

# School Manual 2024

(For residents in Japan)

ISI Japanese Language School / Education Center

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## (1) ISI Japanese Language School Philosophy

- Our mission is to develop global human resources to be active on an international scale.

## (2) ISI Japanese Language School Group Education Policy

Our school aims toward the development of the following skills:

- Practical Japanese language and good communication skills.
- Intercultural understanding skills that will enable one's ability to respect, as well as accept other cultures and values.
- Global talent that can be active in a globalized society.

## (3) Diploma Policy

Those who have acquired the following abilities during their enrolment are eligible for a graduation or completion certificate:

- Strong Japanese communication skills.
- Global competitiveness with diversity and flexibility.
- The ability to actively participate in a global society.

## (4) Curriculum Policy

### Course Content

1. Systematically learning language skills (listening, reading, speaking and writing) and language knowledge. (vocabulary and grammar)
2. Promoting diversity in class utilizing the latest teaching methods.
3. Test preparation course based on the Japanese Language Proficiency Test (JLPT), the Examination for Japanese University Admission (EJU), etc.
4. Achievement testing with an aim to check outcomes of language acquisition.
5. Development of global competitiveness (Japanese and other cultures understanding) and human power (problem-solving, creative thinking, etc.) through Japanese language learning.
6. Providing support through academic guidance and career counseling so that students can make comprehensive progress.

### Teaching Methods

1. Communicative language teaching.
2. Implementation of active learning and Information Communication Technology (ICT) education practices.
3. Extracurricular activities outside of the classroom.
4. Lessons taught by highly qualified teachers with diverse experience.
5. Utilizing the international environment, enabling a multicultural learning and understanding.
6. Academic and Career Counselling with multiple events such as job fairs, seminars and etc.

### Expected Achievements

1. Practical Japanese communication skills which can be beneficial in higher education institutions or companies in Japan.
2. An understanding of local, as well as international cultures.
3. Personal development: independence, practical skills, problem-solving, etc.

## (5) Admission and Enrolment Policy

ISI group is willing to accept students who can understand our philosophy, educational goals, and rules...and want to study in order to realize their dream of participating in an international society. Therefore, we are looking for students who possess the following characteristics:

- Students who are interested not only in Japanese language, but also in Japanese culture and society.
- Students who desire to be a competitive member of an international society.
- Students who want to study Japanese with the motivation to achieve their goals.
- Students who can respect values and cultures as a member of society, and the school community.

## (6) Instruction Management

1. Our courses are designed to improve communication through the direct method.
2. Classes may include active learning, ICT support, or off-campus learning to improve learning outcomes. Additional fees may be incurred for off-campus learning. (travel expense, etc.)
3. The school is a multinational environment where cross-cultural understanding is deepened. Please refrain from using your native language in the class.
4. We provide course guidance and related events in line with the annual plan.
5. According to the policy of the Immigration Services Agency of Japan and as a requirement for graduation from our school, students will be required to take an external exam (J.TEST, JLPT, etc...) to check whether your proficiency meets the CEFR standards. (Please note that you will be required to pay the actual test fee.)
6. All Japanese language instructors are certified according to standards established by the Immigration Services Agency of Japan.
7. Harajuku Campus will be using computers, so please prepare in advance(refer to the page 6). Takadanobaba, Ikebukuro, Kyoto, and Nagano Campuses will also use computers for some of the lessons, so we recommend that you bring your own devices such as computers, smartphones, and tablet devices.

# Application Procedures

## For applicants who need a Student Visa (Long-Term Course)

### About the Student Visa

- Usually, those who wish to study from 6 months and beyond need a Student Visa.
- After you have been admitted to the school, we will apply for a [Change of Status of Residence] from your current status to a student visa on your behalf to the Immigration Services Agency.  
\*If you already have a student visa and wish to transfer to another school, you will need to apply for an [Extension of Period of Stay].  
\*In some cases, you may have to apply to the immigration office yourself, depending on the local immigration office you are applying to.
- With this visa you will be allowed to work part time (max. 28 hours per week) by applying for the "Permission to engage in an activity other than that permitted under the status of residence previously granted" (work permit). Please note that there are some restrictions regarding the type of work.  
\*You are not allowed to work part-time while applying for [Change of Status of Residence]. Also, if your period of stay has expired while applying for [Extension of Period of Stay], you cannot work part-time until the application is approved.
- The procedures for applying to the Immigration Services Agency may be subject to change due to changes in the authorities' policies. The school will contact you in this case.

### Admission Criteria · Admission Period

- Those who have graduated with at least 12 years of education or equivalent by the course starting date.  
\* However, if you are 18 or older and have a high school diploma, you may be eligible for admission even if you have less than 12 years of schooling.
- Under the age of 55 as of April 1st, 2024
- Have a motivation to study.
- Have financial support while studying in Japan, or ability to pay expenses during the study abroad period.
- Those who fully understand our educational philosophy and policy (page 3).
- At our Shibuya and Harajuku schools, students must meet the following requirements.  
(1) Those who are looking to find work in Japan or in their home country after graduating from ISI.  
(2) Those who have graduated from university, completed a post graduate course or have graduated from a vocational school.  
※Exceptions are made for students seeking employment on the specified skilled worker visa.
- Those who enroll in January will typically start from an N4 level, so you must have the equivalent of JLPT N5 (beginner level) (except for Shibuya, Harajuku and Osaka Campuses).  
However, if the principal allows it, those who do not meet the admission criteria may still be able to enroll.  
If you do not meet these requirements, please contact our Education Center.

Admission Period (*1)	April (2 years)	July (1 year 9 months)	October (1year 6months)	January (1year 3months)
Approximate Application Deadline	Early February	Early May	Early August	Early November of the previous year
Payment Deadline	Early March	Early June	Early September	Early December of the previous year

(\*1) The duration of study at the Shibuya and Harajuku Campus is 1 or 2 years.

\* The Osaka campus has no long-term courses starting in January.

\* If the above application deadline has passed, please contact us.

\* Please be aware that due to changes in the policies of the Immigration Services Agency, the application process for [Change of Status of Residence] may become impossible or may be rejected. For this reason, we recommend that you complete the procedures for changing your visa status before enrolling in our school. Those who need to change their visa status should apply as soon as possible.

\* Please note that admission will be closed as soon as each school's capacity is full.

