend the period of stay.

**PLEASE NOTE IN ADVANCE THAT WE DO NOT PROVIDE DOCUMENTS (e.g. Letter of guarantee and Invitation letter etc.) to get any visa including student visa.**

For more details concerning visa, please directly contact the Embassy of Japan or the Consulate of Japan in your country.

#### **[ 5 . PART-TIME JOB IN JAPAN ]**

**“TOURIST VISA” HOLDERS MAY NOT DO A PART-TIME JOB IN JAPAN. It is not allowed in the Immigration Control Act by Immigration Bureau of Japan.**

#### **[ 6 . The application and payment process ]**

**The deadline of application is 1 month prior to the start date of each course.**

Please submit your application form by e-mail with your photo and a copy of your passport by the deadline. Your photo should be the colored front facial photo since the photo will be used for issuing LOA (Letter of Acceptance) once we receive your payment.

And also, please check the form again to make sure you have filled in all the required fields since we process your participation based on your application form.

If there are incomplete parts, your application will not be accepted.

Once we receive all the necessary documents we will process them.

We will send you an invoice if your application is acceptable,

#### **\*\*HOW TO PAY\*\***

##### **1) Payment with “Flywire” (Recommend)**

We have partnered with Flywire to provide you with an easy and secure method of sending your international education payment.

Please check here for more information and to make your payment:

<http://kyotominsai-short.flywire.com/>



Need assistance with your payment? Contact Flywire's multilingual, 24/7. Customer Support at [support@flywire.com](mailto:support@flywire.com) or at [flywire.com/help](https://www.flywire.com/help) for more options. Go to <https://www.flywire.com/how-it-works> to learn more.

## 2) By BANK TRANSFER (OVERSEAS REMITTANCE)

Please send your payment to the following bank account.

BANK : THE KYOTO SHINKIN BANK  
BRANCH : MIBU BRANCH  
ADDRESS : SHIJO AND YANAGINOBANBA SHIMOGYO-KU KYOTO, JAPAN  
SWIFT CODE : KYSBJPJZ  
ACCOUNT NO. : 0826146  
PAYEE : KYOTO MINSAI JAPANESE LANGUAGE SCHOOL CO., LTD.

For those who are in Japan, either bank transfer or direct payment in cash at school office is acceptable.

**\*All the fees incurred when remitting from overseas must be borne by the remitter.**

**\*When remitting ensure that the student's name appears as the payer or in the section that states.**

### **\*\*CANCELLATION POLICY\*\***

#### **(Admission fee)**

Admission fee is not refundable under any circumstances.

#### **(Tuition fee)**

For cancellations made 10 (ten) days prior to the course start date, 30 percent of tuition fee will be charged as cancellation fee. If cancellations made after the beginning of class, the tuition fee is not refundable under any circumstances.

#### **(Accommodation fee)**

For cancellations made 10 (ten) days prior to the moving-in date, 30 percent of accommodation fee will be charged as cancellation fee.

## **[ 7 . Accommodation (Studio apartment/Home-stay)]**

We are willing to offer a well-appointed studio apartment for those who will study in the short-term course.

However, please note in advance that **these studio apartments are limited in number.** The price for a studio apartment is as follows;

### < STUDIO APARTMENT >

(For 4-weeks to 7-week course participants)

**3,500 Japanese yen per day per person**

(Including utilities and the Internet access)

(For 8-week to 10-week course participants)

**3,000 Japanese yen per day per person**

(Including utilities and the Internet access)



### < SHARED ROOM >

A shared room is available to arrange on request.

If you insist on using a shared room, please contact us for the availability and the price.

### ※ Attention ※

- Those who have a “Dependent (Family stay) VISA” and/or a “Permission for permanent Residence” may not use our accommodations. Please arrange that by yourself.
- Studio apartments are limited to the applicants for over 4 (four) week course in principle. If 2 to 3 weeks course participants insist on using a studio apartment, please contact us for the availability and the price.
- Check-in and Check-out date are on weekdays only.  
It is not available to check in or out on Saturday, Sunday and Japanese public holidays.

### < HOME-STAY >

Please consult us if you wish to stay with a host family in Japan.

The price for home-stay is 3,500 yen per night per person including dinner and breakfast during the stay.

