







## Application guidelines for students

Course	Start of interviews	Date of start	Date of graduation	Enrollment capacity	Eligible candidate
1-year	Mid July to mid August	April	March	20名	International student
1.5-year	Mid March to mid April	October		60名	
2-year	Mid July to mid August	April		20名	
Eligibility for application					
The application of this school should meet all of the following ① to ③					
Eligibility for application①					
Study intention, goal, ability of applicant					
1) Applicants who have a clear purpose of studying in Japan and whose future goals are clear.					
2) Have Japanese proficiency equivalent to Japanese Language Proficiency Test (JLPT), J.TEST, Japanese NAT - TEST. Or students who are judged by the teachers to be of equal ability to the above.					
	JLPT	J.TEST	NAT-TEST		
1-year	N3	D class	3 level		
1.5-year	N4/N5	E class	4 level		
2-year	N5	F class	5 level		
3) Applicants who can comply with the laws of Japan and the SBC Himeji Japanese Language Academy's regulations.					
4) Applicants who passed the entrance examination of our school.					
5) Applicants who are both physically and mentally healthy to attend school in Japan.					
Eligibility for application②					
Applicant's experience					
1) Have completed 12 years of school education or a course equivalent to that, or who is expected to complete the course.					
2) Applicants who have been permitted to enter the country by legitimate procedures or who is expected to be permitted.					
3) Graduating from school within the last 5 years.					
Eligibility for application③			Founder	Principal	Enrollment students number
Financial ability			Yamaguchi Hiroyuki	Maeda Kazunori	100
1) The applicant is able to pay tuition fees and living expenses.			Date of foundation		Date of opening school
Flow from interview to admission			December, 2017		October, 2019
<div><div></div><div>Inquiry via telephone and email</div><div>Submit graduation certificate of final academic record and transcripts (for document screening)</div><div>Interview / writing exam</div><div>Notification of entrance examination result</div><div>Submission of application form and required documents for COE</div><div>Issuance of Certificate Of Eligibility (COE)</div><div>Payment of tuition fee</div><div>Hand over of school admission letter and Certificate Of Eligibility (COE)</div><div>Visa application</div><div>Arrival of Japan and enrollment at school</div></div>			Inquiry/Please send your application documents to		
			〒670 - 0952 兵庫県姫路市南条425番地 SBC姫路日本語学院 事務局		
			425 Nanjo, Himeji, Hyogo, Japan. 670-0952 SBC Himeji Japanese Language Academy Secretariat		
			 hjla@jl-acad.com		
			 +81 - 79 - 240 - 6474		
			 +81 - 79 - 240 - 6574		
			 hjla-acad		
			Reception time : 9:00~17:30 (Japan time)		

# COURSE INTRODUCTION

Study term and achievement goals								
Level	Beginner	Pre-inter.	Intermediate		Advanced			
	1	2	3	4	5	6	7	8
JLPT	N5	N4	N3		N2		N1	
Study hours	200	200	200	200	200	200	200	200
Learning period	0~3	4~6	7~9	10~12	13~15	16~18	19~21	22~24
				1 year (800 lessons)				
				1.5 year (1200 lessons)				
				2 year (1600 lessons)				
Course curriculum								
Level	Kanji characters		Vocabulary		Achievement goal			
Beginner level	150		1000 words		To be able to understand and use simple expressions in daily conversation. To achieve JLPT N5 degree.			
Pre-intermediate level	450		1800 words		Necessary conversation ability in daily life and be able to read and write simple articles. To achieve JLPT N4 degree.			
Intermediate level	1100		5000 words		To be able to communicate on general matters. To achieve JLPT N3 degree.			
Advanced level	2000		10000 words		Aiming at grasp of Japanese language level necessary for social life. To achieve JLPT N2-N1 degree.			
School time schedule								
2 shift system: Morning class and Afternoon class								
	First class		Second class		Third class		Fourth class	
AM	9:00~9:45		9:45~10:30		10:45~11:30		11:30~12:15	
PM	13:00~13:45		13:45~14:30		14:45~15:30		15:30~16:15	
You can study by yourself in the classroom or library between 8:45 and 17:30 when available.								
Scholarship								
①Excellent academic award 1st place		50% of tuition fee for 6 months			⑦EJU score 300		20,000JPY	
②Excellent academic award 2st place		30% of tuition fee for 6 months			⑧EJU score 240		10,000JPY	
③Excellent academic award 3st place		20% of tuition fee for 6 months			⑨Enter National of Public(4year university)Univ.		100,000JPY	
④Passing N1		20,000JPY			⑩Enter Private(4year university)Univ.		50,000JPY	
⑤Passing N2		10,000JPY			⑪Perfect attendance award (100% attendance for 6 months)		5,000JPY	
⑥Passing N3		5,000JPY			⑫99% attendance award		2,000JPY	
Conditions								
1)①~③ Excellent in academic and personal evaluation. 98% attendance rate or above. Benefits will be provided to the top three students upon graduation.								
2)④~⑧95% attendance rate or above.Benefits will be provided upon graduation.								
3)⑨~⑩Only one of these benefits will be provided.95% attendance rate or above. 100% attendance rate in the last semester. Benefits will be provided upon graduation.								
4)⑪~⑫ Benefits will be provided upon completion of the semester.								