### Application Procedure

1	Send the application form and other required documents to the ISI Education Center.
2	After confirming the application form, an interview will be held at the school you wish to enter.
3	If you are eligible for admission to the school, you will be notified of your acceptance and an invoice will be issued for school fees. Please pay by bank transfer, Flywire or Wechat Pay by the due date.
4	After confirming the payment of the school fees, we will issue a letter of admission and inform you of the information and precautions to be taken before enrolment.
5	You will be asked to take a placement test on the website.
6	Please come to school on the day of admission.

# Application Documents

Those who need a Student Visa (Long-Term Course) **For residents in Japan**

## Student Visa: Required documents for Application regarding Change of Status of Residence / Extension of Period of Stay

### IMPORTANT NOTICE

- ① Each document must be original and issued within the last 3 months upon submission to the Immigration Services Agency of Japan except for certificates that are only issued once (e.g. graduation diplomas, grades transcripts, etc.). Certificates that can be issued multiple times (e.g. bank balance certificate, graduation certificate, etc.).
- ② For those documents NOT written in Japanese, please, attach a Japanese translation, and submit both the translation and the original.  
(If you only submit the translation, it will not be accepted.)
- ③ The documents submitted to the Immigration Services Agency of Japan will not be returned. Please, let us know in advance if something needs to be returned.
- ④ The signatures must be genuine and handwritten with a ball-point pen. Please sign the documents yourself and do not use correction fluid on the application form.
- ⑤ If the applicant has applied for a Certificate of Eligibility in the past for student, technical intern or any other visa type (including cancellation history), additional information will be needed. Please inform us upon application.
- ⑥ Please submit the following documents by each school's application deadline.

**Documents in red are required.** Requirements and documents to be submitted differ depending on nationality, visas application history, etc. Please contact us for more information.

Application documents are based on the policies of the Immigration Services Agency as of May 31, 2022. The document contents are subject to change due to policy changes. In such case, we will contact you.

Additional documents other than those listed below may be required upon request from the Immigration Services Agency. We will contact you in this case, so please be prepared.

CHK	Applicant's Documentation	Details
<input type="checkbox"/>	<b>School Application Form</b> (For residents in Japan / form provided by ISI)	<ul style="list-style-type: none"> <li>Applicants must fill in all the necessary information required in the forms.</li> <li>Do not leave any blanks, especially supporter's occupation or workplace information.</li> <li>The name must be the same as shown in the applicant's passport.</li> </ul>
<input type="checkbox"/>	<b>Personal History Form Statement of reasons for studying</b> <b>Post-Completion Career Statement</b> (form provided by ISI)	<ul style="list-style-type: none"> <li>It must be completed by the applicant. It must be dated and signed by the applicant. (Stamp is acceptable)</li> <li>Please list everything that can be considered as your educational background from the time you entered elementary school to the time you graduated from your last school.</li> <li>For the location of the local Japanese language institution, please enter the lot number (No. XX).</li> <li>If there have been periods of time without studying or working, please write down the reason on a <u>different paper</u>.</li> <li>In the Statement of reasons for studying, please explain in detail your activities from the time you came to Japan to the present, the circumstances that led you to enroll in our school, and your career path after completion.</li> <li>If you have had irregular school or work records, please, submit the certificates to prove it.</li> </ul>
<input type="checkbox"/>	<b>Health Status Declaration</b> (form provided by ISI)	<ul style="list-style-type: none"> <li>Please, fill in the information regarding your current health status.</li> </ul>
<input type="checkbox"/>	<b>2 ID photos</b> (size 4x3 cm) *Certificate photos can be submitted as data	<ul style="list-style-type: none"> <li>Photos must be recent (within 3 months) and your name written in the back.</li> <li>Photos must be clear, no cap, no background, facing front *Color copies are not acceptable</li> </ul>
<input type="checkbox"/>	<b>Passport [Copy]</b> * A copy of your residence card (if applicable)	<ul style="list-style-type: none"> <li>Submit all the pages that show your status of residence in Japan and your immigration record.</li> <li>If you have a resident card, please submit a copy of both sides of your resident card as well.</li> <li>If you have a resident card, please submit a front and back side copy of your resident card as well.</li> </ul>
<input type="checkbox"/>	<b>Graduation Diploma or Certificate of final academic background [Copy]</b>	<ul style="list-style-type: none"> <li>If you are currently enrolled in your last school at the time of application, you do not need to submit this form.</li> <li>A copy of the diploma must be the primary copy.</li> <li>If you are currently a student (or on leave or have withdrawn) at University or College, please, submit a certificate and high school graduation diploma.</li> </ul>
<input type="checkbox"/>	Proof of Enrolment or Certificate of expected graduation [Copy] (Only for applicants who are currently enrolled in their last school at the time of application)	<ul style="list-style-type: none"> <li>Document must state clearly the date of enrolment, major and planned graduation date.</li> </ul>
<input type="checkbox"/>	Certificate of Resignation or Certificate of Employment (if applicable)	<ul style="list-style-type: none"> <li>If you are staying in Japan with a Working Visa, please be sure to submit this form.</li> <li>A certificate showing that you have resigned from your previous employer.</li> <li>The date of issue must be within the last 3 months.</li> </ul>
<input type="checkbox"/>	JLPT Certificate [Copy] (Only if applicable)	<ul style="list-style-type: none"> <li>Applicants who have passed the following applicable Japanese Language Proficiency Tests must submit a copy of the certificate.</li> <li>JLPT, BJT Business Japanese Proficiency Test, J.TEST, NAT-TEST, Standard Business Japanese Test, TOPJ Practical Japanese Proficiency Test, J-cert Life, JLCT Japanese Language Proficiency Test for Foreigners, Practical Japanese Communication Test, JPT Japanese Proficiency Test</li> </ul>
<input type="checkbox"/>	Japanese Language Study Certificate (Only if applicable)	<ul style="list-style-type: none"> <li>If you have attended a Japanese language school before, please submit a certificate of attendance and grades from the school.</li> <li>Please submit a certificate of Japanese language study with at least 150 hours of class time.</li> <li>In addition to the address and contact information of the institution, please submit a certificate that clearly states (1) Period of study, (2) Hours of study per week, (3) Hours of study per day, (4) Days the school is closed, including holidays, (5) Hours and days of study to date, (6) Attendance rate, (7) Course content, (8) Course title, (9) Target level for completion of the course, and (10) Name of the course materials used.</li> </ul>
<input type="checkbox"/>	Taxation Certificate (if applicable)	<ul style="list-style-type: none"> <li>If you are staying in Japan with a Working visa, please be sure to submit this form.</li> <li>Please apply for this certificate at the city (ward) office of the municipality where you live as of January 1st of the year.</li> <li>The date of issue must be within 3 months. Even those who are not paying their own expenses must submit this form.</li> </ul>
CHK	Financial Supporter's Documentation	Details
<input type="checkbox"/>	<b>Written Proof of Supporter</b> (form provided ISI)	<ul style="list-style-type: none"> <li>Must be written or signed by the applicant's financial supporter.</li> <li>If the financial supporter is not you or your parents, please explain how the financial supporter accepted to pay the expenses on behalf of the applicant's parents and how the applicant's parents are unable to pay the expenses.</li> </ul>
<input type="checkbox"/>	<b>Income Certificate</b>	<ul style="list-style-type: none"> <li>Please submit a certificate from your employer or a public institution that verifies your annual income for the most recent year.</li> <li>For a certificate of bank balance, please make sure that it is in the name of the financial supporter, issued within the last three months, and that the balance of the bank account is sufficient to cover the period of study.</li> </ul>