### ※ Attention ※

- Host family does not necessarily speak English well.  
We kindly ask you to refrain from applying for a home stay if you cannot speak Japanese at all.
- You will stay at a very ordinary Japanese home.  
Please stay at a hotel if you are looking for a well-equipped facility, environment and well-prepared dish etc.
- You should understand that you are NOT a hotel guest but a member of the family. So, please observe the following regulations.

- Be aware of the customs in Japan and use good manners.
  - Be polite and make the usual greetings such as おはようございます、  
行 (い) ってきます、ただいま etc.
  - Be proactive in communicating with your host family and talk positively in Japanese to them.
  - Look after yourself and help other family members as one of their family.
  - Take your responsibility yourself to keep your room clean instead of leaving it to others.
- Host family's house is not necessarily located near our school.  
Please be aware of additional travel expenses.
  - The available home-stay period is 1 month at maximum.  
If you insist on staying longer, please contact us for the availability.
  - Move-in and Move-out date of home-stay are on weekdays only.  
It is not available to move-in or out on Saturday, Sunday and Japanese public holidays.

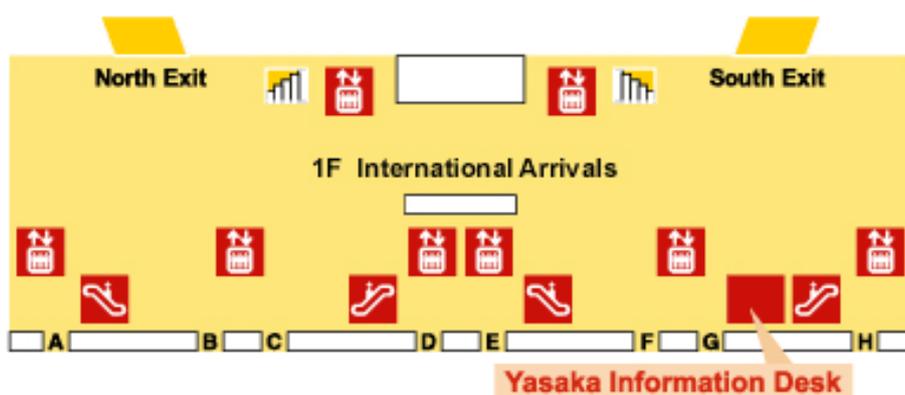
## 【 8. Transportation from Kansai Int'l Airport to the school 】

**We do not provide any transportation service to/from the school.**

We highly recommend you to book an airport shuttle bus which picks you up at Kansai International Airport and drops you off at our school. It is the easiest and the cheapest way to get us. The fare should be paid in cash (in Japanese currency) to the driver.

< Kansai Airport Shuttle – operated by Yasaka Taxi >

<http://www.yasaka.jp/english/shuttle/service.html>



At your request, we can book the airport shuttle bus for you. If you wish us to book for you, **please make sure to let us know the exact flight details at least 3 days prior to your arrival** since it is provided by the operating company that the reservation for the airport shuttle bus must be made before 12:00 (midday \*Japan standard time, UTC+9) 2 days prior to your arrival.

※ Attention ※

Those who will stay in the accommodation which is arranged by the school or having a home-stay should arrive at our school between 09:00 AM – 05:00 PM weekdays (Mon. – Fri.) without fail. We are CLOSED after 05:00 PM. And also we are CLOSED on Sat., Sun. and Japanese public holidays.

## [9. About the school and class]

### 1) School buildings

We have two school buildings. The one in NISHIOJI is for the short-term course and the other one in TENJINGAWA is for the long-term course.



(Left: Tenjingawa school)  
(Right: Nishioji School)



### 2) Japanese Placement Test

We conduct the Japanese Placement Test (paper test and interview) on the first day of the course (or before the first day of the course) at the school under the supervision of our teachers, and then divide classes depending on the result of the test.

We never give you the test for any reasons before your arrival.

### 3) Attendance at classes and extra-curricular activities

#### **Attendance is compulsory.**

Absence from school will only be allowed for health reasons or other compelling reasons. In principle, absence as a result of sightseeing or other personal reasons without notice is not allowed.

### 4) Class schedule and time-table

There are Japanese classes 4 days a week from Monday to Thursday and weekly extra-curricular activities on Friday.

Japanese language classes are focused on conversation.

Basically, the classes for beginners are in the morning and the classes for pre-intermediate or higher are in the afternoon.

