



Year 2022 2022/04/01~2023/3/31

Student Recruitment Guidelines

- ✿ 2-year course
- ✿ 1.5-year course



日本語学校

あいちコトノハ学院

AICHI KOTONOH ACADEMY



1. School information

(1) Offered courses

The school offers two courses depending on the duration of study.

	Admission	Recruitment capacity	Class hours	Total class hours
2-year course	April	100 persons	4 hours per day	1564 hours
1.5-year course	October		20 hours per week	1176 hours

(2) Class timetable

At our school, there are 2 types of classes: morning classes and afternoon classes. Each class lasts 45 minutes. Students are divided into the morning and afternoon classes based on their Japanese ability, and they will be informed of the sorting every 3 months.

	Morning class			Afternoon class		
1	9:00	~	9:45	13:20	~	14:05
2	9:50	~	10:35	14:10	~	14:55
3	10:45	~	11:30	15:05	~	15:50
4	11:35	~	12:20	15:55	~	16:40

(3) School expenses

	2-year course (April term)		1.5-year course (October term)	
	1 st year	2 nd year	1 st year	Remaining 6 months
Screening fee	20,000 円	—	20,000 円	—
Admission fee	50,000 円	—	50,000 円	—
Tuition fee	600,000 円	600,000 円	600,000 円	300,000 円
Other expenses	110,000 円	—	90,000 円	—
Subtotal	780,000 円	600,000 円	760,000 円	300,000 円
Total	1,380,000 円		1,060,000 円	

*Notes

- ① The screening and admission fees will not be refunded for any reason once paid.
- ② “Other expenses” includes fees for educational materials, facilities, accident insurance, extracurricular activities, etc. required while attending school. In the first year, please pay the entire fees at once.
- ③ Tuition fees listed above are from April 2022 to October 2022, and they may change after April 2023.
- ④ Tuition fees and other expenses cannot be refunded if you leave the school within the first 6 months of enrollment.
- ⑤ **You will be required to pay a penalty of 100,000 yen in the event that you did not report your visa rejection history**

of prior visa applications or any experiences in which your visa applications have been unsuccessful.

⑥ Please read our refund policy below regarding circumstances in which you cannot enroll before the entrance ceremony

1. If Certificate of Eligibility has been issued but you have not arrived in Japan and have not applied for a visa;
Conditions: Must return your letter of acceptance to the school and qualification certificate
Refund: Full amount of payment excluding screening and entrance fees
(If you have not paid fees yet, please pay the screening and entrance fees.)
 2. If you applied for an entry visa at a diplomatic mission abroad but could not come to Japan because it was not accepted
Conditions: Must return and submit your letter of acceptance to the school and proof that the visa was not issued by a foreign diplomatic mission.
Refund: Full amount of payment excluding screening and entrance fees
 3. If you have obtained a visa but have withdrawn admission before departing for Japan
Conditions: Must return your letter of acceptance to the school and present to the school your unused immigration clearance and visa.
Refund: Full amount of payment excluding screening and entrance fees
 4. If you withdraw your enrollment without a valid reason after obtaining a visa and arriving in Japan:
Refund: No refund will be possible.
 5. If you do not enroll in the school after arrival in Japan
Refund: No refund will be possible.
- ◎ The transfer fee will need to be covered by the applicant.

⑦ If a student voluntarily leaves school for the rest of the semester, tuition fees will be calculated and refunded on a semester basis. However, “Other Expenses” will not be refunded.

⑧ We are not responsible for any classes that are canceled due to unavoidable circumstances such as natural disasters, accidents and infectious diseases. Tuition fees for canceled classes are non-refundable.

⑨ We do not refund tuition fees for those who drop out from the school due to violation of laws and/or regulations.

