

Humanitas Japanese Language School

■ THE RECRUITMENT GUIDELINES OF STUDENTS ■

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Email : info@humanitas-japan.com

1. WHERE TO APPLY AND CONTACT DETAILES

The same as mentioned above

2. ENROLLMENT AND STUDY PERIOD

- ・ Enrolment in April and study period 2 years 0 month
- ・ Enrolment in October and study for 1 year 6 months
- * The deadline to apply is approximately 5 months before the enrolment date.
So please contact us as soon as possible.

3. APPLICATION ELIGIBILITY

- (1) Applicants who have completed 12 years or more of school education,
or the equivalent course.
- (2) Applicants who are over 18 years old.
- (3) Applicants who have been granted or are expected to be granted to enter
Japan through officially valid procedures.
- (4) Applicants who have a reliable sponsor.
- (5) Applicants who have the Japanese language ability appropriate for the time
of enrollment
 - ・ 2 years 0 month course: those who can submit a certificate of passing an
exam equivalent to the Japanese Language Proficiency Test N5-Level, or a
certificate for more than 150 hours of Japanese language study.
 - ・ 1 year and 6 months course: those who can submit a certificate of passing an
exam equivalent to the Japanese Language Proficiency Test N4-Level, or

who are recognized as having Japanese language ability equivalent to N4-Level in an examination administered by Humanitas Japanese Language School.

4. SELECTION

- (1) Document Screening
- (2) Interview Test
- (3) Japanese Language Examination

5. APPLICATION DOCUMENTS

Prepare the documents about you and your financial sponsor and submit them to the school office by the deadline to apply.

Please refer to the end of this booklet for some application documents.

[Notes]

- Submit the original documents within 3 months of issue.
- Applicant and financial sponsor should fill in the form.
- Inform us of any certificates you want to have returned on the time of application. Documents submitted to the Tokyo Immigration Bureau will not be returned to any organization.
- Submit a Japanese translation.

6. PROCEDURES FROM APPLICATION TO ENROLLMENT

- (1) Once your application is confirmed, submit the application documents by the deadline.
- (2) After submitting the documents, we will review them and issue an admission letter to certify the enrollment.
- (3) We will apply for the student visa to Tokyo Immigration Bureau on behalf of the applicant.

- (4) The Immigration Bureau will review the documents. If there is not any problem, the Certificate of Eligibility will be issued.
- (5) We will inform the applicant that the Certificate of Eligibility has been issued. And we will also send you an invoice at the same time.
- (6) Once you receive the invoice, you are supposed to pay directly to our Japanese bank account.
- (7) When the payment has been confirmed, we will send you the Certificate of Admission and the Certificate of Eligibility.
- (8) Apply for the student-visa at the Japanese Embassy in your country and arrange for air tickets at the same time.

7. PAYMENT OF TUITION FEES AND OTHER EXPENSES

- If you are accepted, we will issue you the Certificate of Admission and the invoice. Please transfer the payment to the account designated by the school.
- Pay the first year's fees with a lump sum except for the entrance examination fee. The payment method for next year will be the same.
- We will send the invoice to each referral agency, Japanese language school, or the applicant, and you should receive it.
- When the payment deadline has passed, the admission will be canceled.

◆ Tuition fees for the 1st year students (including tax/ yen)

TOTAL	84,9000
Entrance examination fee	20,000
Admission fee	70,000
Tuition fee	720,000
Materials fee	30,000
Student insurance	4,000
Health management fee	5,000

Tuition fees for the 2nd year students

(1) For 2-years and 0 months course

TOTAL	759,000
Entrance examination fee	0
Admission fee	0
Tuition fee	720,000
Materials fee	30,000
Student insurance	4,000
Health management fee	5,000

(2) For 1-year and 6-months course

TOTAL	384,000
Entrance examination fee	0
Admission fee	0
Tuition fee	360,000
Materials fee	15,000
Student insurance	4,000
Health management fee	5,000

[Notes]

- The entrance examination fee should be paid at the time of application.
- All remittance fees, regarding both in the applicant's domestic country and in Japan, are supposed to be paid by the applicant.

[Refund Policy]

The following text is translated by using an automatic translation of GOOGLE.

1. (Refund of Payments) Payments already made will be refunded if the principal approves cancellation for the following reasons. Students can use the cooling-off period within 8 days from the date of sending the email (document) of approval after informing the school of their intention to apply. (Japan time is the standard)

Fees associated with refunds are to be borne by the student.