FEE PAYMENT

Entrance examination fee and tuition fee (JPY)				<Other Expenses> Facility fee・Equipment fee・Textbook fee・ Extracurricular activities fee・Insurance (Foreign student insurance・Health check-up expenses) <Advance payment> Visa application fee・JLPT Examination fee・Airport pickup fee・Slipper fee <Notification> ・JLPT examination must be taken by every student. ・In case JLPT and visa application fee is changed or increased, students are responsible for additional expenses. ・Please be sure to pay the specified amount before the payment deadline. ・For students who can not pay by the deadline: enrollment, promotion, and graduation may not be accepted. ・In addition, we may cancel your enrollment if you can not pay your fees after you are enrolled. ・The amount of insurance is fixed. (not depend on the period of enrollment)
	1-year	1.5-year	2-year	
Entrance examination fee	30,000	30,000	30,000	
Enrollment fee	50,000	50,000	50,000	
Tuition fee	600,000	900,000	1,200,000	
Other Expenses	70,000	110,000	140,000	
Advance payment	13,500	24,000	34,500	
Total	763,500	1,114,000	1,454,500	
First year	763,500	774,000	784,500	
second year		340,000	670,000	

Date of payment

1. Please pay first year tuition fee within 2 weeks of issuance of Certificate of Eligibility(COE).  
Students who wish to live in dormitory have to pay 6 months rent with admission fee and deposit with School fee. After the confirmation of payment, COE and Enrollment certificate will be sent to the student.

2. Fee payment of second year  
Students enrolled in 1.5 or 2 year course should pay the next half-year's fee in March and September of the next year. Those students having difficulty to pay the school fees should inform the school in advance as early as possible. The students who do not make the payment until the deadline without any prior information to the school might be expelled from the school.

PAYEE'S INFORMATION

銀行名	伊予銀行	支店名	姫路支店
BANK NAME	THE IYO BANK,LTD.	BRANCH NAME	HIMEJI BRANCH
スィフトコード	IYOBJPJT	口座番号	1181000
SWIFT CODE		ACCOUNT NUMBER	
銀行コード	0174	口座種別	普通
BANK CODE		TYPE OF ACCOUNT	ORDINARY ACCOUNT
支店番号	701	口座名義人名	株式会社 S B C
BRANCH NUMBER		ACCOUNT NAME	SBC CO.,LTD
名義者の住所及び連絡先	ZIP CODE : 670-0940	銀行の住所及び連絡先	ZIP CODE : 670-0917
ACCOUNT HOLDER ADDRESS, PHONE No.	65 NISHINOMACHI SANZAEMONBORI HIMEJI HYOGO JAPAN PHONE : 079-240-6474	BRANCH ADDRESS, PHONE No.	190 SHINOBUMACHI HIMEJI HYOGO JAPAN PHONE : 079-288-7575

<< Refund of payment>>

There is no refund of payment except in following conditions

1. In case visa application is not approved at the Embassy or Consulate in student's country (refusal of issuance)

If the submitted document can prove that the "admission letter" is returned and entry visa was not issued, the fees excluding the entrance examination fee (30,000 JPY), enrollment fee (50,000 JPY), administrative fee (30,000 JPY) and remittance fee will be refunded.