### Others

CHK	If the financial supporter(s) resident in Japan	Details
<input type="checkbox"/>	Documents proving the relationship between applicant and the financial supporter(s)	<ul style="list-style-type: none"> <li>Please submit certificate of residence (for all members of your household).</li> <li>If you submit certificate of residence, you will need the original copy issued by the city hall.</li> </ul>
<input type="checkbox"/>	Bank Balance Certificate	<ul style="list-style-type: none"> <li>Must be in the name of the financial supporter and issued within the last 3 months.</li> <li>The amount stated at the balance must be sufficient for the period of study</li> </ul>
<input type="checkbox"/>	Supporter's Proof of Employment	<ul style="list-style-type: none"> <li>If you are a company employee, please submit an original copy of your proof of employment issued by your employer or a public institution.</li> </ul>
<input type="checkbox"/>	Taxation Certificate (tax exemption certificate)	<ul style="list-style-type: none"> <li>Please apply at the city (ward) office of the municipality where you live as of January 1 of the year you wish to apply.</li> </ul>
<input type="checkbox"/>	Residence Card [Copy of Front and Back Side]	

## About Application

For applicants who do not need a student visa (Short-Term Course)

### Types of Visa

#### Other than Student Visa (Resident in Japan)

- You can enroll at the school with a visa issued for purposes other than studying
- Included visas in this group would be working holiday visa, working visa, spouse visa and dependant visa.
- Please check the school calendar to verify the enrolment dates. If you are completely Beginner level, please enroll on the enrolment dates of each school.
- You can join on Mid-Term Entry day if there is any suitable class with available seats for your level after taking a level check test.
- After your class is confirmed, you can start learning in a class suitable for your level.

### Admission Criteria

- 16 years old (please contact us if you are under 16)  
\*Those who are under 18 years old: You must live with a guardian in Japan or apply for student house or Homestay with us, as we do not offer 24 hours support.
- With motivation to study. The elective "Job Finding Class" offered on the Academic Japanese and General Japanese courses is not available for temporary visitor visa holders.
- Have financial support during enrolment period
- Those who fully understand ISI's educational philosophy and policy (page.3)

### Required Documents (Data submission is possible)

- Application Form (For Short-Term Course/provided by ISI)
- Health Status Declaration (provided by ISI)
- Passport Copy (Pages showing your photo, status of residence in Japan, and date of entry into Japan)
- ID Picture (\*No black & white photos. Color/digital format are acceptable)
- Copy of both sides of Residence Card (Those who have it)

\*You can apply directly from the application form. Please fill out the form, download the required documents, and send them to the person in charge at ISI.  
Scan this code to apply → → → → → → →



### Admission Period

Enrolment Period	April Intake	July Intake	October Intake	January Intake
Approximate Application Deadline	Early March	Early June	Early September	Early December of the previous year
Payment Deadline	Mid-March	Mid-June	Mid-September	Mid-December of the previous year

\* If the above application deadline has passed, please contact us

\* Please note that admission will be closed as soon as each school's capacity is full.

### Admission Period

1	Please send the above documents (data), including the application form, to our school.
2	After confirming your application, we will send you an invoice.
3	After confirming your payment, we will send you an acceptance letter (PDF).
4	Take the pre-enrolment online placement test by the due date.
5	Please come to school on the day of admission.

## Fees (Long-Term Course)

- Price for enrollment in a long-term course. (20 lessons per week, 20 students per class).
- The application fee must be paid at the time of application. Please note that the tuition fee for the following year may increase during your enrollment.

### Academic Japanese [Held at ▷ Takadanobaba, Ikebukuro, Osaka, Kyoto]

Price

Type	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	77,000	77,000
Tuition	354,000	708,000
Materials	22,000	44,000
Facilities	22,000	44,000
<b>Total</b>	<b>497,000</b>	<b>895,000</b>

Duration	Enrollment Period	Application Deadline
2 Years	April Start	Late October, 2023
1 Year 9 Months	July Start	Late February, 2024
1 Year 6 Months	October Start	Late May, 2024
1 Year 3 Months	January Start*	Late August, 2024

\* We will close registrations as soon as we reach maximum capacity.

\* The Osaka campus has no long-term courses starting in January.

### Career Japanese [Held at ▷ Shibuya, Harajuku]

Price

Type	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	77,000	77,000
Tuition	375,000	750,000
Materials	22,000	44,000
Facilities	28,000	56,000
<b>Total</b>	<b>524,000</b>	<b>949,000</b>

Duration	Enrollment Period	Application Deadline
1 Year / 2 Years	April Start	Late October, 2023
1 Year / 2 Years	July Start	Late February, 2024
1 Year / 2 Years	October Start	Late May, 2024
2 Years	January Start	Late August, 2024

\* We will close registrations as soon as we reach maximum capacity.

### General Japanese [Held at ▷ Nagano]

Price

Type	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	77,000	77,000
Tuition	310,000	620,000
Materials	22,000	44,000
Facilities	16,500	33,000
<b>Total</b>	<b>447,500</b>	<b>777,777</b>

Duration	Enrollment Period	Application Deadline
2 Years	April Start	Late November, 2023
1 Year 6 Months	October Start	Late May, 2024

\* We will close registrations as soon as we reach maximum capacity.

### Specified Skilled Workers' Employment Support Program [Held at ▷ Nagano]

- This is a special Nagano-only program for students who wish to obtain a Specified Skills 1 visa to work in Japan.