(1) In the case of cancellation after submitting visa application documents The entrance examination fee will not be refunded, regardless of whether the Certificate of Eligibility (COE) is issued or not.

(2) In the case of cancellation after the Certificate of Eligibility (COE) is issued but before classes start The entrance examination fee and admission fee will not be refunded regardless of the reason. Tuition will be refunded in full upon exchange of the Certificate of Eligibility (COE) and the admission certificate. In addition, if you cancel after your student visa has been issued, you must have a confirmation from our school staff that your student visa is unused.

(3) If your student visa is rejected by the Japanese embassy or consulate: The entrance examination fee will not be refunded. The admission fee and tuition fee will be refunded in full after our school staff confirms that your student visa has been rejected and you present your Certificate of Eligibility (COE) and Letter of Admission.

2. Cancellation after entering Japan

(1) If classes have not yet started: Once the school has received your written notification, we will refund the tuition fee for the term that has not yet started, minus 20% of the tuition fee, up to a maximum of 50,000 yen. The entrance examination fee and admission fee will not be refunded.

(2) If classes have already started: The entrance examination fee and admission fee will not be refunded. A cancellation fee equivalent to 20% of the tuition fee for the remaining classes, up to a maximum of 50,000 yen, will be charged. After our school staff confirms that your student visa has been invalidated, we will refund the remaining amount.

8. Designated payment account NAME OF BANK: Mizuho Bank (0001)

BRANCH: Oku Branch (497) **ACCOUNT NO.:** Ordinary 3004501 **ACCOUNT**

NAME: Ogino Kikaku Kanri, LLC **SWIFTCODE:** 0001 **BANK ADDRESS:** 2-26-1

Tabatashinmachi, Kita-ku, Tokyo 114-0012, Japan

9 Documents to be submitted by the applicant

Type of Document Notes

- 1 Application for enrolment Form specified by the school. Please write the name as it appears on your passport
- 2 Resume Statement of reasons for studying Form specified by the school Please write down your educational and work history to date without leaving any spaces Please write the school's location to the end In the statement of reasons for studying, please write in detail and specific detail along with your educational and work history
- 3 Diploma of highest education Original Diploma or graduation certificate
- 4 Transcript of highest education Original One that shows your grades from enrolment to graduation
- 5 Certificate of enrolment Original If you are currently enrolled in a high school, university, etc.
- 6 Transcript Original If you are currently enrolled in a high school, university, etc.
- 7 Proof of Japanese language proficiency Original A course-specified certificate certifying Japanese language proficiency or certificate of Japanese language study.
- 8 Copy of passport If you have been to Japan, please also submit a copy of the page showing your entry and exit from Japan.
- 9 Eight photographs 4cm length x 3cm width, taken within the last three months Please write your name, nationality, and date of birth on the back.

■ Documents to be submitted by financial sponsor

1. In case a parent or relative living overseas will be paying for expenses Type of document Notes 1 Expense Sponsor Form Use the form specified by our school
- 2 Bank balance certificate Original
- 3 Copy of bankbook For the past three years

4 Certificate of employment, etc. If employee → Certificate of employment If self-employed → Copy of business license If company director → Certified copy of company register, etc.

5 Income certificate Original, for the past three years

6 Tax payment certificate Original, for the past three years, showing income or earnings amount

7 Document proving the relationship between applicant and sponsor Notarized certificate of kinship, birth certificate, etc.

■If a relative residing in Japan will be paying for expenses Type of Document Notes

1 Expense Sponsor Form Use the form specified by our school

2 Bank balance certificate Original

3 Copy of bankbook For the past three years

4 Certificate of employment, etc. If employee → Certificate of employment If self-employed → Copy of business license If company director → Certified copy of company register, etc.

5 Proof of income for the past three years Tax payment certificate or tax certificate (something showing income amount)

6 Resident registration cards For all household members

7 Documents proving the relationship between the applicant and the financial sponsor Certified copy of family register, notarized certificate of kinship

■ If the applicant is paying for expenses themselves Type of document Notes

1 Expense payment form School designated form

2 Bank balance certificate Original

3 Copy of bankbook Past three years

4 Certificate of employment, etc. If employee → Certificate of employment If self-employed → Copy of business license If company director → Certified copy of

company register, etc.

5 Income certificate Past three years Tax payment certificate or tax certificate
(document showing income amount)

6 Emergency contact Free format Please indicate the names, relationships,
addresses, telephone numbers, and email addresses of family members, etc.