(4) Bank account information for transfers

Account holder	コトノハ株式会社	KOTONOA CORPORATION
Name of Bank	三菱 UFJ 銀行	MUFG BANK, LTD.
Branch	東支店 (208)	HIGASHI BRANCH
Account no.	普通 0155595	208-0155595
SWIFT Code	BOTKJPJT	
Address	愛知県名古屋市東区徳川 1-15-30	1-15-30 Tokugawa, Higashi-ku,

		Nagoya, Aichi JAPAN
Phone no.	052-935-9321	+81-52-935-9321

*Please cover the remittance fee.

2. About application

(1) Application qualifications

- ① Those who are over 18 years old at the time of admission
- ② Those who have finished more than 12 years of school education
- ③ Those who have JLPT N5 or higher, or have completed 150 hours or more of Japanese language study
- ④ Those who can cover tuition and living expenses in Japan
- ⑤ Those who are healthy both physically and mentally, and comply with Japanese laws and regulations and school regulations

(2) Application period

	Application (document acceptance) period		
April entry students (2-year course)	1 st August	~	End of October
October entry students (1.5-year course)	1 st February	~	End of May

(3) Selection method

Japanese Language Proficiency Test N5 equivalent, Japanese language exam and interview.

(4) Screening fee 20,000 円

3. List of submitting documents

*Documents about the applicant

<input type="checkbox"/>	A	Application for admission and resume (in the school's designated form)
<input type="checkbox"/>	B	Study abroad reason letter (in the school's designated form)
<input type="checkbox"/>	C	Written oath (in the school's designated form)
<input type="checkbox"/>	D	6 photos (40 mm long x 30 mm wide) Photographed within three months of the Immigration Bureau application date. Please write the applicant's name on the back.
<input type="checkbox"/>	E	A photocopy of the applicant's identification card
<input type="checkbox"/>	F	A photocopy of the applicant's passport (all pages)

<input type="checkbox"/>	G	Final academic diploma and transcripts Please submit the original copy. (The document will be returned after the Immigration Bureau's review)
<input type="checkbox"/>	H	Certificate of the applicant's Japanese language study issued by a Japanese language institution (Must prove over 150 hours of study at the time of application)
<input type="checkbox"/>	I	Proof of the applicant's Japanese language proficiency equivalent to the Japanese Language Proficiency Test N5 or higher
<input type="checkbox"/>	J	Proof of the applicant's family structure (Family certification, birth certificate, family register copy, etc.)
<input type="checkbox"/>	K	Extra documentation (Those who are in school: certificate of studentship; those who are employed: certificate of employment)

***Documents about the financial sponsor**

<input type="checkbox"/>	L	Financial sponsor pledge (in the school's designated form)
<input type="checkbox"/>	M	A photocopy of the financial sponsor's identification card
<input type="checkbox"/>	N	(Company employee) Certificate of employment (Company executive) Corporate registry copy (Entrepreneur) Business permit
<input type="checkbox"/>	O	Documents to prove the relationship between applicant and financial sponsor Certificate of public institution such as family register copy, birth certificate, resident's card
<input type="checkbox"/>	P	Bank certificate (original) *In the name of the financial sponsor, submit the original issued by a financial institution within 3 months of application date
<input type="checkbox"/>	Q	Copy of bank passbook (For the past 3 years)
<input type="checkbox"/>	R	Asset formation process description (For the past 3 years)
<input type="checkbox"/>	S	Income certificate (For the past 3 years)
<input type="checkbox"/>	T	Documents to prove the family structure of the financial supporter

***Notes**

- ① The applicant and financial sponsor must prepare the submitted documents.
- ② Please use a black ballpoint pen to fill out the form and in legible block letters.
Do not use correction fluid. Correct any mistakes by crossing them out with double lines and stamping them with a correction seal or writing your signature next to them.
- ③ Please use A4 paper for each submission. If photocopying, copy the original size as is.
- ④ Please prepare each submitted document within 3 months from the time of issue.
- ⑤ Please attach a Japanese translation on a separate sheet for all documents created in languages other than Japanese.
- ⑥ If necessary, you may be required to submit documents other than the above.