Price

Price including ①~⑥ on the right	Price including ③~⑥ on the right
60,000	30,000

\* You will be sent a separate invoice for payment after enrollment. Please contact us for further details.

#### Main support included in the program

1. Providing Study for the Specific Proficiency Test
2. Support with applications for the Japanese Language Proficiency Test (JLPT) and other specified skills tests
3. Employment guidance courses
4. Internships
5. Employment support system
6. Support for visa acquisition

## Fees (Short-term Course)

- Prices are for individuals who enroll in a short-term course, such as those who apply for a course duration of less than 3 months (6 months depending on nationality) or already have a visa to stay in Japan.
- Mid-term enrollment is possible based on the results of the level check test and class availability.
- In principle, the application deadline is 30 days prior to the enrollment date (or the course start date for mid-term enrollments).
- The Admission fee is only for the first payment, and other payments are based on the duration of the course.
- The materials fee is based on the number of terms you are enrolled in. (Students taking courses across terms will be charged for each term.)

### Short-Term General Japanese [Held at ▷ Takadanobaba, Ikebukuro, Shibuya, Osaka, Kyoto, Nagano]

- The minimum course length is 2 weeks.

\*The Shibuya Campus is for beginners only (up to N4).

Price

#### Takadanobaba, Ikebukuro, Osaka, Kyoto

Type	1 term (10 weeks)	2 terms (20 weeks)	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	177,000	354,000	35,400	53,100	70,800	88,500	106,200	123,900	141,600	159,300
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Facilities	11,000	22,000	2,200	3,300	4,400	5,500	6,600	7,700	8,800	9,900
<b>Total</b>	<b>219,000</b>	<b>418,000</b>	<b>68,600</b>	<b>87,400</b>	<b>106,200</b>	<b>125,000</b>	<b>143,800</b>	<b>162,600</b>	<b>181,400</b>	<b>200,200</b>

#### Shibuya

Type	1 term (10 weeks)	2 terms (20 weeks)	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	187,500	375,000	37,500	56,250	75,000	93,750	112,500	131,250	150,000	168,750
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Facilities	14,000	28,000	2,800	4,200	5,600	7,000	8,400	9,800	11,200	12,600
<b>Total</b>	<b>232,500</b>	<b>445,000</b>	<b>71,300</b>	<b>91,450</b>	<b>111,600</b>	<b>131,750</b>	<b>151,900</b>	<b>172,050</b>	<b>192,200</b>	<b>212,350</b>

#### Nagano

Type	1 term (10 weeks)	2 terms (20 weeks)	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	155,000	310,000	31,000	46,500	62,000	77,500	93,000	108,500	124,000	139,500
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Facilities	8,250	16,500	1,650	2,475	3,300	4,125	4,950	5,775	6,600	7,425
<b>Total</b>	<b>194,250</b>	<b>368,500</b>	<b>63,650</b>	<b>79,975</b>	<b>96,300</b>	<b>112,625</b>	<b>128,950</b>	<b>145,275</b>	<b>161,600</b>	<b>177,925</b>

### Short-Term Career Japanese [Held at ▷ Shibuya, Harajuku]

- The minimum course length is 4 weeks.
- Students who apply for the short-term career Japanese course will have lessons in the same class as long-term students but will not receive internship or career support from a career advisor. If you wish to receive career support, please apply for the long-term course.

Price

Type	1 term (10 weeks)	2 terms (20 weeks)	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tuition	187,500	375,000	75,000	93,750	112,500	131,250	150,000	168,750
Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000
Facilities	14,000	28,000	5,600	7,000	8,400	9,800	11,200	12,600
<b>Total</b>	<b>232,500</b>	<b>445,000</b>	<b>111,600</b>	<b>131,750</b>	<b>151,900</b>	<b>172,050</b>	<b>192,200</b>	<b>212,350</b>

### Career Japanese / Working Holiday VISA Support Programs

This program is ideal for individuals who aim to find a job or start a business in Japan, or for those who wish to improve their Japanese language and business skills at the same time to advance their careers. Students can learn from beginner level to practical "Japanese for Business" level according to their stage of study. Students will learn the Japanese communication skills necessary in business situations, business manners inside and outside the company, appropriate keigo expressions, as well as written and spoken Japanese. In the Career Japanese class, you will learn how to write business documents, etc. Please bring your own laptop computer\*.

Individuals who come to Japan under the Working Holiday visa or those who are mid- to long-term residents and take classes for 6 months (20 weeks) or longer can apply for the "Working Holiday Support Program" and receive free job-hunting assistance from a full-time career advisor.

\* Recommended browser: Google Chrome/Microsoft Edge/Safari

\* Although learning is possible using a tablet PC, we recommend the use of an external keyboard.

The prices indicated above are as follows.

Shinjuku, Shibuya, Takadanobaba, Osaka, Kyoto campuses: price including tax / Ikebukuro, Nagano campuses: price excluding tax.

The amount you pay before and after tax remains the same.

## Fees (Short-Term Course)

### Evening Course [Held at ▷ Harajuku]

- The minimum course length is 4 weeks.
- Mid-term enrollment is possible based on the results of the level check test and class availability.
- As a rule, the application deadline is 30 days prior to the start of the term (or the start of the course for mid-term enrollments).
- The Admission fee is for the first payment only; other payments are based on the length of the term.
- The materials fee is based on the number of terms you are enrolled in. (Students taking courses across terms will be charged for each term.)

Purpose	Those who wish to improve their Japanese communication skills. (Including business Japanese.)
Course Level	Beginner (N5 level)~Intermediate (N3 level)
Class days/time	Every Tuesday - Thursday [3 days a week] 19:10 - 20:50 (45 minutes x 2 lessons)

\* If the number of students does not reach the maximum number (10 students per class), the course may be cancelled.

Price	Type	1 term (10 weeks)	2 terms (20 weeks)	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
	Admission	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	Tuition	60,000	120,000	24,000	30,000	36,000	42,000	48,000	54,000
	Materials	11,000	22,000	11,000	11,000	11,000	11,000	11,000	11,000
	Facilities	14,000	28,000	5,600	7,000	8,400	9,800	11,200	12,600
	<b>Total</b>	<b>105,000</b>	<b>190,000</b>	<b>60,600</b>	<b>68,000</b>	<b>75,400</b>	<b>82,800</b>	<b>90,200</b>	<b>97,600</b>

### Working Holiday VISA Support Programs

This program is ideal for those who aim to find a job or start a business in Japan, and for individuals that wish to improve their Japanese language and business skills at the same time as well as advance their careers.