The time-table for the morning class and the afternoon class are as follows;

<MORNING CLASS>		<AFTERNOON CLASS>	
(The 1 <sup>st</sup> period)	08:50 – 09:35	(The 1 <sup>st</sup> period)	13:30 – 14:15
(The 2 <sup>nd</sup> period)	09:35 – 10:20	(The 2 <sup>nd</sup> period)	14:15 – 15:00
(The 3 <sup>rd</sup> period)	10:30 – 11:15	(The 3 <sup>rd</sup> period)	15:10 – 15:55
(The 4 <sup>th</sup> period)	11:15 – 12:00	(The 4 <sup>th</sup> period)	15:55 – 16:40



## 5) Learning materials and the teaching method

Our teaching method is the direct method using Japanese only as a principle.

The learning curriculum for each level is structured to study all chapters of a textbook in 10 weeks. So, in case of less than 10 weeks, the learning ends up in the middle of a textbook.

We use the following textbooks in the short-term course and they are also written in Japanese only. Vocabulary list of each language will be provided.

(For beginners)

“Minna no Nihongo for Beginner (the 2<sup>nd</sup> edition) (みんなの日本語 初級 第2版) ”

(For intermediate)

“中級へ行こう - 日本語の文型と表現 55 - ”

“中級を学ぼう (中級前期) - 日本語の文型と表現 56 - ”

“中級を学ぼう (中級中期) - 日本語の文型と表現 82 - ”

## 6) Advanced learners

If you are in advanced-level, you will study at Tenjingawa school with the students of our long-term course. In that case, the course calendar and class hours are different from short-term course.

There are Japanese classes 5 days a week in long-term course without extra-curricular activities on every Friday

There are morning class and afternoon class.

However, you may not choose morning class or afternoon class yourself.

We decide it depending on the result of Japanese Placement Test.

Please contact us for further details.

## [10. INSURANCE]

**Please be sure to take out travel insurance by yourself before your arrival.**

If you 've got plans to travel independently or as part of a group then being responsible for your safety is just as important as having the time of your life.

The followings are the "General Procedure for an Outpatient at a Medical Facility" in Japan. Please read the procedure carefully.

## The General Procedure for an Outpatient at a Medical Facility

### 1. First Visit

Please be sure to bring your public insurance card at your first visit.

You have to pay all the medical cost by yourself without medical insurance.

Even if you are a policyholder, in case you don't show the insurance card, you have to pay all the cost by yourself first.

You may also be asked to show your ID at the reception desk.

Bring a reference from other doctor if you have one.

**Fill out the registration form for outpatient (SHINSATSU-MOUSHIKOMISHO)**

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**At the reception desk for first visit outpatient**

Submit the registration form and your insurance card, then your medical chart and patient ID card will be prepared.

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### **At the reception desk of the relevant department**

Submit your medical chart and patient ID card.

Fill in a medical questionnaire and submit it to a nurse or a secretary



### **Consultation**

Submit the medical questionnaire and wait your turn until you are called.

Several examinations will be done if necessary. (Blood test, urine test, X-ray etc)



### **When consultation is over**

Make an appointment for the return visit if necessary.

Collect your bills and patient ID card.



### **Calculation counter**

Submit your bills.



### **Cashier**

Pay the fees when you are called.

Receive the receipt, your patient ID card, and a coupon for medicine.



### **Pharmacy**

Submit the coupon for medicine.

Receive your medicine when it is your turn.

In case you use a pharmacy outside the hospital, obtain your prescription at the department you had consultation, and take it to a health insurance designated dispensing pharmacy (HOKEN-CHOZAI-YAKKYOKU).

## **2. Return Visit**

Please go to the relevant department direct in time.

Show your patient ID card and wait your turn.

DO NOT forget your patient ID card, or you may not have consultation without it.

### **[11. Others]**

The followings are helpful information for your stay.

1) Kyoto City International Foundation

“Easy Living in Kyoto – English version” (for download)

→ [http://www.kcif.or.jp/HP/guide/pdf\\_ver/en/pdf.html](http://www.kcif.or.jp/HP/guide/pdf_ver/en/pdf.html)

2) Arukumachi Kyoto route planner Bus and Train Veteran (English site)

→ <https://www.arukumachikyoto.jp/index.php?lang=en>