4. Process flow from application to admission

April entry student
(2-year course)

October entry student
(1.5-year course)

Application	STEP 1 Please send all required documents to our school staff by EMS etc.	Aug~End of Oct	Feb~Early May
Selection	STEP 2 Japanese written examinations and interviews. Depending on the time, it may be an online interview.	End of Aug ~Early Nov	Mar~Mid-May
Document check	STEP 3 We will check the sent documents and, if necessary, request corrections. If there are mistakes or missing information, please submit additional documentation.	~End of Nov	~Early Jun
Application for Certificate of Eligibility	STEP 4 Our school will submit your application for Certificate of Eligibility to Nagoya Immigration Bureau on your behalf.	Beginning of Dec	Mid of Jun
Certificate of Eligibility issuance	STEP 5 Once the Immigration Bureau gives you permission, a Certificate of Eligibility is issued.	End of Feb	End of Aug
Tuition fee payment	STEP 6 You will be notified of the results of the grant application. Please pay the admission fee, tuition fee, etc by the due date.	Within 2 weeks of result notification	Within 2 weeks of result notification
Document shipping	STEP 7 After payment is confirmed, we will send out "Certificate of Eligibility for Residence Status", "Enrollment Permit" etc. by EMS.	Within 3 business days of tuition due date	Within 3 business days of tuition due date
Visa application	STEP 8 Please apply for a visa at the Japanese Embassy or Consulate of Japan in your home country	Mid-Mar	Mid-Sep
Japan entry	STEP 9 Please make travel arrangements for the designated entry date. Please inform the school of your arrival date.	Early Apr	Early Oct

5. Consent/prohibited matters upon enrollment

Consent items

- While attending school, please comply with Japanese laws and follow the instructions of the school.
- Tuition and dormitory fees shall be paid without delay.
- Please be punctual and do not miss classes without an important reason. If you leave the school without notice, your visa cannot be renewed. Take classes seriously and give priority to learning Japanese.
- Please be respectful of your fellow classmates and maintain friendly relationships with them.
- Please notify the school if you plan to return to your home country temporarily during a long vacation.

Prohibited matters

- Under the Japanese law, drinking and smoking under the age of 20 is prohibited. When smoking, please use the designated smoking area. Do not smoke elsewhere.
- Do not use or carry illegal drugs.
- Violence, abuse and harm to others are prohibited.
- Please observe the school and dormitory rules and do not litter in public.
- Do not live with others without informing the school.

6. Dormitories

- Initial cost

	Dormitory
Entrance fee	40,000 円
Dormitory deposit	50,000 円
Housing costs 6 months (25,000 円 monthly)	150,000 円
Total	240,000 円

*Notes

Due to the limited capacity, the school may not be able to arrange a dormitory at the time of admission. In such case, we will refer you to an intermediary agency or other student center.

- You will be required to prepay the total amount stated above when you move in.
(Payment in installments are not accepted)

Therefore, rent is due from the 7th month onwards.

- Your room allocation will be decided by the school.
- Please pay the utility expenses at the actual cost from the time of entry.
- The initial cost will not be refunded even if you leave the dormitory within 6 months.
- Please notify us one month in advance if you wish to leave.
- When leaving the school, room cleaning status and waste disposal status will be checked under the supervision of the school staff.

If the room has not been cleaned or if it is damaged, you will be charged cleaning and repair fees.

The withdrawal will be completed after the school confirms the return of the room key. If you do not return the key, you will need to pay 20,000 yen as a key exchange fee.

Settlement of withdrawal is done from the entrance deposit.

****If payment cannot be made with the entrance deposit, it will be made separately.***

7. Insurance

(1) National Health Insurance fee

International students staying in Japan must enroll in National Health Insurance.

A national pension insurance cost of about 15,000 yen/year is necessary.