Students who come to Japan under the Working Holiday visa and mid- to long-term residents who take classes for 6 months (20 weeks) or more, you can apply for the "Working Holiday Support Program" and receive free introductions to part-time jobs, special lectures outside of class and information sessions about companies in Japan.

## Fees (Other)

### Private Japanese Lessons [Held at ▷ Takadanobaba, Ikebukuro, Shibuya, Harajuku, Osaka, Kyoto, Nagano]








- 1 lesson = 45 minutes
- Prices do not include the cost of teaching materials.
- If you have any requests regarding days, times, or locations, please contact us.

Price	Lesson Count	1 Student	2~5 Students	6~10 Students	11~15 Students
	1~20	6,800	6,400	4,200	3,100
	21~50	6,400	5,700	3,500	2,400
	51~	5,700	5,300	3,100	2,000

# An overview of our schools

(Japanese Language Institutions Notified by the Ministry of Justice)

Enrollment Inquiries : +81-3-5962-0405    info@isi-global.com

School Name	Established courses [Short-Term course]	Address	Access	Web Page
<b>Tokyo - Takadanobaba Campus</b>				
ISI Language School	<ul style="list-style-type: none"> <li>University Prep. 2 Year Course</li> <li>University Prep. 1 year 9 Months Course</li> <li>University Prep. 1 year 6 Months Course</li> <li>University Prep. 1 year 3 Months Course</li> <li>[Short-Term Course: Short-Term General Japanese]</li> </ul>	<p>(Main building) 2-14-19 Takadanobaba, Shinjuku-ku, Tokyo 169-0075</p> <p>(Annex) 4-23-32 Takadanobaba, Shinjuku-ku, Tokyo 169-0075</p> <p>(Shiki building) 3-10-21 Takada, Toshima-ku, Tokyo 171-0033</p>	<p>(Main and Shiki Building) 4 minutes walk from Takadanobaba Station (JR and other lines) from Waseda Exit. (Annex) 1 minute walk from the Toyama exit of JR Takadanobaba station. Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)</p>	
<b>Tokyo - Ikebukuro Campus</b>				
ISI Language College	<ul style="list-style-type: none"> <li>University Prep. 2 Year Course</li> <li>University Prep. 1 year 9 Months Course</li> <li>University Prep. 1 year 6 Months Course</li> <li>University Prep. 1 year 3 Months Course</li> <li>[Short-Term course: Short-Term General Japanese]</li> </ul>	1-13-13 Minami Ikebukuro, Toshima-ku, Tokyo 171-0022	6 minutes walk from East Exit of Ikebukuro Station on JR and other lines. Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)	
<b>Tokyo - Shibuya Campus</b>				
ISI Career and Language Academy, Shibuya	<ul style="list-style-type: none"> <li>Japanese Language Career Course (2 Years)</li> <li>Japanese Language Career Course (1 year)</li> <li>[Short-Term course: Short-Term General Japanese]</li> <li>[Short-Term Course: Short-Term Career Japanese]</li> </ul>	1F Hulic Shibuya 1-Chome Bldg., 1-3-9 Shibuya, Shibuya-ku, Tokyo 150-0002	7 minutes walk from Shibuya Station on JR and other lines Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)	
<b>Tokyo - Harajuku Campus</b>				
ISI Career and Language Academy, Harajuku	<ul style="list-style-type: none"> <li>Japanese Language Career Course (2 years)</li> <li>Japanese Language Career Course (1 year)</li> <li>[Short-Term Course: Short-Term Career Japanese]</li> <li>[Short-Term Course: Evening Course]</li> </ul>	6F JRE Jingumae Media Square Bldg., 6-25-14 Jingumae, Shibuya-ku, Tokyo 150-0001	5 minutes walk from Exit 7 of Meiji-jingumae Subway Station 9 minutes walk from Omotesando Exit of JR Harajuku Station / 11 min. walk from Shibuya Station Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)	
<b>Osaka Campus</b>				
ISI Language School, Osaka	<ul style="list-style-type: none"> <li>*Application for approval is in progress</li> <li>University Prep. 2 Year Course</li> <li>University Prep. 1 year 9 Months Course</li> <li>University Prep. 1 year 6 Months Course</li> <li>University Prep. 1 year 3 Months Course</li> <li>[Short-Term Course: Short-Term General Japanese]</li> </ul>	〒542-0081 Oak Shinsaibashi Bldg. 5F, 3-5-8 Minami-Senba, Chuo-ku, Osaka-shi, Osaka, Japan	2 minutes walk from Shinsaibashi Station on Midosuji Line/Nagahori Tsurumi-ryokuchi Line 4 minutes walk from Nagahoribashi Station on Nagahori Tsurumi-ryokuchi Line Nearest Airport: Kansai International Airport (KIX)	
<b>Kyoto Campus</b>				
ISI Language School, Kyoto	<ul style="list-style-type: none"> <li>University Prep. 2 Year Course</li> <li>University Prep. 1 year 9 Months Course</li> <li>University Prep. 1 year 6 Months Course</li> <li>University Prep. 1 year 3 Months Course</li> <li>[Short-Term Course: Short-Term General Japanese]</li> </ul>	6-6 Nishinokyo-Ryoomachi, Nakagyo-ku, Kyoto-shi, Kyoto 604-8497	7 minutes walk from JR Sagano Sanin Line Enmachi Station Nearest Airport: Kansai International Airport (KIX)	
<b>Nagano Campus</b>				
Nagano Business and Language College	<ul style="list-style-type: none"> <li>Japanese Department Higher Education Course (2 years)</li> <li>Japanese Department Higher Education Course (1.5 years)</li> <li>[Short-Term Course: Short-Term General Japanese]</li> </ul>	3-5-18, Chuo 3-chome, Ueda-shi, Nagano 386-0012	12 minutes walk from JR Ueda Station Nearest Airport: Haneda Airport (HND) and Narita Airport (NRT)	

## Class Hours

Standard (Except for the following courses)	Morning	8:50~10:20 / 10:30~12:00
	Afternoon	13:00~14:30 / 14:40~16:10
(Tokyo - Harajuku) Evening Course	Time	19:10~20:50

\*You can not choose between morning or afternoon classes.