2. Declining admission due to personal problems before the semester starts

After confirming the document certifying declination of admission as well as return of "admission letter" and "Certificate of Eligibility", fee excluding the entrance examination fee (30,000 JPY), enrollment fee (50,000 JPY), administrative fee (30,000 JPY) and remittance fee will be refunded.

3. Remaining amount of deposit (advance payment) money will be refunded within 60 days after graduation or withdrawal from

4. Payment will not be refunded in below cases

In the following cases, payment will not be refunded even if withdrawal application is submitted in advance







1) In case of violating Japanese laws or school regulations

2) Transfer to the other Japanese language education institute

3) Marriage or pregnancy

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# DORMITORY

Access	A few dorm rooms are available in the school neighborhood.								
Facility	kitchen, toilet, bathroom, air-conditioner, refrigerator, washing machine, rice cooker, micro-wave oven, WiFi, etc.			 AC	 refrigerator	 Washing machine			
Equipment	curtain, Japanese-style bedding set, pot			 microwave	 rice cooker	 WiFi			
Rule	<p>Not allowed to leave the dormitory for one year after entering.</p> <p>Expenses for leaving the dormitory within one year after entering : 1 year of dormitory fees from the date of entry, 6 months of dormitory fees as a penalty , Administration fee.</p> <p>Student's may choose whether or not to live in the dormitory. Food service is not available.</p> <p>Students cannot choose their roommate. The dormitory is contracted every 6 months. Students should give advance notice of at least 2 months for terminating the contract. Students need to pay for gas, water and electricity separately. Students must follow the rules and regulations of the dormitory.</p> <p>When students break the rules, they may be forced to leave the dormitory.</p>								
Rent									
	Shared by 4 person		Shared by 3 person		Shared by 2 person		Single person		
Initial expenses		50,000JPY							
Deposit		30,000JPY							
Rent for 6 months(Ex.)		90,000JPY		120,000JPY		180,000JPY		240,000JPY	
Total		170,000JPY		200,000JPY		260,000JPY		320,000JPY	
※ Initial expenses include deposit, key money, commission, fire insurance, and equipment fee are non-refundable.									
※ The dormitory deposit includes cleaning and repair expenses required at the time of leaving. While leaving the dormitory:									
Any unpaid utility expenses/bills, loss from intentionl destruction of properties, disposal charge of any abandoned personal properties will be deducted from the security deposit before a refund can be issued.									

# OTHERS

Health Care					
① National Health Insurance	If you are staying in Japan for more than 3 months, you must be enrolled.				
② School health check	It will be carried out within 1 month after enrollment, after that it will be done every year.				
③ Insurance for International students	In unexpected circumstances like accidents, sickness, etc. enrolling in insurance for international students is required.※ In order to enroll in International Students Insurance, student must be enrolled in National Health Insurance.				
④ School counseling	Counsellor will give counseling to applicants once a month.				
Student life					
Equipment :	School library, study room, health care room and free Wi-Fi are available.				
Event :	We are planning extracurricular lessons, seasonal events, and events for international exchange.				
Counselling :	We provide consultation about school, daily life, part-time job, etc. at any time.				
Part-time job :	Students can do part-time jobs (only in the permitted job categories) up to 28 hours a week and 40 hours a week during long holidays after getting permission from the Immigration office. We do not recommend our students to work during the first two months of arriaval to Japan, please use that period to get familiar with Japan. Also, we do not recommend that students work until midnight due to safety reasons. Part-time jobs should be planned so that it does not hamper with student's study and strictly following the law.				
Income from part-time work(ex.)		Normal period	103,936JPY	Long vacation	126,208JPY
Living expenses(ex.)	Rent	30,000JPY	75,000JPY	30,000JPY	83,000JPY
	Food	25,000JPY		25,000JPY	
	Electricity/water/gas	5,000JPY		8,000JPY	
	Others	15,000JPY		20,000JPY	
Balance of payments		28,936JPY		43,208JPY	