## Tokyo - Takadanoababa, Ikebukuro, Shibuya, Harajuku / Osaka / Kyoto

	Holiday		Designated day of entry (Dorm)		Orientation		Enrollment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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### Spring Term (10 weeks of classes)

2024 April							2024 May							2024 June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				1	2	3	4							1	
WK1	7	8	9	10	11	12	WK4	5	6	7	8	9	10	WK8	2	3	4	5	6	7	8
WK2	14	15	16	17	18	19	WK5	12	13	14	15	16	17	WK9	9	10	11	12	13	14	15
WK3	21	22	23	24	25	26	WK6	19	20	21	22	23	24	WK10	16	17	18	19	20	21	22
	28	29	30				WK7	26	27	28	29	30	31		23	24	25	26	27	28	29
															30						

### Summer Term (10 weeks of classes)

2024 July							2024 August							2024 September									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			
WK1	7	8	9	10	11	12	13	WK5	4	5	6	7	8	9	10	WK9	8	9	10	11	12	13	14
WK2	14	15	16	17	18	19	20		11	12	13	14	15	16	17	WK10	15	16	17	18	19	20	21
WK3	21	22	23	24	25	26	27	WK6	18	19	20	21	22	23	24		22	23	24	25	26	27	28
WK4	28	29	30	31				WK7	25	26	27	28	29	30	31		29	30					





### Fall Term (10 weeks of classes)

2024 October								2024 November								2024 December						
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S
		1	2	3	4	5						1	2	WK8	1	2	3	4	5	6	7	
	6	7	8	9	10	11	WK4	3	4	5	6	7	8	9	WK9	8	9	10	11	12	13	14
WK1	13	14	15	16	17	18	WK5	10	11	12	13	14	15	16	WK10	15	16	17	18	19	20	21
WK2	20	21	22	23	24	25	WK6	17	18	19	20	21	22	23		22	23	24	25	26	27	28
WK3	27	28	29	30	31		WK7	24	25	26	27	28	29	30		29	30	31				

### Winter Term (10 weeks of classes)

2025 January								2025 February								2025 March						
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S
			1	2	3	4								1								1
5	6	7	8	9	10	11	WK4	2	3	4	5	6	7	8	WK8	2	3	4	5	6	7	8
WK1	12	13	14	15	16	17	WK5	9	10	11	12	13	14	15	WK9	9	10	11	12	13	14	15
WK2	19	20	21	22	23	24	WK6	16	17	18	19	20	21	22	WK10	16	17	18	19	20	21	22
WK3	26	27	28	29	30	31	WK7	23	24	25	26	27	28			23	24	25	26	27	28	29
																30	31					

## Tokyo-Harajuku Evening Course

	Holiday		Orientation Enrollment Day		First Day of Class		Mid-Term Entry Day
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### Spring Term (10 weeks of classes)

2024 April							2024 May							2024 June									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
	1	2	3	4	5	6				1	2	3	4							1			
WK1	7	8	9	10	11	12	13	WK4	5	6	7	8	9	10	11	WK8	2	3	4	5	6	7	8
WK2	14	15	16	17	18	19	20	WK5	12	13	14	15	16	17	18	WK9	9	10	11	12	13	14	15
WK3	21	22	23	24	25	26	27	WK6	19	20	21	22	23	24	25	WK10	16	17	18	19	20	21	22
	28	29	30					WK7	26	27	28	29	30	31			23	24	25	26	27	28	29
																	30						

### Summer Term (10 weeks of classes)

2024 July								2024 August								2024 September							
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S	
	1	2	3	4	5	6						1	2	3	WK8	1	2	3	4	5	6	7	
WK1	7	8	9	10	11	12	13	WK5	4	5	6	7	8	9	10	WK9	8	9	10	11	12	13	14
WK2	14	15	16	17	18	19	20		11	12	13	14	15	16	17	WK10	15	16	17	18	19	20	21
WK3	21	22	23	24	25	26	27	WK6	18	19	20	21	22	23	24		22	23	24	25	26	27	28
WK4	28	29	30	31				WK7	25	26	27	28	29	30	31		29	30					

### Fall Term (10 weeks of classes)

2024 October							2024 November							2024 December									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
		1	2	3	4	5						1	2	WK8	1	2	3	4	5	6	7		
6	7	8	9	10	11	12	WK4	3	4	5	6	7	8	9	WK9	8	9	10	11	12	13	14	
WK1	13	14	15	16	17	18	19	WK5	10	11	12	13	14	15	16	WK10	15	16	17	18	19	20	21
WK2	20	21	22	23	24	25	26	WK6	17	18	19	20	21	22	23		22	23	24	25	26	27	28
WK3	27	28	29	30	31			WK7	24	25	26	27	28	29	30		29	30	31				

### Winter Term (10 weeks of classes)

2025 January								2025 February								2025 March						
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S
			1	2	3	4								1								1
5	6	7	8	9	10	11	WK4	2	3	4	5	6	7	8	WK8	2	3	4	5	6	7	8
WK1	12	13	14	15	16	17	WK5	9	10	11	12	13	14	15	WK9	9	10	11	12	13	14	15
WK2	19	20	21	22	23	24	WK6	16	17	18	19	20	21	22	WK10	16	17	18	19	20	21	22
WK3	26	27	28	29	30	31	WK7	23	24	25	26	27	28			23	24	25	26	27	28	29
																30	31					

## Nagano

	Holiday		Designated day of entry (Dorm)		Orientation		Enrollment Day		First Day of Class		Mid-Term Entry Day		Term Examination
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### Spring Term (10 weeks of classes)

#### 2024 April

	S	M	T	W	T	F	S
		1	2	3	4	5	6
WK1	7	8	9	10	11	12	13
WK2	14	15	16	17	18	19	20
WK3	21	22	23	24	25	26	27
	28	29	30				

#### 2024 May

	S	M	T	W	T	F	S
				1	2	3	4
WK4	5	6	7	8	9	10	11
WK5	12	13	14	15	16	17	18
WK6	19	20	21	22	23	24	25
WK7	26	27	28	29	30	31	

#### 2024 June

	S	M	T	W	T	F	S
							1
WK8	2	3	4	5	6	7	8
WK9	9	10	11	12	13	14	15
WK10	16	17	18	19	20	21	22
WK1	23	24	25	26	27	28	29
	30						

### Summer Term (10 weeks of classes)

#### 2024 July

	S	M	T	W	T	F	S
		1	2	3	4	5	6
WK2	7	8	9	10	11	12	13
WK3	14	15	16	17	18	19	20
WK4	21	22	23	24	25	26	27
WK5	28	29	30	31			

#### 2024 August

	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
WK6	11	12	13	14	15	16	17
WK7	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

#### 2024 September

	S	M	T	W	T	F	S
WK8	1	2	3	4	5	6	7
WK9	8	9	10	11	12	13	14
WK10	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

### Fall Term (10 weeks of classes)

#### 2024 October

	S	M	T	W	T	F	S
			1	2	3	4	5
WK1	6	7	8	9	10	11	12
WK2	13	14	15	16	17	18	19
WK3	20	21	22	23	24	25	26
WK4	27	28	29	30	31		

#### 2024 November

	S	M	T	W	T	F	S
						1	2
WK5	3	4	5	6	7	8	9
WK6	10	11	12	13	14	15	16
WK7	17	18	19	20	21	22	23
WK8	24	25	26	27	28	29	30

#### 2024 December

	S	M	T	W	T	F	S
WK9	1	2	3	4	5	6	7
WK10	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

### Winter Term (10 weeks of classes)

#### 2025 January

	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
WK1	12	13	14	15	16	17	18
WK2	19	20	21	22	23	24	25
WK3	26	27	28	29	30	31	

#### 2025 February

	S	M	T	W	T	F	S
							1
WK4	2	3	4	5	6	7	8
WK5	9	10	11	12	13	14	15
WK6	16	17	18	19	20	21	22
WK7	23	24	25	26	27	28	

#### 2025 March

	S	M	T	W	T	F	S
							1
WK8	2	3	4	5	6	7	8
WK9	9	10	11	12	13	14	15
WK10	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

# Payment Information





\*Payment information for our Osaka campus is still a work in progress.

## Payment Method

Payment for tuition and other fees can be made by bank transfer, Flywire, or WeChat Pay. (The application fee must be paid at the time of application.)

### Regarding payment by Flywire:

- Flywire is an international money transfer service for educational institutions that allows you to transfer funds from your home bank to our bank account or pay by credit card
- Please visit the dedicated Flywire page for the school you are enrolling in at ISI Japanese Language School and create your own account before using the site. The website is also available in English, Simplified Chinese, Korean, Spanish, French, Japanese, and Portuguese.

<b>Tokyo - Takadanobaba Campus</b> <a href="https://www.flywire.com/pay/isi-takadanobaba">https://www.flywire.com/pay/isi-takadanobaba</a>		<b>Tokyo-Ikebukuro Campus</b> <a href="https://www.flywire.com/pay/isi-ikebukuro">https://www.flywire.com/pay/isi-ikebukuro</a>		<b>Tokyo-Shibuya Campus</b> <a href="https://www.flywire.com/pay/isi-shibuya">https://www.flywire.com/pay/isi-shibuya</a>	
<b>Tokyo - Harajuku Campus</b> <a href="https://www.flywire.com/pay/isi-harajuku">https://www.flywire.com/pay/isi-harajuku</a>		<b>Osaka Campus</b> <a href="https://www.flywire.com/pay/isi-osaka">https://www.flywire.com/pay/isi-osaka</a>		<b>Kyoto Campus</b> <a href="https://www.flywire.com/pay/isi-kyoto">https://www.flywire.com/pay/isi-kyoto</a>	
<b>Nagano Campus</b> <a href="https://www.flywire.com/pay/nagano-business-language">https://www.flywire.com/pay/nagano-business-language</a>					

### Regarding payment by WeChat Pay:

- Payment can be made using the cross-border tuition payment platform of the WeChat Mini Program "Japan National Building\*", officially endorsed by WeChat Pay.
- Please access the dedicated page for the school you are enrolling in at ISI Japanese Language School and enter the information, amount, etc. as indicated on the tuition payment notice. The page is in Simplified Chinese.

\* It is a comprehensive platform for cross-border e-commerce and information dissemination in the WeChat ecosystem.

Tokyo-Takadanobaba	Tokyo-Ikebukuro	Tokyo-Shibuya	Tokyo - Harajuku	Osaka	Kyoto	Nagano
						

## About Fees and Commissions

- For bank remittance, a separate remittance fee will be charged.
- Please note that all fees related to the remittance are the responsibility of the client.

## Payment Due Date

- For various payments, please check the invoice delivered from "Campusmate-J" or notified by our staff and pay by the payment deadline indicated on the invoice.
- Estimated due date: If you have completed your application 2 months prior to enrollment, you have 30 days to pay your fees.  
If you have applied within 2 months from enrollment, you have 1 week to pay your fees.
- If we are unable to confirm payment by the due date without prior notice, we will consider your application to be declined and will cancel your enrollment.
- If you are unable to send your payment by the deadline, please be sure to contact the school in advance.

## General Remittance

Please read the following precautions when remitting funds.

- Please have the invoice from ISI ready when you send the money.
- Please confirm the bank information (bank name, branch name, account number, account name, etc.) on the invoice before proceeding. If there is any discrepancy in the bank information, we will not be able to confirm the payment.
- Please enter the reference number shown on the invoice and the Romanized name on the passport in the "Client" or "Contact" field.
- The above information is important to identify the payer. Please note that remittances made in a name other than the student's name (e.g., the person who pays the student's tuition, a family member's name, etc.) will make it impossible to identify the sender and may cause delays in the admission process.
- Please submit the receipt of payment issued after the remittance is completed via "Campusmate-J" or send it to the person in charge as an email attachment. This receipt will be your "proof of payment", so please keep it in a safe place and do not lose it. Please note that only long-term students can submit the remittance receipt from "Campusmate-J".
- Please ask your financial institution about the procedures for remittance. Please note that the school is not responsible for any losses or problems that may occur during the remittance process.
- If you wish to send money through Flywire, please visit the Flywire homepage and contact the support desk if you have any questions.  
Flywire homepage: <https://www.flywire.com> Flywire Support Desk: <https://help.flywire.com/>

# Cancellation and Refund Policies

## 1. About Long Term Course Payment

The remaining amount after deducting the cancellation fee below will be refunded. If the amount already paid is less than the cancellation fee, you will be required to pay the shortfall.

### 1.1. Long Term Course (Before Enrolment)

Regardless of the cancellation reason, the visa application fee and the admission fee will not be refunded. In the case of an admission fee reduction, the amount equivalent to the admission fee will not be refunded. If you wish to postpone your enrolment period before the application deadline (Will be notified separately), you can transfer school payment to the new tuition fee within 1 year. However, visa application fees and translation fees are excluded. After the application deadline, a cancellation fee will be charged in accordance with the followings.

Before enrolment date						After Course Starting Date
Cancellation Request Date	Over 2 months prior	Over 2 weeks Less than 2 months	Over 1 week Less than 2 weeks	Less than 1 week	Extension of Visa refusal or Change of Status refusal	
Examination Fee	No refund	No refund	No refund	No refund	No refund	No refund
Admission Fee	No refund	No refund	No refund	No refund	No refund	No refund
Course Fees (tuition, material, facilities)	100% refund	Amount after deducted 30 % of 1st semester course fees	Amount after deducted 50 % of 1st semester course fees	Amount after deducted 80 % of 1st semester course fees	100% refund	See below.
Cancellation fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	
Conditions	Confirmation of Letter of Acceptance				Confirmation of visa refusal	

\* Any amounts less than one JPY will be rounded down.

### 1.2. Long Term Course (After Enrolment)

For a student who is leaving the school halfway, the school fees (tuition, material fee, and facility fee) will be refunded 2 semesters (6 months), with 4 semesters per year starting from the semester of enrolment.

Students will not receive a refund in units of a 3-month term. However, for students transferring in July term with 1 year's payment, if the student graduates in the first year, we will refund the amount for April to June of the following year. In addition, depending on the date of withdrawal, the following amount will be refunded. Please note that an additional 6,000 yen will be charged for the refund.

Students who are enrolled by universities or vocational Colleges in Japan are required to submit the Acceptance Letter and student ID card of the schools. Students going back to their home country need to prove that they leave Japan by the due date and the residence card is invalid.

In case a student withdraws from the school after enrolment due to failure to extend the period of stay of the Student Visa or to apply for a Change of Status, the following refund policy will apply too.

Time of enrolment	Date of submission of Withdrawal Notice	Refundable period	Refund amount
April intake (First year)	Before August 31 <sup>st</sup>	October to March	Full amount
	September 1 <sup>st</sup> ~ September 30 <sup>th</sup>		20% off the full amount
	After October 1 <sup>st</sup>	N/A	No refund
April/October intake (Second year)	Before January 31 <sup>st</sup>	For students who have paid for 1 year: April to March For students who have paid for 6 months: April to September	Full amount
	February 1 <sup>st</sup> ~ March 31 <sup>st</sup>		20% off the full amount
	April 1 <sup>st</sup> ~ August 31 <sup>st</sup>	October to March	Full amount
	September 1 <sup>st</sup> ~ September 30 <sup>th</sup>		20% off the full amount
	After October 1 <sup>st</sup>	N/A	No refund
July intake (First year)	Before November 30 <sup>th</sup>	January to June * For transferring students who are graduating in their first year: April to June	Full amount
	December 1 <sup>st</sup> ~ December 31 <sup>st</sup>		20% off the full amount
	After January 1 <sup>st</sup>	N/A	No refund
July/January intake (Second year) *Not applicable for the January intake (First year)	Before May 31 <sup>st</sup>	For students who have paid for 1 year: July to March For students who have paid for 6 months: July to December	Full amount
	June 1 <sup>st</sup> ~ June 30 <sup>th</sup>		20% off the full amount
	July 1 <sup>st</sup> ~ November 30 <sup>th</sup>	January to March	Full amount
	December 1 <sup>st</sup> ~ December 31 <sup>st</sup>		20% off the full amount
	After January 1 <sup>st</sup>	N/A	No refund

\* 1st year refers to the period from the date of enrollment to March 31st of the school year, and 2nd year refers to the period from April 1st to March 31st of the following school year.

\* For Harajuku Campus students only, the first and second years are calculated from the date of enrollment.

## 2. About Short Term Course Payment

The admission fee is non-refundable for any reason. In the case of an admission fee reduction or exemption, the amount equivalent to the admission fee will not be refunded. The remaining amount after deducting the cancellation fee below will be refunded. If the paid amount is less than the cancellation fee, you will have to pay the shortfall amount.

Even if you have not paid by the due date after applying for the course, if cancelling within the following period, you will have to pay the cancellation fee separately. Please note that school fees and enrolment fees after the enrolment date will not be refunded regardless of the reason.

You can pay for each semester if apply for more than one semester, please contact the person in charge of your school.

Before the course starts					After Course Starting Date
Cancellation Date	Over 1 months prior	Over 2 weeks Less than 1 months	Over 1 week Less than 2 weeks	Less than 1 week	
Admission Fee	No refund	No refund	No refund	No refund	No refund
Course Fees (tuition, material, facilities)	100% refund	70% refund	50% refund	20% refund	No refund
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	-

\* If the duration is less than 4 weeks, no refund will be given.

\* For short-term course applications (including private lessons) of more than 8 weeks, a full refund will be given if the cancellation is made within 8 days of the application date, prior to enrolment, based on the cooling-off system.

For cancellations after 9 days, the above refund policy will apply.

# Cancellation and Refund Policies

## 3. Disclaimer

We will not refund the school payment (tuition fee, teaching material fee, and facilities fee) for school closure, lecture cancellation, absence due to the following reasons:

- i. Natural disasters, wars, riots, strikes, terrorism, infectious diseases, orders from public offices in Japan or foreign countries, accidents caused by land/sea/air, cancellation of travel services such as transportation/accommodation or transportation services not based on the original operation plan, measures necessary for ensuring the safety of students' lives or physical health, changes in class schedule or class cancellation due to other reasons that school cannot manage.
- ii. If you are unable to re-enter Japan after return to your country temporarily at your discretion.
- iii. Students are absent due to individual risk management, safety measures, health, and other considerations.

## 4. Other policies

- i. Cancellation requests will be accepted only in written form. The day we receive the cancellation confirmation will be considered as the cancellation date (Japan time zone).
- ii. Bank charges from refund remittance shall be borne by the applicant.
- iii. In case of a refund due to and applicant's mistake (e.g. overpayment), ISI will refund it after deducting 3,000 JPY handling fee. Overpayment of less than 3,000 JPY will not be refunded.
- iv. Refunds will be done within 40 days after the cancellation procedure is completed.
- v. Course starting dates shall be the orientation date set by the school or the first day of classes for those who join midterm.
- vi. ISI office is closed during New Year Holidays. Those who wish to make any changes or cancellation for January intake, shall do so before 20<sup>th</sup> December.

\*This manual is written in Japanese originally, (the Japanese version is the original copy), and the English version is translated for reference only.  
If there is a contradiction between these two language versions, the Japanese version will take precedence.